Ref.No: IPEC/Dir.Off./2026/221 Dated: 18th September, 2026

INTER OFFICE NOTICE

From: Campus Director	To: All Concerned

Subject: Reconstitution of Internal Complaint Committee (ICC) for redressal of complaints from Women (employees & students) at work place

As per AICTE Notification Ref. No. AICTE/WH/01dated 10/6/2016 and Ref. No. 37-3/Legal/2012 dated 25/05/12 & as per the University Grants Commission (Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations, 2015 No.F.91-1/2013 (TFGS) under clause (g) of subsection (1) of section 26 of UGC Act 1956 (03 of 1956) read with sub-section (1) of section (20), Inderprastha Engineering College (IPEC) is hereby Constituted Internal Complaint Committee comprising of following members:

S.No.	Name	Designation	Role in Committee
1.	Prof.(Dr.) Anjali Singhal	Professor	Presiding Officer (Chairperson)
2.	Prof. (Dr.) Vijai Singh	Professor	Member
3.	Prof. (Dr.) Jay Singh	Professor	Member
4.	Dr. Anju Gautam	Professor	Member
5.	Ms. Swapna Singh	Assistant.Professor	Member
6.	Ms. Rekha Singh	Head-HR	Member
7.	Ms. Shobhana Sharma	Head-Amission Counsellor	Member
8.	Ms. Vineeta Saxena	Sr. Accountant	Member
9.	Dr. Nisha Khanna	Psychologist (outside)	Member
10.	Ms. Niharika	Student	Member Student (ECE- 2nd Yr.)
11.	Ms. Nisha	Student	Member Student (CSE- 2nd Yr.)
12.	Mr.Yash Kumar Jha	Student	Member Student (CSE-DS)- 3rd

Functions:

The Internal Complaints Committee shall:

a) Provide assistance if an employee or a student chooses to file a complaint with the police.
b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
c) 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.
d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment and also-
e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Procedure:

A complaint regarding sexual harassment at the workplace may be submitted in writing to the Internal Complaint Committee (ICC), IPEC, at following ***email id/ Helpline Nos. or in person***. The complaint should be submitted as early as possible in case of a series of incidents. Where the aggrieved woman is unable to submit the complaint due to physical incapacity, it may be submitted by an authorised person **with her written consent**, as per applicable law:

Email id: icc@ipec.org.in

Helpline Nos:

- **Dr. Anjali Singhal, Chairperson- ICC, IPEC : 9871278541**
- **Ms. Shobhana Sharma, Member-ICC, IPEC : 7042233378**

Tenure:

The tenure of the Internal Complaint Committee (ICC) is for three years.

Prof. (Dr.) D.K. Sharma
Campus Director

Copy to: Through E-Mail & ERP

1. Hon'ble Management (For Kind Information)
2. Principal, All Deans,
3. Registrar, All HoDs & Functional Heads,
4. All Faculty & Staff
5. HR – For Information & Record
6. All Students
7. All Concerned