



# KASHI INSTITUTE OF TECHNOLOGY

(NAAC- A grade accredited institution), ISO 9001: 2015 (QUALITY MANAGEMENT SYSTEM)

Managed by: JAIN EDUCATION SOCIETY

E-mail : info@kashiit.ac.in, Website : www.kashiit.ac.in 1800-123-321-123



Ref. No. Kashi IT/ Office Order /2023-24/ 66

Date: - 09<sup>th</sup> August, 2023

## OFFICE ORDER

The Internal Complain Committee as per details given below has been formed for the session 2023-24 to resolve the problems as per section 4 of Sexual Harassment of Women at the Institute (Prevention, Prohibition and Redressal) Act, 2013 to resolve the problems of all the students & staff members of each discipline.

S. No.	Name	Responsibility	Department
1.	Ms. Archana	Presiding Officer	EC
2.	Mr. Amitabh Singh	Member	ME
3.	Dr. A. K. Yadav	Member	Dy Director
4.	Dr. D. M. Srivastava	Member	Dean Academic
5.	Mrs. Ayushi Gupta	Member	MBA
6.	Ms. Rabiya Parveen	Member	Admission Cell
7.	Dr. Raviranjana Kr. Singh	Member	EN
8.	Mr. Avinash Kumar Singh	Member	CSE
9.	Ms. Saltanat Khanam	Member	Admin Staff
10.	Ms. Akansha Singh	Member	Student
11.	Ms. Anushka Sinha	Member	Student

In case of any problem/issues, the students are feel free to contact the above said members or directly to the Presiding Officer .

### Copy to:-

1. Vice-Chairman
2. Deputy Director
3. Dean Academic
4. Registrar
5. All HODs
6. Administrative Officer
7. Transport In-charge
8. Hostel Warden (Boy's & Girls)
9. Account Officer
10. Security Officer
11. All Notice Board



Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



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Ref. No. Kashi IT/Office Order/2023-24/39 - A

Date: 08/02/2024

## Office Order

### Internal Complain Committee- (Revised)

The Internal Complain Committee is revised on 08/02/2024. As per new committee following are the members-

S.N.	Name	Responsibility	Department
1	Ms. Shalini Kumari	Presiding Officer	EC
2	Mr. Amitabh Singh	Member	ME
3	Dr. A.K. Yadav	Member	Dy. Director
4	Dr. D.M. Srivastava	Member	Dean Academic
5	Ms. Shalu Sharma	Member	Career Counselor
6	Mrs. Shefalee Srivastava	Member	Admission Cell
7	Mr. Virendra Pratap Yadav	Member	EC
8	Mr. Avinash Kumar Singh	Member	CSE
9	Ms. Saltnat Khanam	Member	Admin Staff
10	Ms. Sneha Tiwari	Member	Student

In case of any problem/issue, the students are feel free to contact the above said members or directly to the Presiding Officer.



Copy to:

1. Vice Chairman
2. Deputy Director
3. Dean Academic
4. Registrar
5. All HoDs
6. Administrative Officer
7. Transport In-charge
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Ref. No.: Kashi (IT)/ Office Order /2023-24/47

Date: - 13<sup>th</sup> April, 2024

## OFFICE ORDER

The Internal Complain Committee as per details given below has been formed for the session 2023-24 to resolve the problems as per section 4 of Sexual Harassment of Women at the Institute (Prevention, Prohibition and Redressal) Act, 2013 to resolve the problems of all the students & staff members of each discipline.

S. No.	Name	Responsibility	Department
1.	Ms. Archana	Presiding Officer	EC
2.	Mr. Amitabh Singh	Member	ME
3.	Dr. A. K. Yadav	Member	Dy Director
4.	Dr. D. M. Srivastava	Member	Dean Academic
5.	Ms. Ayushi Gupta	Member	MBA
6.	Ms. Rabiya Praveen	Member	Admission Cell
7.	Dr. Raviranjana Kr. Singh	Member	EN
8.	Mr. Avinash Kumar Singh	Member	CSE
9.	Ms. Saltanat Khanam	Member	Admin Staff
10.	Ms. Akanksha Singh	Member	Student
11.	Ms. Anushka Sinha	Member	Student
12.	Mr. Nand Lal Patel	Member	Lok Samiti NGO, Nagepur

In case of any problem/issues, the students are feel free to contact the above said members or directly to the Presiding Officer.

### Copy to:-

1. Hon'ble Vice-Chairman
2. Deputy Director
3. Dean Academic
4. Registrar/Deputy Registrar
5. All HODs
6. All Concerned



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Date 18/08/2023

Ref.No.KIT/ICC/2023-24/01

The Internal Complain Committee (ICC) was called on 18/08/2023. The venue and time of this meeting was board room in Academic block A at 3:00 PM.

## Present Member

S.N.	Name	Remark
1.	Ms. Archana	Present
2.	Mr. Amitabh Singh	Present
3.	Dr. A.k Yadav	Present
4.	Dr. D.M Srivastava	Present
5.	Ms. Shalu Sharma	Present
6.	Mrs. Shefalee Srivastava	Present
7.	Mr. Virendra Pratap Yadav	Present
8.	Mr. Avinash Kumar Singh	Present
9.	Ms. Saltnat Khanam	Present
10.	Ms. Sneha Tiwari	Present

## Agenda of the meeting

1. Planning to raise awareness among the students that how to reach ICC committee for nuisance if any?
2. Other Point if any.

