



## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

No. 1/28/99-Admn/IIFM/25/..1.6

17<sup>th</sup> January, 2025

### OFFICE ORDER

In partial modification of Office Order No. 1/28/99-Admn/IIFM/24/161 dated 30.09.2024, the Internal Complaint Committee (ICC) constituted to examine the complaints of "Sexual Harassment of Women at Workplace" is hereby re-constituted, for prevention and prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in IIFM, as under with immediate effect:

- |   |                                      |
|---|--------------------------------------|
| a) Dr. Parul Rishi, Professor                             | - Chairperson                        |
| b) Dr. Dhanya Bhaskar, Associate Professor                | - Member                             |
| c) Dr. Nimai Das, Associate Professor                     | - Member                             |
| d) Dr. Jigyasa Bisaria, Assistant Professor               | - Member                             |
| e) Dr. Geeta Oberoi, Professor, National Judicial Academy | - External Member                    |
| f) Ms. Aaradhna, PGDSM 2023-2025                          | - Member (Student)                   |
| g) Mr. Anand Ramesh, PGDFM 2024-2026                      | - Member (Student)                   |
| h) Ms. Dulam Lavanya Ramakumari, PGDFM 2024-2026          | - Member (Student)                   |
| i) Smt. Manju Chakradhar, Sr. Lib. & Info. Assistant      | - Member (Non-Teaching)              |
| j) Mrs. Anila Nair, SPS & OiC-Girl's & Boy's Hostel       | - Member Secretary<br>(Non-Teaching) |

The term of office of the members of the ICC shall be upto 30.06.2026. The student members will be changed every academic year with new students.

The mandate of the Committee are as follows:

- (i) Publicity in Institute's Website, prospectus and display prominently at conspicuous places or Notice board the penalty and consequences of sexual harassment and make all sections of the Institutional Community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on.
- (ii) Organise Training Programme or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- (iii) Organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
- (iv) Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.



(v) Upload the Annual Report containing the following details by 30<sup>th</sup> June of the calendar year on the AICTE website:

- (i) Number of complaints of sexual harassment received in the year.
- (ii) Number of orientation or training programmes carried out for the members of the ICC to deal with complaints.
- (iii) Number of complaints disposed of during the year.
- (iv) Number of cases pending for more than 90 days.
- (v) Number of workshops or awareness programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment.
- (vi) Nature of action taken by the Technical Institution against the perpetrator.

  
Director

To,

The Chairperson & All Members of the Committee

Copy to :

- 1. All Faculty Members, Officer & Staff
- 2. Manager(Sys.) – To upload in the Website of IIFM
- 3. SPS to Director
- 4. All Students
- 5. All Notice Boards – Office, Classrooms, Hostel, Guest House & Mess