

To Whomsoever It May Concern

21 September 2020

Further to the communication of 20 September 2020, complainants to the Internal Complaints Committee (ICC) of Dhruvad Sansthan may approach the committee with an e-mail to dhruvadsansthan.icc@gmail.com in one of the following ways:

1. Complainants who wish to remain anonymous may approach the committee through a person they trust and request an initial meeting. The meeting (virtual online) will honour anonymity and the committee will be able to advise the complainant on next steps.
2. Other complainants who have concerns about submitting a written complaint may write to the committee stating these concerns and request an initial meeting. The meeting (virtual online) will allow the complainant to voice their complaint and receive clarifications from the committee on next steps.
3. Complainants who would like to register a formal written complaint may do so in the form of a signed PDF. If the alleged offence is older than 3 months, complainants should state the circumstances/reasons due to which they could not make a complaint earlier. As per due process of law, accused respondents will be notified of such complaints before hearings with the committee commence.

This ICC, constituted under "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013" serves to provide a comfortable, safe hearing and fair redressal to all complainants of sexual harassment against any student or staff of Dhruvad Sansthan. It is bound by law and committed to the spirit of the law in safeguarding the trust and confidentiality of every complainant.

Sd/-

Presiding Officer

Dr (Ms) Raka Arya