



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY INDORE

Annual Gender Sensitization Action Plan

- To organise seminar on women centric issues like social media usage, cyber crimes, single women issues, workplace behavior, etc.
- To organise legal awareness programs on cyber law, constitution laws, sexual harassment at workplace law, property laws, etc.
- To indulge in sponsored research projects on women related issues like social security, women in unorganized sector, social economic empowerment of women, cyber crimes challenges faced by women, etc.
- To take initiative for induction of women technology park inside our campus.
- Skill development programs for girls students and women in the local community.
- To organize periodic medical camp for women related medical issues.
- To provide facilities like laptop, board, books for our adopted village girls and women education.

Grievances Redressal Policy

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases Grievance Redressal Policy. A systematic mechanism for the redressal of students' grievances is functioning in the college. If the student has any grievance on non-academic issues, she/he may approach the Teacher in-charge/ Department Head. If it doesn't get resolved there, the matter may be reported to the Principal who refers it to the grievance redressal cell, constituted as follows:

- Management representative
- Principal
- Senior faculty
- Staff representative
- HoDs concerned ,
- Incharge Student welfare
- Woman representative
- Student representative

The cell looks into the grievance and makes its recommendations to the Principal. In order to address the grievances regarding academic matters, a four-level redressal mechanism is envisaged. Complaints regarding evaluation shall be brought to the notice of the teacher concerned. If the student is not satisfied with his/her decision, he/she may appeal to the Departmental Redressal Cell, which consists of the HoD, the teacher-in-charge for that class and the teacher against whom the complaint is made as members. The student shall also have the freedom to make a further appeal to the College Level Grievance Redressal Cell, which consists of the Principal, Controller of Internal Examinations and the HoD concerned as members. Complaints can be filed online at principal.lnctindore@gmail.com. If the student is not satisfied, he/she may appeal to the University Level Grievance Redressal Cell which consists of Pro-Vice Chancellor, Affiliation Committee Convener and Controller of Examinations. The verdict of the University Level Redressal Cell shall be final.

Sexual Harassment Policy

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, the college had duly constituted an Internal Complaint Committee for considering complaints of sexual harassment. The composition of the Complaints Committee was revised subsequent to retirement, transfer etc. of the existing Chairperson/Member. This Committee in the college has now been re-constituted on 31st July, 2016 based on the recommendations of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013, as well as Handbook on Sexual Harassment of Women at Workplace by Ministry of Women and Child Development, Govt. of India, for considering complaints of sexual harassment of women at workplace.

In order to prevent such incidents, a Women Empower Committee (Vishakha Committee) is operation at LNCT, Indore. Complaints regarding Sexual Harassment against women can be made either in paper form or it can be filed online at vishakha.lnctindore@gmail.com. Aggrieved woman can file the complaint of sexual harassment at workplace. In case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by her relative or friend or her co-worker or any person who has knowledge of the incident, with the written consent of the aggrieved woman. The committee functions to assure the safety and security of all female staff as well as students.

Anti-Ragging Policy

In pursuance to the Judgment of the Hon'ble Supreme Court, the UGC guidelines and the Prohibition of Ragging Act, Kerala, 1998, the following mechanisms are established to ensure a ragging-free campus:

- Wide dissemination of anti-ragging policy and warning through admission advertisements, prospectus and other information booklets. Obtaining signed undertakings from students and parents against ragging.
- Assurance by head of institution/departments to the fresher's and parents about full protection and support against any attempts of ragging by seniors.
- Introducing anti-ragging policy and warning to the seniors through holistic education classes.
- Constitution of an anti-ragging committee and anti-ragging squad, as well as watch and ward arrangements to identify vulnerable locations and to keep a constant vigil and watch at such locations.
- Regular interaction and counseling with the students to detect early signs of ragging and identify trouble-triggers.
- Surprise inspection at hostels, students accommodation, canteens, toilets etc. for preventing ragging and any uncalled for behavior/incident. Installation of CCTV cameras at vital points.
- Offering orientation, mentoring and professional counseling to freshers to prepare them for the socio-academic life ahead. Updated information on the college website with the complete address and contact details of nodal officers related to the anti-ragging committee..



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Lakshmi Narain College of Technology Indore

(An ISO 9001:2008 Certified Institute)

Date: 31st July 2016

NOTICE

This is inform to all employees and students of Lakshmi Narain College of Technology Indore , *Vishakha Committee* (Women Grievances and Redressal cell) is formed. Members and guideline of this committee are mentioned below.

