

## WOMEN CELL/INTERNAL COMPLAINTS COMMITTEE

Committee for Prevention of Sexual Harassment of Women (Prevention, Prohibition and Redressal)  
Act 2013

(Adapted from "Handbook on Sexual Harassment of Women at Workplace, Govt of India)

### GUIDELINES

#### Definition for Sexual Harassment

"Greening of the earth can only begin with the empowerment of women' - Mariam BIBI

According to Supreme court guidelines sexual harassment can be defined as unwelcome sexually determined behaviour (whether directly or by implication)

- Physical contact and advances
- Demand or request for sexual favours.
- Sexually coloured remarks; showing pornography
- Other unwelcomed physical verbal or nonverbal conduct of sexual nature (Vishaka judgement by supreme court)

In addition to the above the following acts are also considered as harassment:

- Eye teasing/unsavoury remarks
- Jokes with double meaning, causing embarrassment
- Gender based insults and sexist remarks Unwelcome sexual overtone, obnoxious telephone calls etc.,
- Unwelcome physical contacts and Molestation Any other act likely to violate one's privacy

Right from its inception, RKGIT, Ghaziabad has been giving equal opportunities for both men and women in admission, training, research, placements and in all other activities. This has helped us to maintain a very peaceful ambience which is very much essential for concerted learning of both boys and girls with little room for any kind of issues among them. Based on the UGC guidelines, an active Women Harassment Prevention Cell has been functioning in the college for about a decade which has been renamed in 2021 as Internal Complaints committee (ICC).

  
H. G. GARG  
Dean Student Welfare  
Raj Kumar College of Technology  
GHAZIABAD

### Objectives of ICC-RKGIT:

- An important objective of the ICC is to prevent any issue related to harassment of women(students) in the campus.
- A campus free of gender violence, sexual harassment and gender disparity is one prime aim and goal.
- As per the landmark Judgements and Supreme court of India in August 1997, every instance of sexual harassment is a violence of 'Fundamental Rights' under Articles 14, 15 and 21 of the Constitution of India and amounts to violation of the Right to Freedom under Article 19 (1) (g).

### Functions of ICC-RKGIT:

1. Prevents discrimination, gender inequality and harassment against women by creating awareness.
2. Promptly deals the cases of sexual harassment (if any) in an impartial and just manner.
3. Ensures that appropriate actions are taken against the offender.
4. Maintains confidentiality of the cases.

### Composition of Internal Complaints Committee (ICC)

The Committee is formed based on UGC Guidelines. The committee consists of the following

members:

- A Presiding Officer: A senior female employee of the organization.
- Two employee members: Two employees who are aware and sensitive to gender issues and dedicated to the cause of women or possess some legal knowledge on related matters.
- One external member: This should be from an NGO or Association committed to the cause of women and issues related to sexual harassment.
- The composition should be such that half of the total members must be women.

  
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### Procedure:

1. An aggrieved (woman) student may lodge a written complaint to the Principal/ ICC committee.
2. An enquiry committee with members of ICC, probe into the complaint.
3. Recommendations are submitted to Principal for necessary action.

The time line for submission of complaint, completion of enquiry and forwarding the recommendation is followed as per rules specified in Handbook on Sexual Harassment of Women at Workplace, Govt of India.

### Preventive measures taken in the campus- Prevention is better than cure

- Creation of ICC.
- Formation of special committee such as discipline committee who monitor the behavior of students.
- Sensitizing students, faculty and staff members on the Law and Complaint mechanisms.
- Empowering girl students with equal opportunities for training, placement, co-curricular and extra-curricular activities.

### Safety aspects and other services:

- Adequate security personnel round the clock in the gates and inside the campus.
- No outsider can approach or enter the ladies' hostel or classrooms without proper identity.
- The wardens also ensure the safety of the girl students.
- Student care executives move around the campus during working hours to enable the maintenance of the much-needed decorum in an educational institution.
- Counselling sources: Counselling through professional counsellors, infrastructure facilities, safe traveling in college buses, and regular programs organized to empower women, all contribute to the safety of students in the campus.



