



**RATTAN**  
INSTITUTE OF MANAGEMENT

# RATTAN INSTITUTE OF MANAGEMENT

Approved by AICTE, New Delhi & Dept of Technical Education - Haryana  
(Affiliated to M.D. University, Rohtak)

Ref. No.: RIM/2024/38

Date: 24/11/2024

## Internal Compliment committee

An Internal Complaints Committee (ICC) (as per guidelines of the AICTE and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013) for Rattan Institute of Management, Faridabad is constituted as under:

### 1. Composition of the Committee

Sr. No.	Name Designation in Institute	Role in ICC	Contact Details
1	Ms. Seema	Presiding officer	9813567137
2	Ms. Savita	Sr. faculty Member	8816901387
3	Mr. Sunil Dutt	Registrar	9813767137
4	Ms. Suresh Kumari	External Member	8851440031
5	Mr. Bhim Dass	Faculty	9671454365

### 2. Tenure of the Committee

The members of the ICC shall hold office for a period of 3 years from the date of nomination.

### 3. Roles and Responsibilities

The ICC shall:

- Prevent incidents of sexual harassment at the workplace
- Receive and redress complaints in a time-bound manner
- Conduct inquiries maintaining confidentiality
- Recommend appropriate actions to the management
- Organize awareness programs and workshops

  
DIRECTOR  
Rattan Institute of Management  
Harphala, Ballabgarh

Corporate Office : 2286, Sec.9, Faridabad - 121006

Campus : Rattan Institute of Management, Village Harphala, Tehsil Ballabgarh, District Faridabad  
M : 8810676939, 8810676551



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#### 4. Complaint Procedure

- Any aggrieved woman may submit a written complaint within 3 months of the incident
- Complaint can be submitted via email or in writing to the Presiding Officer
- The ICC will initiate inquiry within 7 working days
- Resolution will be completed within 90 days

#### 5. Contact Information

Presiding Officer:

Name: Ms. Seema

Email: rimseekri@gmail.com

Phone: 9813567137

#### 6. Approval

  
Approved by: Chairman

Rattan Institute of Management, Faridabad

  
DIRECTOR  
Rattan Institute of Management  
Harphala, Ballabgarh