Name of Committee Member	Role	Designation	Contact Number
<i>Dr. Avinash Desai</i>	<i>President</i>	<i>Group Director</i>	<i>9993102374</i>
<i>Dr. M.K. Rawat</i>	<i>Principal</i>	<i>Principal (LNCT)</i>	<i>7828709079</i>
<i>Mrs. Akanksha Shrivastava</i>	<i>Head</i>	<i>Assistant Professor</i>	<i>9340708205</i>
<i>Ms. Khushboo Sawant</i>	<i>Coordinator</i>	<i>Assistant Professor</i>	<i>9926600014</i>
<i>Mrs. Lata Vyas</i>	<i>Member</i>	<i>Assistant Professor</i>	<i>8461926417</i>
<i>Ms. Pooja Panwar</i>	<i>Member</i>	<i>Staff</i>	<i>9834568879</i>
<i>Ms. Akanksha Soni</i>	<i>Member</i>	<i>Student</i>	<i>8049473470</i>
<i>Ms. Priyanka Chauhan</i>	<i>Member</i>	<i>Student</i>	<i>9300456738</i>
<i>Ms. Chetna Rawat</i>	<i>Member</i>	<i>Student</i>	<i>9406755371</i>
<i>Ms. Soniya Raina</i>	<i>Member</i>	<i>Student</i>	<i>9893002584</i>



Dr. Manoj Rawat
Principal

PRINCIPAL, LNCT

Lakshmi Narain College of Technology,
Sanwer Road, Indore - 453 331 (M.P.) INDIA

Copy to :

1. Managing Director (LNCT Group)
2. Dr. Sandhya Chouksey
3. Dr. Avinash Desai (Group Director-UG & PG)
4. Principal (LNCT)
5. All HOD

Institute Communications:
Village Bhawrsala, Sanwer Road,
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GUIDELINE OF VISHAKHA COMMITTEE

This committee is made for female employees of the institute and female students .

• What is Sexual Harassment?

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- *Physical contact and advances.*
- *A demand or request for sexual favors.*
- *Sexually colored remarks.*
- *Showing pornography.*
- *Unwillingly contact on social media websites , whats App etc.*
- *Any other unwelcome physical verbal or non-verbal conduct of sexual nature.*
 - Female employees and students are informed, If any problem such type activity occurs, please contact to above mentioned committee members .
 - Please ,Don't hesitate.

Dr. Manoj Rawat
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- b) a demand or request for sexual favors;*
- c) sexually colored remarks;*
- d) showing pornography;*
- e) any other unwelcome physical verbal or non-verbal conduct of sexual nature.*

Where any of these acts is committed in circumstances where the victim has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem.

It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment.

Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto. Thus, sexual harassment need not involve physical contact. Any act that creates a hostile work environment - be it by virtue of cracking lewd jokes, verbal abuse, circulating lewd rumors etc. counts as sexual harassment.

The creation of a hostile work environment through unwelcome physical verbal or non-verbal conduct of sexual nature may consist not of a single act but of a pattern of behavior comprising many such acts.

Thus, it is important that the victim report such behavior as soon as possible and not wait for it to become worse. In some cases, the psychological stigma of reporting the conduct of a co-worker might require a great deal of courage on the part of the victim and they may report such acts after a long period of time. The guidelines suggest that the complaint mechanism should ensure time bound treatment of complaints, but they do not suggest that a report can only be made within a short period of time since the incident occurred.

Often, the police refuse to lodge FIRs for sexual harassment cases, especially where the harassment occurred sometime ago.

Employer's obligations

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Note that the Vishaka Guidelines are not sufficient for legal compliance for employers as the same has been replaced by a full-fledged statute of the Parliament. Although the statute mostly retains the framework provided in the Guidelines, there are significant differences and it is the statute that the employers must follow. For instance, the definition of sexual harassment has significantly changed. From this perspective, the Vishaka Guidelines is of only historical and academic importance now. It will also be relevant in cases that were brought up before 2013 enactment of the law.

The minister for Women's Welfare Maneka Gandhi stated that government will take tough steps against any organisations, including NGOs that do not implement the new law. It is a good idea to use a checklist to make sure that your organisation is compliant with the law. A

Internal Complaints Committee and Local Complaints Committee: The Sexual Harassment Act requires an employer to set up an Internal Complaints Committee (ICC) at each office or branch having more than 10 employees of any gender. The government is in turn required to set up a Local Complaints Committees (LCC) at the district level to investigate complaints regarding sexual harassment from establishments where the ICC has not been constituted on account of the establishment having less than 10 employees or if the complaint is against the employer.

