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## <u>LLOYD INSTITUTE OF MANAGEMENT & TECHNOLOGY</u> <u>INTERNAL COMPLAINTS CELL (2023-2024)</u> <u>OFFICE ORDER</u>

The Institute has formed an Internal Complaints Committee (ICC) in compliance to

- > Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and
- All India Council for Technical Education (AICTE) Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievance in technical Institutions, Regulation 2016.

S. No	Name of the Committee Member	Profession in Committee	Mobile Number	E-Mail Address
1.	Dr. Shilpi Sarna	Chairperson	9654030327	shilpi.sarna@lloydcollege.in
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## Mechanism/Process of making Complaint:

- An aggrieved person is required to submit a written complaint with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident and in case of series of a incidents within a period of three months from the date of the last incident.
- Friends, relatives, colleagues, co-students, psychologist or any associate of the victim may file the complaint in situations where the aggrieved person is unable to make complaint on account of physical or mental incapacity or death.

.) Shilpi Sarna Director

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