DR. J. K. GARG  
Dean, Student Welfare  
National Institute of Technology  
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OFFICE OF THE DEAN STUDENT WELFARE

Ref. No RKGIT/Dir.Off/July/2025/045

Date: 29<sup>th</sup> July, 2025

CIRCULAR

SUB: ACTIVITIES OF WOMEN CELL

(Session: 2025-26)

1. The sexual harassment of working women at the work place is a sensitive issue which has been inviting attention of the Government as well as the Apex Court. The Hon'ble Supreme Court in the case of Viashakha & others Vs State of Rajasthan and other states in writ petition (criminal) nos. 666-70 had observed that the sexual harassment of working women amounts to violation of rights of gender equality and right to life and liberty.

2. In the absence of legislative measures, the Hon'ble Supreme Court in exercise of its power under Article 32 laid down the guidelines and norms which will be treated as law declared under Article 141 of the Constitution and will be applicable to both, Public and Private Sector.

3. While issuing guidelines the Hon'ble Supreme Court has also defined the term "sexual harassment" and said that for this purpose sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- a) *Physical contact and advances;*
- b) *A demand or request for sexual favours;*
- c) *Sexually colored remarks;*
- d) *Showing pornography;*
- e) *Any other unwelcome physical, verbal or non verbal conduct of sexual nature.*

4. All employers or persons incharge of work place in the Public or Private Sector shall take appropriate steps to prevent sexual harassment.

5. The Honorable Supreme Court also directed to constitute a "Complaints Committee" to enquire into all such complaints. As per existing guidelines of the Supreme Court the "Complaints Committee" should be headed by a women and not less than half of its members should be women. However, to prevent the possibility of any undue pressure or influence, such complaints committee should involve a third party, either NGO or other body familiar with the issues of sexual harassment.

6. The Institute has a Women Cell with Dr. Mamta Goel, Professor, AS&H, as its Chairperson, to look into the issues of women safety & complaints of sexual harassment in the campus. The constitution of the Women Cell is as under:

## Women Cell

S.No	Name of Faculty	Designation / Department	Status in Women Cell	Contact No.	Email Address
1	Dr. Mamta Goel	Professor AS&H	Chairperson	9899903170	mamtafsh@rkgit.edu.in
2	Dr. Archana Gupta	NGO Representative	Member	9910623934	Drarchanagupta14041972@gmail.com
3	Dr. Manjusha Goel	Assoc. Prof. MBA	Member	9811651235	mgmbafba@rkgit.edu.in
4	Ms. Geetika Mehta	Asst. Prof. B.Pharma	Member	8284826599	geetikaintouch@gmail.com
5	Dr. Priyanka Gautam	Asst. Prof. AS&H	Member	8448788158	priyafsh@rkgit.edu.in
6	Mrs. Megha Tonk	Asst. Prof. B.Pharma	Member	8938004429	meghafsh@rkgit.edu.in
7	Mr. Saurabh Singh	Asst. Prof. ME	Member	9811469391	singhfme@rkgit.edu.in
8	Mr. Robin Abraham	Asst. Prof. ECE	Member	9746628080	robinfec@rkgit.edu.in
9	Ms. Renu Singhania	Asst. Prof. DS	Member	7017396188	renusfds@rkgit.edu.in
10	Mrs. Shweta Sharma	Warden (Sr. Girls Hostel)	Member	9582945619	rkgit.shweta@gmail.com
11	Mr. SandeepYadav	B.Tech 4 <sup>th</sup> year CSE	Member	7068641268	Yadavsandeep1268@gmail.com
12	Ms. Vatsala Gupta	B.Tech 4 <sup>th</sup> year CS	Member	6306603707	Vatsalag77@gmail.com
13	Ms. Ananya Srivastava	B.Tech 3 <sup>rd</sup> year CSE	Member	6393104272	ananyasrivastava 700@gmail.com
14	Ms. Srishti Kumar	B.Tech 2 <sup>nd</sup> year ECE	Member	8800561049	Srishi.k26227@gmail.com
15	Ms. Nikita	B.Pharma 3 <sup>rd</sup> year	Member	9315901064	Prajapatinikita 31707@gmail.com
16	Ms. Riya Rana	B.Tech 3 <sup>rd</sup> year CSE	Member	9548626080	riyarana1605@gmail.com
17	Ms. Himadri Sharma	B.Tech 2 <sup>nd</sup> year CSE	Member	7042555231	himadri.rajvanshi27@gmail.com
18	Ms. Anamika Tiwari	MBA 2 <sup>nd</sup> year	Member	7970481006	Tiwariyanamikaass@gmail.com