The Sexual Harassment Act, 2013 also sets out the constitution of the committees, process to be followed for making a complaint and inquiring into the complaint in a time bound manner.

Interim Reliefs: The Sexual Harassment Act empowers the ICC and the LCC to recommend to the employer, at the request of the aggrieved employee, interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to a period of three months in addition to her regular statutory/ contractual leave entitlement.

In addition to ensuring compliance with the other provisions stipulated, the Sexual Harassment Act casts certain obligations upon the employer to, inter-alia,

- *provide a safe working environment*
- *display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee*
- *organize workshops and awareness programs at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programs for members of the Internal Complaints Committee*
- *treat sexual harassment as a misconduct under the service rules and initiate action for misconduct.*
- *The employer is also required to monitor the timely submission of reports by the ICC.*

If an employer fails to constitute an Internal Complaints Committee or does not comply with any provisions contained therein, the Sexual Harassment Act prescribes a monetary penalty of up to INR

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50,000 (approx. US\$1,000). A repetition of the same offence could result in the punishment being doubled and / or de-registration of the entity or revocation of any statutory business licenses

Preventive steps

- *Sexual harassment should be affirmatively discussed at workers' meetings, employer-employee meetings, etc.*
- *Guidelines should be prominently displayed to create awareness about the rights of female employees.*
- *The employer should assist persons affected in cases of sexual harassment by outsiders.*
- *Central and state governments must adopt measures, including legislation, to ensure that private employers also observe the guidelines.*
- *Names and contact numbers of members of the complaints committee must be prominently displayed.*

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Date: 1st August 2016

Minutes of Meeting (Vishakha Guidelines)

The Vishakha Committee meeting was conducted under the President ship of Dr. Avinash Desai, Group Director, LNCT, Indore. Following Members were Present.

Minutes :

1. Vishakha Committee strategies in college were discussed.(mentioned in attached documents)
2. Even though Vishakha case was reported, the committee discussed preventive measures.
3. Following point are explained to committee members .
 - a) What is sexual harassment?
 - b) Employer's obligations
 - c) Preventive steps

Following Members were Present in this meeting.

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<i>Dr. Avinash Desai</i>	<i>President</i>	<i>Group Director</i>	<i>9993102374</i>
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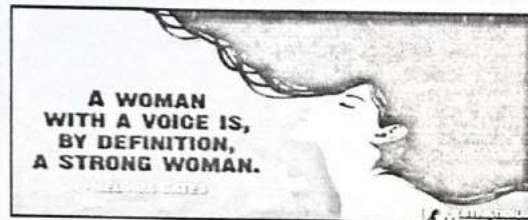
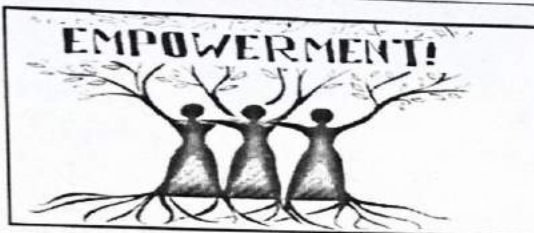
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Vishakha Committee
Women Grievances and Redressal Cell



Contact to

Mrs. Akanksha Shrivastava (Head)
9340708205

Ms. Khushboo Sawant (Coordinator)
9752410850

Warden (Girls Hostel)
0731-4253117

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Date: 31st July 2017

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Employer's obligations

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Date: 1st August 2017

Minutes of Meeting (Vishakha Guidelines)

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2. Even though Vishakha case was reported, the committee discussed preventive measures.
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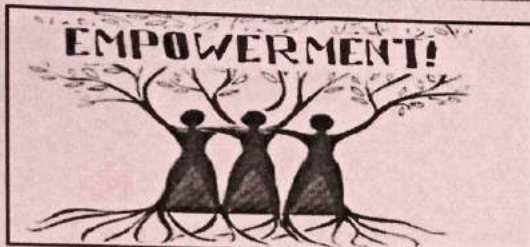
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Vishakha Committee Women Grievances and Redressal Cell



Contact to

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Ms. Khushboo Sawant (Coordinator)
9752410850

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Institute Communications:
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Fax : +91 731 4253103





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Lakshmi Narain College of Technology Indore

(An ISO 9001:2008 Certified Institute)

Date: 31st July 2018

NOTICE

This is inform to all employees and students of Lakshmi Narain College of Technology Indore, **Vishakha Committee** (Women Grievances and Redressal cell) is formed. Members and guideline of this committee are mentioned below.

