



MDI
GURGAON

Management
Development
Institute

Internal Complaint Committee (ICC)

Post Held	Team Member	Email ID	Phone
Presiding Officer	Prof Neera Jain	njain@mdi.ac.in	9818469944
Faculty member	Prof Parul V Gupta	parul.gupta@mdi.ac.in	8800573545
Faculty member	Prof Satyam Mishra	satyam.mishra@mdi.ac.in	8860112155
Staff member	Ms. Shweta Ranjan	shweta@mdi.ac.in	9910677446
Staff member	Mr. S Guru Prashad	guru.prashad@mdi.ac.in	9868228012
External member	Ms. Shivani Chawla	schawla744@gmail.com	9873778845
Student member (PGDM-BM)	Ms. Abha Nayyar	pgbm25abha_n@mdi.ac.in	9779558810
Student member (PGDM –HRM)	Ms. Yashvi Jain	pghr25yashvi_j@mdi.ac.in	8375063832
Student member (PGDM)	Mr. Jatin Soni	pgdm25jatin_s@mdi.ac.in	9650027654

MANAGEMENT DEVELOPMENT INSTITUTE
GURGAON

Admin. Circular No MDI/Admin./ 53/ 2024 dated 25th September, 2024

Sub: Reconstitution of Committee to look into the grievances pertaining to the Sexual Harassment Complaints

In terms of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, with a view to provide the protection against Sexual Harassment of Women at Workplace and for the prevention and redressal of complaints of Sexual Harassment and for matters connected therewith or incidental thereto, the Internal Complaints Committee comprising of the following members has been reconstituted.

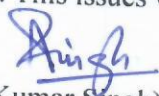
1. **3 Nominees from Academic Staff**
 - a) Dr. Tanuja Sharma, Professor - Presiding Officer
 - b) Dr. Parul Gupta, Associate Professor
 - c) Dr. Kishore Kr. Gangwani, Assistant Professor
2. **2 Nominees from Non-Academic Staff**
 - a) Ms. Shweta Ranjan, Administrative Officer
 - b) Mr. S. Guru Prashad, Deputy Administrative Officer
3. **1 External Expert**
 - a) Ms. Shivani Chawla
4. **2 Girl & 1 Boy Student nominees from 1st Year Batch**
 - a) Ms. Aitijhya Mallick- PGDM-BM (2024-2026)
 - b) Ms. Geetanshi Kandwal- PGDM-HRM (2024-2026)
 - c) Mr. Shikhar Shukla- PGDM (2024-2026)

The Complaints Committee will be responsible for redressal of the complaints made by the victim and ensure time bound treatment of the complaint as provided in the Act. The New ICC Committee will take over from old Committee with immediate effect.

The Presiding Officer and other members, except student members, of the Internal Complaints Committee shall hold the office for a period of 03 years from the date of notification. The student members shall hold the office for period of one year only. The student nominees shall be replaced with new students every year.

The member appointed as External Expert shall be paid honorarium @ Rs. 6000/- for holding each proceeding of the Internal Complaints Committee.

This Circular supersedes all Circulars issued earlier, related to ICC. This issues with the approval of the Competent Authority.


(Arun Kumar Singh)
Chief Administrative Officer

Distribution:

1. All Committee Members
2. Director's Sectt. (For kind information of Director)
3. All Deans
4. All Faculty and Staff
5. Notice Boards



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Annual Report 2023-24 Internal complaint Committee (ICC)

Management Development Institute Gurgaon

The Sexual Harassment of Women at Workplace (For Prevention, Prohibition & Redressal) act, 2013 has come in effect w.e.f., 9th December, 2013 to provide a safe and secure environment to women at workplace.

Section 4 of the Sexual Harassment of Women at Workplace (For Prevention, Prohibition & Redressal) Act, 2013 made it mandatory for the workplace including any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate government or the local authority or a government company or a corporations or a cooperative society with more than 10 workers to constitute Internal complaint Committee for receiving complaints of Sexual Harassment.

In addition, the Sexual Harassment of Women at Workplace, 2013 guidelines stated the following;

- Mandatory for establishments employing 10 or more employees
- ICC to be appointed by an order in writing
- At least ½ of the membership of the ICC to be women
- ICC to prepare and submit an annual report to the employer and/or the District Officer
- ICC has to be reconstituted by the Board of Governors after 3 years.

1. Composition of the Committee

The Internal Complaints Committee comprising of the following members was reconstituted by the Board of Governors, MDI in respect of MDI Gurgaon for three years' duration and same was circulated in MDI via-Admin Circular No. MDI/Admin/53/2024 dated 25th September, 2024 (Annexure- I).