## Following Points were discussed in the meeting:-

1. Presiding Officer welcomed all the members present in the meeting.
2. Committee members will visit each classroom as new session will start, for raising awareness among the students on the following points.
  - i. To share the role and importance of ICC committee among the students.
  - ii. To inform the students that what type of complains can student make to the ICC committee?
  - iii. To communicate the way how one does can prepare and file the complain to committee?
3. At least one member of committee will be present in the ICC office on daily basis from 12:00 PM to 2:00 PM.
4. Meeting has concluded after votes of thanks given by presiding officer.

*Archana*  
Presiding Officer

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Ref.No. KIT/ICC/2023-24/02

Date: 06/12/2023

The Internal Complain Committee (ICC) was called on 06/12/2023. The venue and time of this meeting was board room in Academic block A at 3:00 PM.

## Present Member

S.N.	Name	Remark
1.	Ms. Archana	Present
2.	Mr. Amitabh Singh	Present
3.	Dr. A.k Yadav	Present
4.	Dr. D.M Srivastava	Present
5.	Ms. Shalu Sharma	Present
6.	Mrs. Shefalee Srivastava	Present
7.	Mr. Virendra Pratap Yadav	Present
8.	Mr. Avinash Kumar Singh	Present
9.	Ms. Saltnat Khanam	Present
10.	Ms. Sneha Tiwari	Present

## Agenda of the meeting

1. To discuss the objectives and duties of committee.
2. To discuss the role and importance of committee.
3. Other Point if any.

## Following Points were discussed in the meeting:-

1. Presiding Officer welcomed all the members present in the meeting.
2. Discussion was made on following objectives:-
  - i. To develop the policy against sexual harassment of women at the institution.
  - ii. To create the safe and secure environment to prevent any act of sexual harassment.
  - iii. Institution is committed to work towards maintain an environment free of gender-based discrimination.
  - iv. To promote a social and psychological environment to raise awareness on sexual harassment in its various form.
  - v. To develop a permanent mechanism for the prevention and redressed of sexual harassment cases and other acts of gender-based violence at the institution.
  - vi. Ensuring commitment to the implementation of policy through proper report of complaints.

*Archana*  
Presiding Officer



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Ref.No.KIT/ICC/2023-24/ 63

Date: 16/02/2024

The Internal Complain Committee (ICC) was called on 16/02/2024. The venue and time of this meeting was board room near to director's office at 2:30 PM.

S.N.	Name	Remark
1.	Ms. Shalini Kumari	Present
2.	Mr. Amitabh Singh	Present
3.	Dr. A.k Yadav	Present
4.	Dr. D.M Srivastava	Present
5.	Ms. Shalu Sharma	Present
6.	Mrs. Shefalee Srivastava	Present
7.	Mr. Virendra Pratap Yadav	Present
8.	Mr. Avinash Kumar Singh	Present
9.	Ms. Saltnat Khanam	Present
10.	Ms. Sneha Tiwari	Present

## Agenda of the meeting

1. To discuss for awareness program on gender equality and discrimination.
2. Other Point if any.

## Following Points were discussed in the meeting:-

1. Presiding Officer welcomed all the members present in the meeting.
2. Poster making competition has been deciding as an awareness program.
3. Maximum of 4 members will be in a group.
4. Certificate will be distributed to all participants.
5. All students will be participating in the competition.
6. The date and time was fixed for the event.
7. Distribution of responsibility for smooth conduction of program.
8. No other point has been raised in the meeting.
9. Meeting has concluded after votes of thanks given by presiding officer.

*Shalini*  
Presiding Officer



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Ref.No.: KIT/ICC/2023-24/04

Date: 04/06/2024

The Internal Complain Committee (ICC) was called on 04/06/2024. The venue and time of this meeting was board room near to director's office at 2:30 PM.

S.N.	Name	Remark
1.	Ms. Shalini Kumari	Present
2.	Mr. Amitabh Singh	Present
3.	Dr. A.k Yadav	Present
4.	Dr. D.M Srivastava	Present
5.	Ms. Shalu Sharma	Present
6.	Mrs. Shefalee Srivastava	Present
7.	Mr. Virendra Pratap Yadav	Present
8.	Mr. Avinash Kumar Singh	Present
9.	Ms. Salnat Khanam	Present
10.	Ms. Sneha Tiwari	Present

## Agenda of the meeting

1. To maintain the safe and protected environment i.e. free from sexual harassment cases and gender discrimination inside campus.
2. Effective Implementation of ICC rules.
3. Other Point if any.

## Following Points were discussed in the meeting:-

1. Presiding Officer welcomed all the members present in the meeting.
2. Discussion has made on safe and secure environment of college.
3. No complain has arisen yet.
4. Committee members will take the round in campus and also visit the class room time to time also.
5. All students should know the each and every person of committee and they also able to aware to whom they make contact in case of bother.
6. No other point has been raised in the meeting.
7. Meeting has concluded after votes of thanks given by presiding officer.

Presiding Officer