Name of Committee Member	Role	Designation	Contact Number
Dr. Avinash Desai	President	Group Director	9993102374
Dr. M.K. Rawat	Principal	Principal (LNCT)	7828709079
Mrs. Akanksha Shrivastava	Head	Assistant Professor	9340708205
Ms. Khushboo Sawant	Coordinator	Assistant Professor	9926600014
Mrs. Lata Vyas	Member	Assistant Professor	8461926417
Ms. Akanksha Sharma	Member	Assistant Professor	9893065044
Ms. Preeti Agrawal	Member	Assistant Professor	9848377479
Ms. Ayushi Kumari	Member	Student	9836521425
Ms. Stuti Singh	Member	Student	9425863214
Ms. Kajal Nayan	Member	Student	9226875491



Dr. Manoj.K.Rawat
Principal

PRINCIPAL, LNCT

Lakshmi Narain College of Technology
Behind SAIMS Hospital, Sanwer Road Indore

Copy to ;

1. Managing Director (LNCT Group)
2. Dr. Sandhya Chouksey
3. Dr. Avinash Desai (Group Director-UG & PG)
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GUIDELINE OF VISHAKHA COMMITTEE

This committee is made for female employees of the institute and female students .

• **What is Sexual Harassment?**

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

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 - *Unwillingly contact on social media websites , whats App etc.*
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Dr. Manoj.K. Rawat
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- b) a demand or request for sexual favors;*
- c) sexually colored remarks;*
- d) showing pornography;*
- e) any other unwelcome physical verbal or non-verbal conduct of sexual nature.*

Where any of these acts is committed in circumstances where the victim has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem.

It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment.

Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto. Thus, sexual harassment need not involve physical contact. Any act that creates a hostile work environment - be it by virtue of cracking lewd jokes, verbal abuse, circulating lewd rumors etc. counts as sexual harassment.

The creation of a hostile work environment through unwelcome physical verbal or non-verbal conduct of sexual nature may consist not of a single act but of a pattern of behavior comprising many such acts.

Thus, it is important that the victim report such behavior as soon as possible and not wait for it to become worse. In some cases, the psychological stigma of reporting the conduct of a co-worker might require a great deal of courage on the part of the victim and they may report such acts after a long period of time. The guidelines suggest that the complaint mechanism should ensure time bound treatment of complaints, but they do not suggest that a report can only be made within a short period of time since the incident occurred.

Often, the police refuse to lodge FIRs for sexual harassment cases, especially where the harassment occurred sometime ago .

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Employer's obligations

Note that the Vishaka Guidelines are not sufficient for legal compliance for employers as the same has been replaced by a full-fledged statute of the Parliament. Although the statute mostly retains the framework provided in the Guidelines, there are significant differences and it is the statute that the employers must follow. For instance, the definition of sexual harassment has significantly changed. From this perspective, the Vishaka Guidelines is of only historical and academic importance now. It will also be relevant in cases that were brought up before 2013 enactment of the law.

The minister for Women's Welfare Maneka Gandhi stated that government will take tough steps against any organisations, including NGOs that do not implement the new law. It is a good idea to use a checklist to make sure that your organisation is compliant with the law. A

Internal Complaints Committee and Local Complaints Committee: The Sexual Harassment Act requires an employer to set up an Internal Complaints Committee (ICC) at each office or branch having more than 10 employees of any gender. The government is in turn required to set up a Local Complaints Committees (LCC) at the district level to investigate complaints regarding sexual harassment from establishments where the ICC has not been constituted on account of the establishment having less than 10 employees or if the complaint is against the employer.

The Sexual Harassment Act, 2013 also sets out the constitution of the committees, process to be followed for making a complaint and inquiring into the complaint in a time bound manner.

Interim Reliefs: The Sexual Harassment Act empowers the ICC and the LCC to recommend to the employer, at the request of the aggrieved employee, interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to a period of three months in addition to her regular statutory/ contractual leave entitlement.

