

Government of India
Department of Space
Indian Institute of Space Science and Technology
(Declared as deemed to be University under Section 3 of the UGC Act 1956)
Valiamala P.O., Thiruvananthapuram 695 547

IIST:DIR:2016

July 28, 2017

OFFICE ORDER No.501

Sub: **Constitution of Internal Complaints Committee – Reg.**

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

1	Presiding Officer	Dr. Sheeba Rani, Associate Professor, Avionics	Chairperson
2	Two faculty members	Dr. Sarita Vig, Associate Professor (Earth & Space) Dr Seena V. Associate Professor (Avionics)	Member Member
3	Two non-teaching employees	Shri Pradeep Kumar KR, Admin. Officer * Shri Rakesh R Menon, Sr. Purchase & Stores Officer	Member Member
4	A member from NGO or a person familiar with sexual harassment issues	Smt Jeena Varghese, Group Head, ESPG/Chairperson, ICC, LPSC	Member
5	Three Student nominees (if the matter involves students)	Ms. Sonu Tabitha Paulson, PhD Student, Physics Ms. Fiona, M.Tech Thermal & Propulsion Ms. G. Manasvi, B.Tech Avionics	Member Member Member

*Shri Pradeep Kumar KR will act as the Member Secretary

...2/-

: 2 :

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Director/Disciplinary Authority along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to Registrar.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

VK Dadhwal

(VK Dadhwal)

Director

28-7-17

To: Presiding Officer and all Members

Cc: Deans/HoDs/Officers/Consultants/Advisor/Head, CMD/
Standard distribution