E-mail ID and contact number, of ICC Committee members are mentioned below:

1. 3 Nominees from Academic Staff

- a. Prof Tanuja Sharma, Professor- Presiding Officer (tanujasharma@mdi.ac.in/ 9810841987)
- b. Prof Parul V Gupta, Associate Professor (parul.gupta@mdi.ac.in/ 8800573545)
- c. Prof Kishore Kr Gangwani, Associate Professor (kishore.gangwani@mdi.ac.in/ 7795293254)

2. 2 Nominees from Non-Academic Staff

- a. Ms. Shweta Ranjan, A.O (shweta@mdi.ac.in/ 9910677446)
- b. Mr. S Guru Prashad, D.A.O (guru.prashad@mdi.ac.in/ 9868228012)

3. 1 External Expert

- a. Ms. Shivani Chawla, External member (schawla744@gmail.com / 9873778845)

4. 3 Student nominees from 1st Year Batch

- a. Ms. Aitijhya Mallick - PGDM-BM (2024-26) (pgbm24aitijhya_m@mdi.ac.in / 8240164228)
- b. Ms. Geetanshi Kandwal - PGDM -HRM (2024-26) (pghr24geetanshi_k@mdi.ac.in / 7003673360)
- c. Mr. Shikhar Shukla - PGDM (2024-26) (pgdm24shikhar_s@mdi.ac.in / 9794530978)

Awareness Campaigns:

The Internal Complaint Committee disseminated the online Information regarding the ICC Act (2013), committee members' details and posters depicting the ICC agenda and information (with a request to display the posters at all notice boards) to MDI fraternity.

- a) Awareness and Education of ICC was disseminated through website, email including posters to display on notice boards in MDI Gurgaon (Annexure- III).
- b) **For the new batch of students PGDM, PGDM-HRM, PGDM- IB, PGDM-BAN (2025-27), the sessions was conducted on June 27, 2025 by Mr. Jayant Bakshi. From 3:00 PM to 3:45 PM and for EFPM/ FPM (2025 batch) on June 28, 2025 by Ms. Nidhi Marwaha from 4:00 PM to 5:00 PM. Participation by: ICC committee members and outgoing student member from class.**

- c) For the 2025 batch of PGDM-BM & PGDM-BA, sessions are planned to be conducted during their Induction in August 2025.
- d) As the new committee of ICC was constituted in September 2024, the sessions for 2024 batch mentioned below were conducted by the previous ICC members.
- e) For batch of students PGDM, PGDM-HRM, PGDM- IB, PGDM-BAN, PGDM-BA, PGDM-BM and EFPM/ FPM (2024-2026), an orientation was organized along with the induction and separately on following dates.: -
 - i **Sessions -1** was organized for PGDM, PGDM-HRM, PGDM- IB & PGDM-BAN on 28th June, 2024 by Mr. Jayant Bakshi- from **02:15 PM to 03:00 PM** Participation by: Prof Neera Jain, Ms. Priyanka Goel and outgoing student member from class).
 - ii **Session-2** was organized for PGDM-BM on 30th June 2024 by Ms. Nidhi Marwaha - from **04:15 PM to 05:45 PM**. Participation by: Prof Neera Jain, Ms. Priyanka Goel and outgoing student member from class.
 - iii **Sessions -3** was organized for PGDM-BA students on 28th July 2024 by Mr. Hirdi Kukrejan - from **04:00 PM to 05:30 PM**. Participation by: Prof Neera Jain, Ms. Priyanka Goel and outgoing student member from class.
 - iv **Session-4** was organized for FPM/EFPM on 29th June 2024 by Dr. Nidhi Marwaha – from **03:40 PM to 04:00 PM**. Participation by: Prof Neera Jain, Ms. Priyanka Goel and outgoing student member from class.
- ❖ Total number of cases came up during the year, till date: 1 (1 case was reported, the further process is going on)
- ❖ Date wise description required for complaint, meetings and outcome, till date: 1
- ❖ Total number of cases disposed off till date- 0
- ❖ Number of cases pending till date -0
- ❖ Nature of punishments imposed – 0

Future plan/seminars

1. ICC looks forward to organizing orientation and sensitizing workshops on Sexual Harassment at workplace during the induction of new batch of students in all courses, regular programmes as well as mid-career and evening programme.

2. The committee is making necessary arrangements to create awareness through website, emails and posters
3. ICC-MDI is also planning to conduct a re-orientation workshop for MDI Faculty and staff in coming academic session.

Prof. Tanuja Sharma
Presiding Officer, ICC, MDI Gurgaon.
(On Behalf of the current ICC committee)
Dated: 13.05.2025