

KALKA INSTITUTE FOR RESEARCH & ADVANCED STUDIES



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GENDER SENSITIZATION COMMITTEE (GSC)

The GENDER SENSITIZATION COMMITTEE (GSC) is responsible to settle any type of grievances raised by the students, teachers and non-teaching staff of the college. The committee is also authorized to initiate *suo moto* proceedings. It sometimes functions in tandem with the Discipline Committee and the Internal Complaints Cell, depending on the nature of the complaint, and membership of these three might overlap.

Members	Position	Status	Contact	Frequency of Meetings	Attendance
Dr. Mohd. Shuaib	Director	Convenor	9871553120	As and when required	Full quorum required
Dr. Pranjali Kumar Singh	Vice Principal	Member	9837282830		
Dr. Manish Singhal	Professor	Member	9311558898		
Dr. Purushottam Jha	Professor	Member	9719532526		
Dr. Manoj Gupta	Professor	External Member	09897679941		
Dr. Neetu Tomar	Professor	Adjudicating Authority	9761136974		

Scope

- The Gender Sensitization Committee shall consider only individual grievances of specific nature of staff and students of the Institute raised individually by the concerned aggrieved employee/ student of the Institute.
- The Gender Sensitization Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/ student.
- After receiving any application the Committee will decide on the merit of case regarding scope of further discussion.


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Procedure, periodicity and attendance at meetings

- The Gender Sensitization Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Convenor or at the request of the other members to discuss the various issues received.
- At least three members of the Gender Sensitization Committee shall be present in a meeting.
- If a member of the Gender Sensitization Committee is connected with the grievance of the aggrieved individual, the concerned member of the Gender Sensitization Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person happens to be a member of the Gender Sensitization Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.
- The Gender Sensitization Committee shall consider all grievances submitted in writing by an individual member of the Institute regarding employment/ association, working conditions and any other alleged injustice done to an employee/ student while discharging his/her duties at the Institute.

Procedure of submitting Gender Sensitization Committee

- The aggrieved member shall submit his/her petition to the Convenor, Gender Sensitization Committee in a sealed envelope marked "confidential", along with supporting documents.
- The same can be submitted online through the Gender Sensitization Committee link given on the Institute's website.

Mechanism of Gender Sensitization Committee

The Gender Sensitization Committee shall study the petition/ application and after looking into the relevant documents discuss with persons/ departments concerned.

- The Gender Sensitization Committee may mediate between the complainant and defendant against whom the complaint has been made, if required, and the aggrieved person may take back the complaint.
- The Committee shall submit its recommendations and report to the Director as expeditiously as possible, but in no case is to take more than three months of the date of petition/application.

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- In case of any difficulties, the Gender Sensitization Committee shall have discussion with the Director before a decision is taken.
- The Director, as far as possible, shall be guided by the advice of the Gender Sensitization Committee unless the recommendations of Committee violate basic rules and norms of the Institute.
- After the recommendations are submitted to the Director, the final settlement of any grievance shall be made within a reasonable period (normally not exceeding two weeks).
- The decision of the Director shall be final and binding to all involved. Any dead-lock shall be resolved by the Director.
- In case of false and frivolous complaint (if proved), the Gender Sensitization Committee will recommend Competent Authority to take appropriate action against the complainant.

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