5(g)

1. Constitution or reconstitution/revamping of Internal Committees (ICs)

The Institute has a well-established Internal Complaints Committee (ICC) for addressing issues related to sexual harassment, in compliance with statutory guidelines. The committee is updated annually as per prescribed norms. Details of the ICC, including names and contact information of committee members, are prominently displayed at key locations on campus and uploaded on the institutional website. Additionally, during student orientation programmes, these details are explicitly shared with newly admitted students and their parents to ensure awareness, accessibility, and confidence in the grievance redressal mechanism.

2. On boarding or updation of workplace details on the SHe-Box portal

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the institution has successfully completed the on boarding and updation of its workplace details on the Government of India's SHe-Box (Sexual Harassment electronic–Box) portal. This initiative strengthens the institution's commitment to providing a safe, inclusive, and legally compliant workplace environment and facilitates seamless reporting and monitoring of complaints through the centralized national platform.

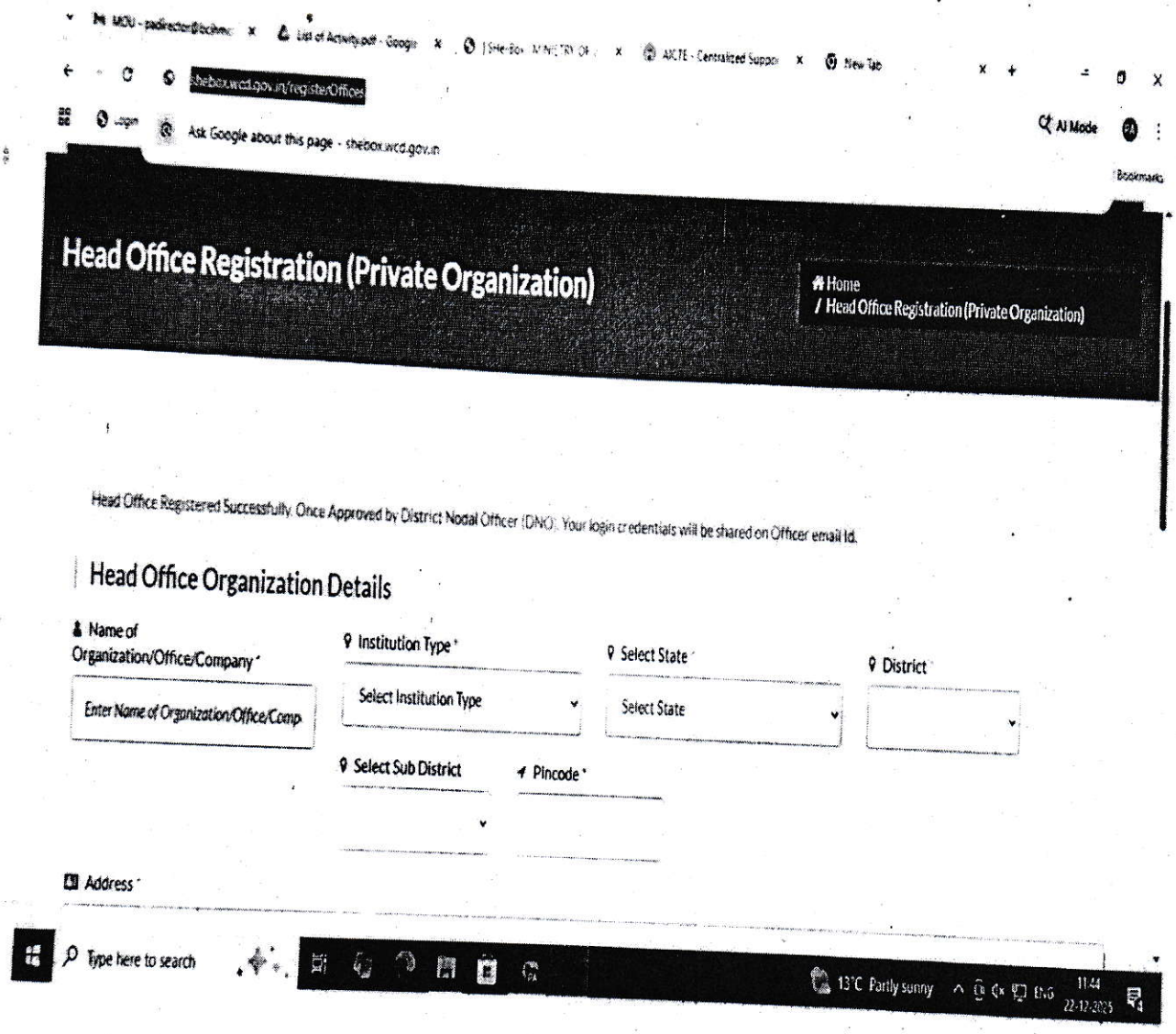
3. Conduct of sensitization and awareness programmes on the SH Act

The Institute regularly conducts sensitization and awareness programmes on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. These initiatives include self-defense training sessions, mental health awareness programmes, and counseling sessions to promote emotional well-being and personal safety. The Institute has appointed a professional counselor and a psychiatrist to provide psychological support when required. A structured mentor–mentee system is in place to ensure continuous guidance and early identification of concerns. In addition, career counseling sessions are conducted to support holistic personal and professional development, thereby reinforcing a safe, inclusive, and supportive institutional environment.