In addition to ensuring compliance with the other provisions stipulated, the Sexual Harassment Act casts certain obligations upon the employer to, inter-alia,

- *provide a safe working environment*
- *display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee*
- *organize workshops and awareness programs at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programs for members of the Internal Complaints Committee*
- *treat sexual harassment as a misconduct under the service rules and initiate action for misconduct.*
- *The employer is also required to monitor the timely submission of reports by the ICC.*

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If an employer fails to constitute an Internal Complaints Committee or does not comply with any provisions contained therein, the Sexual Harassment Act prescribes a monetary penalty of up to INR 50,000 (approx. US\$1,000). A repetition of the same offence could result in the punishment being doubled and / or de-registration of the entity or revocation of any statutory business licenses

Preventive steps

- *Sexual harassment should be affirmatively discussed at workers' meetings, employer-employee meetings, etc.*
 - *Guidelines should be prominently displayed to create awareness about the rights of female employees.*
 - *The employer should assist persons affected in cases of sexual harassment by outsiders.*
 - *Central and state governments must adopt measures, including legislation, to ensure that private employers also observe the guidelines.*
 - *Names and contact numbers of members of the complaints committee must be prominently displayed.*
-

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Lakshmi Narain College of Technology Indore

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Date: 2nd August 2018

Minutes of Meeting (Vishakha Guidelines)

The Vishakha Committee meeting was conducted under the President ship of Dr. Avinash Desai, Group Director, LNCT, Indore. Following Members were Present.

Minutes :

1. Vishakha Committee strategies in college were discussed.(mentioned in attached documents)
2. Even though Vishakha case was reported, the committee discussed preventive measures.
3. Following point are explained to committee members .
 - a) What is sexual harassment?
 - b) Employer's obligations
 - c) Preventive steps

Following Members were Present in this meeting.

Name of Committee Member	Role	Designation	Contact Number
<i>Dr. Avinash Desai</i>	<i>President</i>	<i>Group Director</i>	<i>9993102374</i>
<i>Dr. M.K. Rawat</i>	<i>Principal</i>	<i>Principal (LNCT)</i>	<i>7828709079</i>
<i>Mrs. Akanksha Shrivastava</i>	<i>Head</i>	<i>Assistant Professor</i>	<i>9340708205</i>
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<i>Ms. Ayushi Kumari</i>	<i>Member</i>	<i>Student</i>	<i>9836521425</i>
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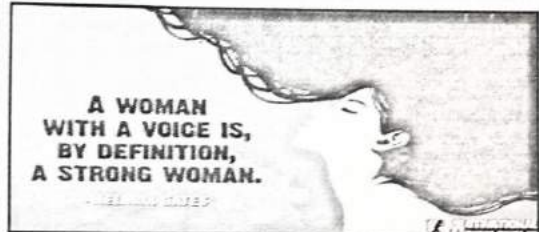
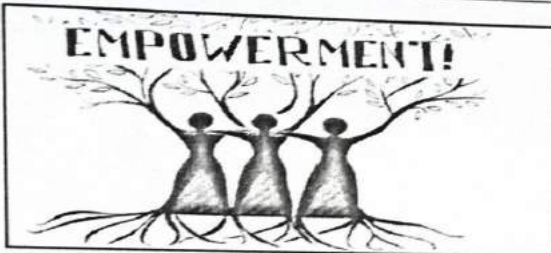
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Lakshmi Narain College of Technology, Indore



Vishakha Committee
Women Grievances and Redressal Cell



Contact to

Mrs. Akanksha Shrivastava (Head)
9340708205

Ms. Khushboo Sawant (Coordinator)
9752410850

Warden (Girls Hostel)
0731-4253117

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Date: 31st July 2019

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Principal

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Near SAIMS Hospital, Sanwer Road, Indore.

