

# Shri Jairambhai Patel Institute of Business Management and Computer Applications (SJPI)



Formerly known as the National Institute of Cooperative Management (NICM),  
Post-Graduate Centre of Gujarat Technological University-MBA, Approved by AICTE-New Delhi,  
Accredited as Cooperative Training Institute by C-PEC BIRD, Lucknow, NABARD



Since - 1995

Date: 11/07/2024

## Appointment Order

The Institute has appointed the following members to the Internal Complaint and Sexual Harassment Committee for the Academic Year **2024-2027 (3 years)**.

### List of Committee Members For the Academic Year 2024 to 2027 (3 Years)

Sr. No.	Role	Representation	Name	E-Mail Id
1	Chairman/ Chairperson	Director-I/c	Dr. Jigna Trivedi	jigna2804@gmail.com
2	Member	Faculty Representative (Principal)	Dr. Lipsa Raval	lipsaraval@gmail.com
3	Member	Faculty Representative (Associate Professor)	Dr. Heena Joshi	heenakssbm@gmail.com
4	Member	Non-Teaching Staff (Librarian)	Ms. Nayana Joshi	nayana_nicm@yahoo.co.in
5	Member	Non-Teaching Staff (Girls Hostel Warden)	Ms. Smita Dixit	davidsmita081@gmail.com
6	External Member	Person from Legal Background	Ms. Vittal Acharya	Vittalacharya69@gmail.com

The operating nitty-gritty of the Internal Complaint and Sexual Harassment Committee are as follows:

#### Objective:

To ensure a safe environment in which there is no sexual harassment of any gender.

#### Scope (activities/events/action items):

Explaining the meaning of Sexual Harassment, ensuring the curbing of sexual harassment by implementing preventive measures, explaining the consequences of sexual harassment, and educating the procedure of redressal etc.

**Frequency of Meeting:** The Internal Complaint Committee will hold the meeting mandatorily once a year, and as per the requirement at any time to resolve any case.

#### Role & Responsibilities of the Committee:


- Include the definition of sexual harassment, and also punishments related to sexual harassment in the student's handbook.
- In the orientation programme, educate the students on the instances that can be treated as sexual harassment, and the actions that can be taken against sexual harassment. Publicly commit to a zero-tolerance policy towards sexual harassment.



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- Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment.
- Provide assistance if an employee or a student chooses to file a complaint with the police.
- Provide a mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
- Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.
- Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.
- Receive complaints and initiate a fair redressal process. Book the guilty and initiate the process of redressal. Ensure timely completion of inquiry. Set-out the punishments and disciplinary actions against the perpetrators who are involved in sexual harassment.
- Publicly notify the provisions against sexual harassment and ensure their wide dissemination. Try to curb all forms of harassment.
- Reinforce the commitment to create its campus free from discrimination, harassment, retaliation or sexual assault at all levels.
- Include in its prospectus and display on notice boards the penalty and consequences of sexual harassment and also make people aware of the same. Also, make the stakeholders aware of the redressal mechanism.
- Put the contact details of the ICC on the notice board.
- Maintain the records of the work accomplished.
- **Caveat:**
- All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other nongenuine reason.



  
**Dr. Jigna Trivedi**  
 (Director-I/c)

**Dr. Jigna Trivedi**, Director (I/c)  
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