

SWAMI DEVI DYAL INSTITUTE OF ENGINEERING & TECHNOLOGY

Village – GOLPURA, Tehsil – BARWALA, Distt. – PANCHKULA
Telephone No.: 01734 – 258627, 258266 Fax: 01734-258298

Ref. No. 4080/SDDIET/2021

Dated : 07.01.2021

INTERNAL COMPLAINTS COMMITTEE

In accordance with the provisions in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 the current composition of Internal Complaints Committee of Swami Devi Dyal Institute of Engineering & Technology (SDDIET) is as follows:

Sr. No.	Name	Email & Phone	Location
1.	Dr. Sukhvinder Kaur	sukhvinder_eee@sddgpi.com Phone: 8396995957	Department of Electronics & Communication Engineering ECE/CSE Block, Ground Floor
2.	Mr. Ravi Kumar	raviranaambala@yahoo.com Phone: 9729245005	Department of Civil Engineering CE Block Ground Floor
3.	Ms. Kamal Kumar	kadam.366@gmail.com Phone: 9466830351	Department of Computer Science & Engineering ECE/CSE Block, Ground Floor
4.	Ms. Uma Sharma	Umasharma99@rediffmail.com Phone: 8360269301	Librarian IT Block, 3 rd Floor
5.	Mr. Sanjeev aswal	Sanjeev.aswal@gmail.com Phone: 9896299620	Network Administrator IT Block, 1 st Floor

Who can approach ICC and file a complaint?

Any woman employee (faculty and staff including contractual, casual and temporary) of SDDIET Barwala, female students, and any women residing in SDDIET Barwala Campus or visiting the Campus in any capacity may file a complaint against an incident of sexual harassment.

How and where to file a complaint?

The person concerned can personally approach/telephone/write/e-mail to any member of ICC followed by the submission of a formal written complaint as a hard copy addressed to the Presiding Officer, ICC within 90 days of the incident about which the complaint is filed. The ICC is required to complete the process of inquiry and submit its report within 90 days of the filing of the complaint.

The formal complaint must contain the following:

The formal complaint must contain the following:

- Date and time of the incident
- The place where it occurred
- Name and contact information of the accused
- Name and contact information of witnesses
- Detailed description of the incident

All information related to a complaint will be kept strictly confidential.

Signature
17/4/22

Director Principal
Director Principal **SDDIET**
Swami Devi Dyal Institute
of Engg. & Technology
Vill. Golpara, Teh. Barwala (Pkt.)