Copy to ;

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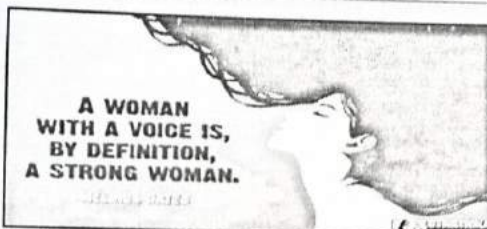
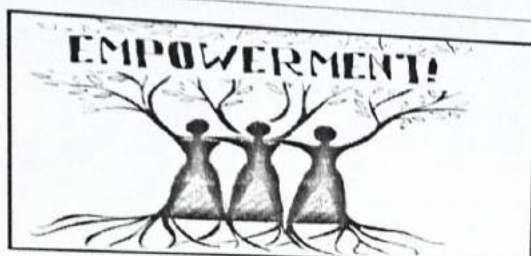


Lakshmi Narain College of Technology, Indore



Vishakha Committee

Women Grievances and Redressal Cell



Contact to

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9340708205

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9752410850

Warden (Girls Hostel)
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Dr. S.V. Sadhwani	Principal	Principal (LNCT)	9977965788
Dr. Meena Wadhvani	Head	Associate Professor	9907638436
Mrs. Akanksha Shrivastava	Coordinator	Assistant Professor	9340708205
Mrs. Snehlata Soni	Member	Assistant Professor	9111411145
Mrs. Sapna Fagede	Member	Assistant Professor	9970117856
Mrs. Garima Agrawal	Member	Assistant Professor	9907037675
Ms. Sangeeta Vishwakarma	Member	Student (B.Sc.)	6265129122
Ms. Bhawna Mandal	Member	Student (B.Com.)	7024453494
Ms. Kavita Pandey	Member	Student (MBA)	9669887224
Ms. Kalyani Kumari	Member	Student (B.Tech. CS)	8303405807
Ms. Yogeshwari Suryawanshi	Member	Student (B.Tech. IT)	9111313187
Ms. Ms. Manisha Yadav	Member	Student (B.Tech. CS)	8269588597



Dr. S.V. Sadhwani
Principal

PRINCIPAL, LNCT

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SAIMS Hospital, Sanwer Road, Indore.

Copy to ;

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Estd. 2004

Lakshmi Narain College of Technology Indore

(An ISO 9001:2008 Certified Institute)

What is sexual harassment?

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 favors;*
- c) sexually colored remarks;*
- d) showing pornography;*
- e) any other unwelcome physical verbal or non-verbal conduct of sexual nature.*

Where any of these acts is committed in circumstances where the victim has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem.

It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment.

Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto. Thus, sexual harassment need not involve physical contact. Any act that creates a hostile work environment - be it by virtue of cracking lewd jokes, verbal abuse, circulating lewd rumors etc. counts as sexual harassment.

The creation of a hostile work environment through unwelcome physical verbal or non-verbal conduct of sexual nature may consist not of a single act but of a pattern of behavior comprising many such acts.

Thus, it is important that the victim report such behavior as soon as possible and not wait for it to become worse. In some cases, the psychological stigma of reporting the conduct of a co-worker might require a great deal of courage on the part of the victim and they may report such acts after a long period of time. The guidelines suggest that the complaint mechanism should ensure time bound treatment of complaints, but they do not suggest that a report can only be made within a short period of time since the incident occurred.

Often, the police refuse to lodge FIRs for sexual harassment cases, especially where the harassment occurred sometime ago.

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Employer's obligations

Note that the Vishaka Guidelines are not sufficient for legal compliance for employers as the same has been replaced by a full-fledged statute of the Parliament. Although the statute mostly retains the framework provided in the Guidelines, there are significant differences and it is the statute that the employers must follow. For instance, the definition of sexual harassment has significantly changed. From this perspective, the Vishaka Guidelines is of only historical and academic importance now. It will also be relevant in cases that were brought up before 2013 enactment of the law.

The minister for Women's Welfare Maneka Gandhi stated that government will take tough steps against any organisations, including NGOs that do not implement the new law. It is a good idea to use a checklist to make sure that your organisation is compliant with the law. A

Internal Complaints Committee and Local Complaints Committee: The Sexual Harassment Act requires an employer to set up an Internal Complaints Committee (ICC) at each office or branch having more than 10 employees of any gender. The government is in turn required to set up a Local Complaints Committees (LCC) at the district level to investigate complaints regarding sexual harassment from establishments where the ICC has not been constituted on account of the establishment having less than 10 employees or if the complaint is against the employer.

The Sexual Harassment Act, 2013 also sets out the constitution of the committees, process to be followed for making a complaint and inquiring into the complaint in a time bound manner.

Interim Reliefs: The Sexual Harassment Act empowers the ICC and the LCC to recommend to the employer, at the request of the aggrieved employee, interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to a period of three months in addition to her regular statutory/ contractual leave entitlement.

