S. S. AGRAWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, NAVSARI

Managed By : AGRAWAL EDUCATION FOUNDATION

000374

Affilliated to Gujarat Technology University Ahmedabad, Approved by AICTE New Delhi

Ref. No. : SSA/ENG/499-A/2025

DATE: 08-12-2025

Office Order

Sub.: Constitution of committee for Internal Complaints in the institute

As per the guideline of the Hon. Supreme Court of India and Government of Gujarat the following committee is hereby constituted for prevention of sexual harassment of woman employees & students in the institute.

Sr. No.	Name of the Member	Contact No.	Authority	Position
01	Prof (Dr) Dipesh Dilipbhai Shukla	7339772850	Principal	Chairman
02	Ms. Archana Tahiliani	7405515034	Teaching Staff (Female)	Member
03	ADV. Dharmista Patel	9978090550	Legal Person (Female)	Member
04	Mr. Shivani Joshi	8128191199	Teaching Staff (Female)	Member
05	Mr. Sagar.R.Patel	9510959898	Teaching Staff (Male)	Member
06	Mr. Parth Patel	7567955707	Student (Male)	Member
07	Ms. Nivedita Maisuriya	9624759366	Non-Teaching Staff (Female)	Member
08	Mr. Snehalsinh Thakor	9979854107	Non-Teaching Staff (Male)	Member
09	Ms. Maan Patel	6354773368	Student	Member
10	Mr. Yash Desai	8511088739	Student	Member

In case of any complaint, woman employees in the institute will submit directly to the committee Chairperson or Member Secretary her grievance. Committee should immediately look in to the complaint, conduct an enquiry, and submit its detailed report to the undersigned within 15 days.

Committee should also conduct at least one meeting of their members every quarter and forward their suggestions / advice to the undersigned.

This committee will be come into force from the date of the issue of this order until further orders.

Principal
S.S.Agrawal Institute of Engineering and Technology,

Copy to:

1. Hon. Chairman / Hon. Secretary
2. Notice Board
3. The website of college
4. Personal concerned.

Ref. No. :

CODE OF CONDUCT FOR PROTECTION AGAINST HARASSMENT OF WOMEN

Whereas it is expedient to make the Code of Conduct at the Workplace etc. to provide protection and safety to women against harassment it is hereby provided as under:

(i) The Code provides a guideline for behavior of all employees, including management, and the owners of an organization to ensure a work environment free of harassment and intimidation;

(ii) "Harassment" means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment. The above is unacceptable behavior in the organization and at the workplace, including in any interaction or situation that is linked to official work or official activity outside the office.

(iii) An informal approach to resolve a complaint of harassment may be through mediation between the parties involved and by providing advice and counseling on a strictly confidential basis.

(iv) A complainant or a staff member designated by the complainant for the purpose may report an incident of harassment informally to her supervisor, or a member of the Inquiry Committee, in which case the supervisor or the Committee member may address the issue at her discretion in the spirit of this Code. The request may be made orally or in writing;

(v) If the case is taken up for investigation at an informal level, a senior manager from the office or the head office will conduct the investigation in a confidential manner. The alleged accused will be approached with the intention of resolving the matter in a confidential manner;

(v) If the incident or the case reported does constitute harassment of a higher degree and the officer or a member reviewing the case feels that it needs to be pursued formally for a disciplinary action, with the consent of the complainant, the case can be taken as a formal complaint;

(vi) A complainant does not necessarily have to take a complaint of harassment through the informal channel. She can launch a formal complaint at any time;

(vii) The complainant may make formal complaint through her in charge, supervisor, CBA nominee or worker's representative, as the case may be, or directly to any member of the Inquiry Committee. The Committee member approached is obligated to initiate the process of investigation. The supervisor shall facilitate the process and is obligated not to cover up or obstruct the inquiry;

(viii) Assistance in the inquiry procedure can be sought from any member of the organization who should be contacted to assist in such a case;

(ix) The employer shall do its best to temporarily make adjustments so that the accused and the complainant do not have to interact for official purposes during the investigation period. This should include temporarily changing

Mukeshkumar Sureshchandra Agrawal

Digitally signed by Mukeshkumar Sureshchandra Agrawal
Date: 2025.12.20 18:38:32 +05'30'