



Ref No. IIITM/ADMN/GA/2016-17/10

Date: 27/12/2017

**NOTIFICATION**

In accordance to the guidelines laid down by the Hon'ble Supreme Court of India for the constitution of 'Internal Complaints Committee, shortly ICC' for 'Prevention of Sexual Harassment of Women at Workplace', in order to redress any complaint made by a victim, the following Committee is constituted:

Sl.No	Name	Designation
1.	Dr. Kabita Thounoujam – HoD, CSE	Chairperson
2.	Dr. Sanjib Choudhury, Faculty (Mathematics)	Member
3.	Mrs. Leishangthem Chanu Ayangleima (Advocate, Manipur High Court)	Member
4.	Mrs. Salam Monorama Devi, Office Assistant, (Academics)	Member
5.	Mrs. Kanchana Katta, Technical Officer (ECE)	Member Secretary

A woman employee can submit her complaint regarding sexual harassment at workplace to the Chairperson of the Committee directly. In case the complaint is submitted to any Member of the Committee, the Member will transfer the complaint to the Chairperson for further necessary action. The guidelines as provided in CCS (Conduct) Rules 1964 as amended up to date, regarding prevention of sexual harassment of working women in the workplace and any other guidelines of the Central Government / State Government will be followed by the Committee while investigating the complaint. This Committee will investigate and submit its report to the Director or any other Competent Authority for taking further necessary action.

Even if there is no complaint, it will be desirable for the Committee to meet at least once in a quarter to review the institutional arrangement for preventing sexual harassment of women at workplace.

**The terms of reference of the committee will be as follows:**

- A. The committee will examine all matters relating to women in the workplace and will make suggestions and proposals to the Institute administration regarding such matters.
- B. The Committee will arrange programmes on Women's Day and at other times, as is deemed necessary.
- C. a) The Committee will admit complaints from
  - i) Female employees on harassment and discrimination in the workplace by other employees.
  - ii) Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff (Student-to-student cases will not be handled and will be referred to the Director).

भारतीय सूचना प्रौद्योगिकी संस्थान मणिपुर  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY MANIPUR

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- iii) Female residents on harassment, assault and other forms of misbehavior by employees.
- b) The Committee will follow relevant Acts, Rules, OM of Government of India and Court Orders etc as applicable from time to time.
- c) The Committee will institute Enquiry Committee as it deems fit to examine particular complaints.
- d) The Committee will make recommendations on actions to be taken on specific complaints.
- D. The Committee will report to the Director.

  
27/12/12

(U. C Das)  
Interim Registrar

**Copy to:**

1. Interim Director
2. All members of the Committee

### Internal Complaints Committee (ICC)

Sl. No.	Name of the member	Phone No.	e-mail
1	Dr. Kabita Thounoujam	7085674087	<a href="mailto:kabita@iiitmanipur.ac.in">kabita@iiitmanipur.ac.in</a>
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3	Mrs. Leishangthem Chanu	8118941022	
4	Mrs. Salam Monorama Devi	9436037222	<a href="mailto:monorama@iiitmanipur.ac.in">monorama@iiitmanipur.ac.in</a>
5	Mr. Kanchana Katta	7005273394	<a href="mailto:kanchana@iiitmanipur.ac.in">kanchana@iiitmanipur.ac.in</a>