4. Expeditious disposal of all pending complaints, fostering a culture of respect, dignity and safety for women at the workplace.

The Institute ensures the prompt and time-bound redressal of all complaints related to sexual harassment. Upon receipt of a complaint, immediate action is initiated, and meetings of the Internal Complaints Committee are convened within 24 to 48 hours. Complaints are examined, addressed, and resolved at the earliest, in accordance with due process, thereby fostering a workplace culture rooted in respect, dignity, safety, and zero tolerance towards harassment.

INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
CHANDIWALA ESTATE KALKAJI NEW DELHI


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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16/C, DWARKA, NEW DELHI – 110078

GGSIPU/2019-20/Legal/1916

Dated: 23/05/2019

To

The Director /Principal
All Affiliated Colleges/Institutions of the Guru Gobind Singh Indraprastha University

Subject: Directions issued under clause 3(ii)(d) of Statute 24 of University.

Dear Sir/Madam,

In pursuance to the oral observations and directions of the Hon'ble High Court dated 17.05.2019 in WP (Crl.) 793/2017, the following directions are hereby issued for immediate compliance by all the affiliated Colleges/Institutions;

1. Publish the University's advisory dated 18-07-2017 and these present directions dated 23.05.2018 at a prominent and conspicuous place on their website. Compliance Report with copy of the website publication to be sent by 7:00 PM on 23.05.2019 by return email message.
2. Incorporate the University's advisory dated 18.07.2017 and these present directions dated 23.05.2018 in their Prospectus/Admission Brochure issued for the current academic session i.e. AY 2019-20, if necessary, in the form of an Addendum to an already issued Prospectus/Admission Brochure. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.

3. Mention at prominent and conspicuous place in their respective Prospectus/Admission Brochure for current Academic Year 2019-20 and their websites the full details about University's Student Grievance Redressal Committee and College/Institution Level Grievance Redressal Committee. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.
4. The College/Institution Level Grievance Redressal Committee should adhere to the principles of natural justice in its proceedings and dispose of all grievances as expeditiously as possible; but no later than four weeks of its receipt. The Colleges /Institutions should hold meeting of Grievance Redressal Committee at least once every three months. The procedure for filling complaints, procedure for conduct of the proceedings and the time frame for disposal of the complaints/grievances shall be published on its website, Admission Brochure and Prospectus at a prominent and conspicuous places. Compliance Report with a copy of the document laying down the procedure be sent to the University within a week.
5. Immediately include elected student representative in the College/Institution level Grievance Redressal Committee and re-notify the newly constituted Committee at prominent and conspicuous places. All the Colleges and Institutions shall adopt the UGC (Grievance Redressal) Regulations 2012. The reconstituted Grievance Redressal Committee which includes the elected student representative and also complies with the provisions of the UGC (Grievance Redressal) Regulations 2012 shall be notified on their respective websites at prominent and conspicuous places. Compliance Report with copy of the re-constituted Grievance Redressal Committee be sent to the University before 15th September of each year.
6. Engage the services of medical practitioner(s) including specifically a Psychiatrist, a Psychologist and a professional Student Counsellor for regular consultation with students within the premises of the College/Institution.

Compliance Report to be sent to the University within two weeks from the commencement of the new Academic Session every year.

7. Maintain comprehensive, meticulous and verifiable documentation of all the compliances of the above directions, including documentation of the proceedings of the Grievance Redressal Committee and the services rendered by the professional medical practitioners such as Psychiatrist, Psychologist and professional Student Counsellors.
8. The documentation of the compliances of the aforesaid directions shall be subject matter of audit and evaluation by the University through the existing mechanisms of Joint Assessment Committees (JACs), the Academic Audit Committees or such other mechanism as deemed fit by the University from time to time.
9. The Convener of the University Level Grievance Redressal Mechanism shall ensure comprehensive and verifiable documentation of all compliance reports submitted by the affiliated Colleges/Institutions from time to time.

This issues with the approval of the Competent Authority.

(Rinku Gautam)
Registrar

Registrar
G. G. S Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

Copy to:

1. All the Directors/Principals of the affiliated colleges/ institutions affiliated to GGSIP University.
2. Members of the University Level Grievance Redressal Committee.
3. All Deans, University School of Studies.
4. In-charge (Affiliation), GGSIP University.
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Convener, University Level Students' Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGSIP University
9. AR to Pro Vice Chancellor, GGSIP University
10. AR to Registrar, GGSIP University.
11. In-Charge, Server Room for notification on the University website.