In addition to ensuring compliance with the other provisions stipulated, the Sexual Harassment Act casts certain obligations upon the employer to, inter-alia,

- *provide a safe working environment*
- *display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee*
- *organize workshops and awareness programs at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programs for members of the Internal Complaints Committee*
- *treat sexual harassment as a misconduct under the service rules and initiate action for misconduct.*

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- *The employer is also required to monitor the timely submission of reports by the ICC.*

If an employer fails to constitute an Internal Complaints Committee or does not comply with any provisions contained therein, the Sexual Harassment Act prescribes a monetary penalty of up to INR 50,000 (approx. US\$1,000). A repetition of the same offence could result in the punishment being doubled and / or de-registration of the entity or revocation of any statutory business licenses

Preventive steps

- *Sexual harassment should be affirmatively discussed at workers' meetings, employer-employee meetings, etc.*
 - *Guidelines should be prominently displayed to create awareness about the rights of female employees.*
 - *The employer should assist persons affected in cases of sexual harassment by outsiders.*
 - *Central and state governments must adopt measures, including legislation, to ensure that private employers also observe the guidelines.*
 - *Names and contact numbers of members of the complaints committee must be prominently displayed.*
-

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Date: 2nd August 2021

Minutes of Meeting

(Vishakha Guidelines)

The Vishakha Committee meeting was conducted under the President ship of Dr. Avinash Desai, Group Director, LNCT, Indore. Following Members were Present.

Minutes :

1. Vishakha Committee strategies in college were discussed.(mentioned in attached documents)
2. Even though Vishakha case was reported, the committee discussed preventive measures.
3. Following point are explained to committee members .
 - a) What is sexual harassment?
 - b) Employer's obligations
 - c) Preventive steps

Following Members were Present in this meeting.

Name of Committee Member	Role	Designation	Contact Number
Dr. Avinash Desai	President	Group Director	9993102374
Dr. S.V. Sadhwani	Principal	Principal (LNCT)	9977965788
Dr. Meena Wadhvani	Head	Associate Professor	9907638436
Mrs. Akanksha Shrivastava	Coordinator	Assistant Professor	9340708205
Mrs. Snehlata Soni	Member	Assistant Professor	9111411145
Mrs. Sapna Fagede	Member	Assistant Professor	9970117856
Mrs. Garima Agrawal	Member	Assistant Professor	9907037675
Ms. Sangeeta Vishwakarma	Member	Student (B.Sc.)	6265129122
Ms. Bhawna Mandal	Member	Student (B.Com.)	7024453494
Ms. Kavita Pandey	Member	Student (MBA)	9669887224
Ms. Kalyani Kumari	Member	Student (B.Tech. CS)	8303405807
Ms. Yogeshwari Suryawanshi	Member	Student (B.Tech. IT)	9111313187
Ms. Ms. Manisha Yadav	Member	Student (B.Tech. CS)	8269588597

Institute Communications:

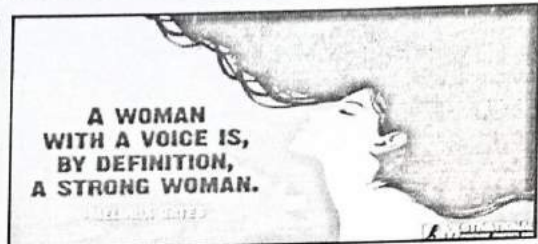
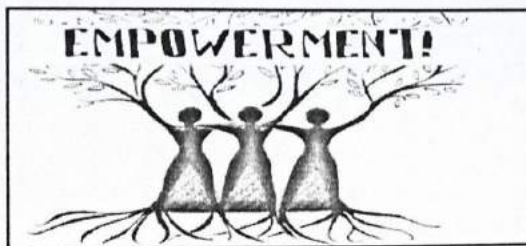
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Lakshmi Narain College of Technology, Indore



Vishakha Committee
 Women Grievances and Redressal Cell, (2021-22)



Team Members

Name of Committee Member	Role	Designation	Contact Number
Dr. Avinash Desai	President	Group Director	9993102374
Dr. S. V. Sadhwani	Principal	Principal (LNCT)	9977965788
Dr. Meena Wadhvani	Head	Associate Professor	9907638436
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- A demand or request for sexual favors.
- Sexually colored remarks.
- Showing pornography.
- Any other unwelcome physical verbal or non-verbal conduct of sexual nature.

* Female employees and students are informed, If any problem such type of occurs, please contact above mentioned committee members. Don't hesitate.