



SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S
R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RNGPIT

(An Autonomous Institute u/s UGC Act 1956)

Approved by AICTE & affiliated to Gujarat Technological University

Bardoli - Navsari Road, At: Isroli (tarpore), Po: Afwa, Tal: Bardoli, Dist: Surat, Pin - 394620

Phone: 95129 00457, 95129 00458 • Email: Info@rngpit.ac.in • Website: www.rngpit.ac.in

Ref. No. : RNGPIT/ESTA/2026/141

Date : 22/07/2026

INTERNAL COMPLAINTS COMMITTEE

About Internal Complaint Committee (ICC)

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act), R. N. G. Patel Institute of Technology (RNGPIT) constituted the Internal Complaints Committee (ICC) at the institutional level in the year 2026.

The Internal Complaints Committee serves as a statutory body entrusted with the responsibility of preventing, prohibiting, and addressing issues related to workplace harassment, with specific emphasis on sexual harassment. The Committee plays a critical role in ensuring a safe, secure, and respectful environment for women employees and girl students within the institution.

The ICC is committed to safeguarding women against gender-based discrimination and all forms of harassment by providing an accessible, fair, and confidential redressal mechanism. Through awareness initiatives, preventive measures, and timely inquiry processes, the Committee seeks to promote ethical conduct and a respectful environment across academic and administrative spaces at RNGPIT.

Vision

To ensure a safe, inclusive, and respectful institutional environment that upholds dignity and equality, while protecting women from gender-based discrimination and harassment through an effective redressal mechanism.

Mission

- To ensure a safe and respectful environment for all by preventing sexual harassment within the institution.
- To promote gender equality and prevent all forms of gender-based discrimination among students and staff.
- To handle all complaints with care, fairness, and complete confidentiality.



- To build awareness and understanding through regular training, guidance, and review of policies.

Objectives

1. To promote gender equality and create a safe, respectful environment for everyone at RNGPIT.
2. To keep all complaints and discussions handled by the ICC strictly confidential.
3. To ensure that every case is handled in a fair, unbiased, and transparent manner.
4. To maintain the integrity of the Committee by not sharing ICC matters outside the Committee.
5. To ensure that ICC members are approachable and available to provide guidance and support.

Functions

1. To promote a culture of respect, gender equality, and fairness within the institution.
2. To receive complaints related to sexual harassment and provide support to the affected individuals.
3. To conduct inquiries in a careful, fair, and confidential manner.
4. To recommend appropriate actions and follow-up measures to the concerned authorities.
5. To ensure a safe and secure institutional environment free from sexual harassment.
6. To prepare and submit annual reports on the activities of the Committee as required.

Who can approach for ICC help?

Any student/employee (faculty or staff) of RNGPIT

Responsibilities of ICC

On receiving a complaint, the Internal Complaints Committee (ICC) of R. N. G. Patel Institute of Technology (RNGPIT) will conduct a preliminary inquiry to



understand the facts of the case. This may include reviewing relevant documents and recording statements from the complainant and any witnesses involved.

After completing the preliminary inquiry, the ICC will prepare a report and submit it, along with all supporting documents, to the competent authority for further action. If the complaint does not fall under the scope of sexual harassment, the matter may be referred to the appropriate grievance redressal mechanism.

In cases where sexual harassment involves a third party or an outsider, the ICC will extend all necessary support to the affected person and take reasonable steps to prevent recurrence.

All inquiries will be carried out in a fair, confidential, and time-bound manner, in accordance with the applicable statutory provisions.

If, after inquiry, the ICC finds that the complaint was false, deliberately misleading, or made with malicious intent, appropriate action may be taken as per institutional rules.

The Chairperson/Coordinator of the ICC shall receive complaints on behalf of the Committee and coordinate the proceedings related to the complaints received.

Filing Complaint

The formal complaint must contain the following:

- Name and contact information of the accused
- Name and contact information of witnesses
- Date and time of the incident
- The place where it occurred
- Detailed description of the incident

Complaints may also be submitted using the attached annexure.

Complaint Registration Form should be submitted either in hard copy to ICC office(Chairperson/Coordinator) or through email on icc@rngpit.ac.in within 90 days from the date of the incident. The Internal Complaints Committee (ICC) shall



complete the inquiry process and submit its report within 90 days from the date of receipt of the complaint.