7. An Internal Complaints committee is also constituted to inquire into the complaints of sexual harassment or any other safety issue relating to any female faculty, staff or student. The constitution of Internal Complaints Committee is as under:

### Internal Complaints Committee

S.No	Name of Faculty	Designation / Department	Status in Women Cell	Contact No.	Email Address
1	Dr. Mamta Goel	Professor AS&H	Chairperson	9899903170	mamtafsh@rkgit.edu.in
2	Dr. Archana Gupta	NGO Representative	Member	9910623934	Drarchanagupta14041972@gmail.com
3	Dr. Manjusha Goel	Assoc. Prof. MBA	Member	9811651235	mgmbafba@rkgit.edu.in
4	Mrs. Megha Tonk	Asst. Prof. B.Pharma	Member	8938004429	meghafsh@rkgit.edu.in
5	Mr. Saurabh Singh	Asst. Prof. ME	Member	9811469391	singhfme@rkgit.edu.in
6	Mr. Robin Abraham	Asst. Prof. ECE	Member	9746628080	robinfec@rkgit.edu.in
7	Ms. Bhavna Sharma	Asstt. Librarian	Member	9997247828	vanshika.nano@gmail.com
8	Mrs. Shweta Sharma	Warden (Sr. Girls Hostel)	Member	9582945619	rkgit.shweta@gmail.com
9	Mr. SandeepYadav	B.Tech 4 <sup>th</sup> year CSE	Member	7068641268	Yadavsandeep1268@gmail.com
10	Ms. Vatsala Gupta	B.Tech 4 <sup>th</sup> year CS	Member	6306603707	Vatsalag77@gmail.com
11	Ms. Riya Rana	B.Tech 3 <sup>rd</sup> year CSE	Member	9548626080	riyarana1605@gmail.com

Email id : womencell@rkgit.edu.in

8. The Complaints Committee while inquiring into a complaint of sexual harassment or any other Women Safety issue, may devise its own procedure to enquire into the complaint and record evidence. The Committee is authorized to call any person working at RKGIT considered necessary to elicit the truth, or whose statement is considered necessary by the Committee. In case a person, who is not on the roll of the

*[Handwritten Signature]*  
29/7/25

*[Handwritten Signature]*

Institute or with the RKG group of Institutions, is required by the Committee, the Committee may approach the appropriate civil authorities either directly or through Director, RKGIT. The Committee, after conducting enquiry into a complaint, will submit its report to the Dean Student Welfare who may forward the same to the Director with appropriate remarks/ recommendations.

9. The Chairperson, Women Cell should convene periodical meetings of the Women Cell to sensitize the issues of safety and security of the female employees (Faculty and Staff) and the girl students in the Institute. The Women Cell may also periodically interact with the girls in the Campus to find out their safety concerns and take remedial measures, if necessary, in consultation with the Director / Dean Student Welfare.

  
(H.G. Garg) 29/7/2025  
Dean Student Welfare

  
(Dr. B.C. Sharma)  
Director

Copy to:-

1. Principal Pharmacy
2. Assoc. Director, CRC
3. Dean (Academics) / Dean EII/ Dean (Accreditation)
4. The HODs / Head HR/ Coordinators 1<sup>st</sup> year
5. HOD BBA/BCA
6. **Dr. Mamta Goel, Chairperson, Women Cell;**
7. Members of the Women Cell (by name)

8. Warden, Girls hostel
9. Warden 1<sup>st</sup> year Girls hostel

This circular may be given wide publicity in the girls hostel. A copy of this circular should also be displayed on the Notice Board in the girls hostel.

10. All Wardens boys hostels;
11. Anti Ragging Control Room

12. **Mr. Rajesh Panjan,**  
Web Administrator
13. **Mr. Pawan Pandey,**  
Incharge, ERP

The Women Cell email ID should be displayed on the College website exclusively dedicated to the Women Cell (Complaints Committee). Also please display it on College ERP.

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- Group Chairman  
Group Vice Chairman  
Group Advisor  
Group Ex. Director  
Director, RKGIT  
Director RKGIT&M

for kind information please.