



राष्ट्रीय फैशन प्रद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology

3050/Estt/Complaint Committee/2008/

Date: 25/05/2023

OFFICE MEMORANDUM

WHEREAS Under the provisions of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (No. 14 of 2013) and to provide protection against sexual harassment of women at workplace and for prevention and redressal of complaints of sexual harassment and matters connected therewith or incidental thereto has been enacted by the Parliament of India.

WHEREAS as per the Chapter II of the said Act, every employer of a workplace shall, by an order in writing, has to constitute a committee to be known as the "Internal Complaints Committee".

AND WHEREAS the Internal Complaints Committee shall inter-alia consist of a Presiding Officer and not less than two members from amongst employees and one member from non-governmental organization, provided that at least one-half of the total Members so nominated shall be women.

NOW, THEREFORE, in supersession of Office Order no. 3050/Estt/Complaint Committee/2008 dated 15.03.2022, I, Rajesh Kumar Jha, Director, NIFT Campus Kolkata in compliance of the provisions given in Section-4 of said Act, order formation of an Internal Complaints Committee having the following members:-

- i. Dr. Reenit Singh, Professor, NIFT Kolkata – **Presiding Officer**
Contact No. : +91- 9836116620
e-mail id: reenit.singh@nift.ac.in
- ii. Ms. Piu Sarkar, Assistant Professor, NIFT Kolkata – **Member**
Contact No. : +91- 7506595996
e-mail id: piu.sarkar@nift.ac.in
- iii. Mr. Yashwant Kumar Vishwakarma, Assistant Professor, NIFT Kolkata – **Member**
Contact No. : +91- 9407821592
e-mail id: yashwant.vishwakarma@nift.ac.in
- iv. Ms. Amrita Ray Chaudhury, Faculty, Art of Living Foundation– **Member**
Contact No. : +91-8697003660
e-mail: contact@forewordarc.com

Ms. Piu Sarkar, Assistant Professor, NIFT Kolkata will act as the Secretary of the Committee.

AND THAT the Presiding Officer and every member of the Committee shall hold office for a period not exceeding three years from the date of this order.

On receipt of a complaint, the ICC shall conduct necessary enquiries in accordance with the Vishakha Guidelines as well as 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)' Act ('the Act') to ascertain the truth of the allegations by collecting documentary evidence and recording statements of possible witnesses including the complainant. The ICC shall then submit the preliminary enquiry report to the Competent Authority along with all the original documents produced during the preliminary enquiry proceedings. In case the allegations do not appear to be in the nature of sexual harassment, the ICC may refer the matter to the appropriate Authority for necessary action.


Director

Copy to:-

1. Dr. Reenit Singh, Professor,, Presiding Officer
2. Ms. Piu Sarkar, Assistant Professor, Member & Secretary
3. Mr. Yashwant Kumar Vishwakarma, Assistant Professor, Member
4. Ms. Amrita Ray Chaudhury, Faculty, Art of Living Foundation, Member
5. Vigilance Officer, NIFT H.O.[for information please]
6. Notice Board

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A statutory body under the NIFT Act 2006

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