

# RSR Rungta College of Engineering & Technology

Rungta Knowledge City, Kohka - Kurud Road,

Bhilai (C.G.) - 490 024



No.: RSRRCET/ADMIN/IC/2026/4219

Date: 20/08/2026

## OFFICE ORDER

**Subject:** Constitution of Internal Committee (IC) for Prevention and Redressal of Sexual Harassment

In compliance with the **All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016**, and in accordance with the directions contained in the **AICTE Circular dated 13.08.2026** regarding strict implementation of mandatory committees and notification of their details on the institutional website, the **Internal Committee (IC)** of RSR Rungta College of Engineering & Technology, Bhilai is hereby constituted with immediate effect.

The Committee shall work towards providing a safe, respectful and harassment-free environment for women employees and students and shall deal with complaints of sexual harassment in accordance with applicable statutory provisions and regulations.

### 1. Constitution of the Internal Committee

| S.No. | Name                       | Designation / Particulars              | Role              |
|-------|----------------------------|----------------------------------------|-------------------|
| 1     | Dr. Rita Shukla            | Associate Professor, Mathematics       | Presiding Officer |
| 2     | Ms. Anita Chaturvedi       | Assistant Professor, Civil Engineering | Member            |
| 3     | Ms. Tarrannum Rizvi        | Administrative Staff Member            | Member            |
| 4     | Dr. Shehnaz Parveen Ansari | Faculty / Employee                     | Member            |
| 5     | Ms. Shradha R Murthy       | Member from NGO                        | External Member   |
| 6.    | Ms. Amrita Pardhi          | Administrative Staff Member            | Member            |
| 7.    | Ms. Savita Tripathi        | Administrative Staff Member            | Member            |

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## 2. Functions and Responsibilities

The Internal Committee shall:

1. Receive and deal with complaints of sexual harassment in accordance with applicable law and regulations.
2. Provide a safe, confidential and accessible mechanism for submission of complaints.
3. Examine complaints fairly and impartially.
4. Follow the principles of natural justice during inquiry proceedings.
5. Provide reasonable opportunity to the complainant and respondent to present their respective cases.
6. Maintain strict confidentiality of complaints, proceedings, evidence and reports, except where disclosure is required by law.
7. Recommend appropriate action to the competent authority based on the findings of the inquiry.
8. Maintain proper records of complaints, inquiries, recommendations and action taken.
9. Conduct awareness and sensitization programmes for students, faculty and staff.
10. Promote awareness regarding prevention of sexual harassment and appropriate workplace/campus conduct.
11. Display information regarding sexual harassment, complaint procedures and contact details at appropriate locations on campus.
12. Submit reports to the competent authority/statutory authorities wherever required.
13. Undertake any other function necessary for effective prevention and redressal of sexual harassment.

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### 3. Scope

The Internal Committee shall address complaints of sexual harassment involving **women employees and students** in accordance with the applicable AICTE regulations and other applicable statutory provisions.

The Committee shall also coordinate, wherever required, with the appropriate institutional authorities and statutory mechanisms for matters falling outside its jurisdiction.

### 4. Complaint Submission Mechanism

A complaint may be submitted in writing to the Presiding Officer or any member of the Internal Committee through the prescribed institutional mechanism.

**Presiding Officer:** Dr. Rita Shukla

**Email:** rita.shukla@runtacolleges.com

**Contact No.:** 9827649003

**Official IC Email:** ic\_rsrrecet@runtacolleges.com

The Committee shall ensure that students and employees are provided with an accessible mechanism for submitting complaints.

### 5. Confidentiality

All complaints, statements, evidence, inquiry proceedings, findings and recommendations shall be treated as confidential and shall be handled strictly in accordance with applicable law.

No person shall disclose the identity of the complainant, respondent or witnesses except as permitted or required by law.

*Handwritten signature in green ink.*

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## 6. Protection from Victimisation

The Committee shall take appropriate measures to prevent victimisation, intimidation or retaliation against any complainant, respondent or witness participating in the proceedings in good faith.

## 7. Awareness and Preventive Measures

The Internal Committee shall periodically organize:

- Awareness programmes on prevention of sexual harassment.
- Gender sensitization programmes.
- Orientation/sensitization sessions for students, faculty and staff.
- Display of relevant notices and contact information.
- Awareness of complaint procedures and rights available to complainants.

## 8. Records and Annual Reporting

The Internal Committee shall maintain appropriate records of:

- Complaints received.
- Complaints disposed of.
- Complaints pending, if any.
- Inquiry proceedings.
- Recommendations made.
- Action taken.
- Awareness and sensitization programmes conducted.

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The Committee shall submit reports to the competent authority/statutory authorities as required under applicable regulations.

## 9. Tenure

The Internal Committee shall remain in force for the **Academic Session 2026-27** or for such period as prescribed under applicable statutory provisions, unless reconstituted earlier by the competent authority.

Any vacancy or change in membership shall be filled in accordance with applicable rules.

## 10. Website Disclosure

In compliance with the AICTE directions dated **13.08.2026**, the following information relating to the Internal Committee shall be prominently displayed on the official website of RSR Rungta College of Engineering & Technology:

1. Constitution/Office Order of the Internal Committee.
2. Name and designation of the Presiding Officer.
3. Names and designations of Committee members.
4. Name and details of the External Member.
5. Official contact details/email of the Committee.
6. Procedure for submitting a complaint.
7. Awareness material relating to prevention of sexual harassment.
8. Relevant reports/notices, wherever required and legally permissible.

## 11. Effective Date

This Office Order shall come into force with immediate effect.

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**rungta**

Let the minds bloom  
An Initiative by SANJAY RUNGTA

No.: RSRRCET/ADMIN/IC/2026/

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All Heads of Departments, faculty members, staff members and students are directed to extend necessary cooperation to the Internal Committee for effective implementation of the prescribed mechanism.

*Manish Varma*  
Principal  
RSR Rungta College of Engg. & Tech  
Kohka-Kurud, Bhilai.  
RSR Rungta College of Engineering & Technology  
Bhilai, Chhattisgarh

Copy to:

1. Director Sir, – for information.
2. Director Academics – for information and necessary action.
3. Director Administration – for information and necessary action.
4. Dean Academics – for information.
5. All Heads of Departments – for information and compliance.
6. HR/Administration Department – for necessary action.
7. Department of Student Welfare – for information.
8. Website Administrator – for uploading the Internal Committee details.
9. All Internal Committee Members – for information and necessary action.
10. Office Copy.