Procedure for Inquiry and Resolution

The Internal Complaints Committee (ICC) shall complete the inquiry within 90 days from the date of receipt of the complaint.

After the inquiry is completed, the ICC will submit its findings to the employer within 15 days, and a copy of the report will be shared with the concerned individuals.

If the allegations against the respondent are found to be true, the ICC will recommend appropriate disciplinary action to the employer.

The employer shall take necessary action on the recommendations within 45 days of receiving the inquiry report.

Contact Us

Email ID: icc@rngpit.ac.in

Definitions

- **"Campus"** means the main campus of the Institute.
- **"Employer"** means Director, Registrar, Deans of RNGPIT, HoD of RNGPIT including In-Charge Officer.
- **"Employee"** means every person in the employment of the institute to which these Directions are applicable, including any teaching/non-teaching staff or officers, temporary, part-time, honorary, and visiting persons, adjunct faculty engaged in any duties by whatever designation called and also employees employed on a leave vacancy, casual or project basis or also employed through a contractor.
- **"Aggrieved woman"** means- (i) about a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent; (ii) about a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;



- **"Counsellor"** includes any woman employee, appointed by the institute as Woman Counsellor in the Women Cell.
- **"Expert"** means any person who has done or is engaged in research work in any University and/or college/institution of academic learning/deemed universities and such others who are engaged in the country or outside in the field of Women's Studies or Gender Justice.
- **"School"** means a school established by the University for conducting its courses or for research.
 - **"Sexual Harassment"** includes such unwelcome sexually determined behavior (whether directly or by implication) as (i) Physical contacts and advances; (ii) A demand or request for sexual favors; (iii) Sexually colored remarks; (iv) Showing pornography; (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
 - **"Student"** includes any person who is enrolled for any course, whether by attendance or by distance education, with the University to which these Directions are applicable and includes – (i) an Undergraduate/Post-graduate student, and a Repeater; (ii) any person, student or ex-student who has been permitted the use of any of the facilities of the institute such as library, laboratory, reading room, gymkhana etc. on the payment of a fee or otherwise.

INTERNAL COMPLAINTS COMMITTEE

Sr. No.	Name	Designation	Department	Contact No. & Email	Fax No.
1	Dr. M. B. Desai	Professor	Computer Science & Engineering	Mo. 9426776969 Email: mbdesai@rngpit.ac.in	2622291411
2	Miss B. R. Bhatt	Assistant Professor	Computer Science & Engineering	Mo. 9879679953 Email: brbhatt@rngpit.ac.in	2622291411
3	Mrs. H. A. Patel	Assistant Professor	Information Technology	Mo. 8866779321 Email: hapatel@rngpit.ac.in	2622291411



4	Miss A. A. Chauhan	Assistant Professor	Chemical Engineering	Mo. 9106606346 Email: aachauhan@rngpit.ac.in	2622291411
5	Miss M. K. Shah	Assistant Professor	MBA	Mo. 8460756164 Email: mkshah@rngpit.ac.in	2622291411
6	Mr. N. D. Khatri	Assistant Professor	Science & Humanities	Mo. 9408257262 Email: ndkhatri@rngpit.ac.in	2622291411
7	Mr. D. D. Patel	Assistant Professor	Chemical Engineering	Mo. 9909565080 Email: ddpatel@rngpit.ac.in	2622291411
8	Mrs. P. N. Modhiya	Clerk	Admin Office	Mo. 7600326613 Email: pnmodhiya@rngpit.ac.in	2622291411
9	Mrs. B. D. Rathod	Laboratory Assistant	Computer Science & Engineering	Mo. 9586163910 Email: bdrathod@rngpit.ac.in	2622291411
10	Miss Misha Mistry	Student	Computer Science & Engineering	Mo. 9023075591 Email: mishamistry2005@gmail.com	-
11	Miss Mana Upadhyay	Student	Computer Science & Engineering	Mo. 9875214833 Email: manaupadhyay1@gmail.com	-
12	Miss Tithi Patel	Student	Chemical Engineering	Mo. 9724716667 Email: tithipatel507@gmail.com	-
13	Miss Feny Maisuria	Student	Information Technology	Mo. 9925668148 Email: fenymaisuria@gmail.com	-
14	Mrs. Dipika Dabhi	Founder, Hirendeeep Welfare Foundation	NGO	Mo. 9998919269 Email: dabhidipika16@gmail.com	-


Dr. Latesh B. Chaudhari
 Director

