

## ROLES AND RESPONSIBILITY OF ICC AT FDDI AND PRESIDING OFFICER'S CONTACT INFO

- **Roles & Responsibilities of ICC are as under:**

- Spread Awareness: To educate employees/ students regarding law against sexual harassment at working place and its effects.
- Handle all the issues/ complaint related to employees/out sourced staff/students/others (guests, visitors etc.) or incidences which occurs within the premises of FDDI.
- Maintenance of Secrecy during and after their tenure
- Redressal of Complaint by conducting enquiry of complaints with fairness and without bias and within the time frame of 90 days
- Preparation of minutes of meeting/case summary report with the recommendations and maintenance of files thereon.
- The committee will meet atleast on quarterly basis or as and when required and suggest measures to the management for prevention, prohibition & redressal of sexual harassment of woman at workplace.

- **The Basic details of Presiding Officers of all FDDI's ICCs is as under:**

S. NO	CAMPUS	NAME OF PRESIDING OFFICER	DESIGNATION	MOBILE NO.	EMAIL I'D
1.	HO/ Noida	Ms. Shweta Saini	Sr. Consultant (Retail)	9810770317	shweta@fddiindia.com
2.	Banur	Ms. Alka Morolia	Assistant Manager (A&F).	8601873377	alka@fddiindia.com
3.	Chennai	Dr. Neeti Kishore	Sr. Faculty Grade II (FD)	9381997021	neeti.kishore@fddiindia.com
4.	Chhindwara & Guna	Dr. Agya Preet	Faculty, (FD)	8054009473	agyapreet@fddiindia.com
5.	Kolkata	Ms. Basumitra Ghosh Mukherjee	Sr. Faculty Grade I (LGAD)	9830154649	basumitra@fddiindia.com
6.	Fursatganj	Ms. Shikha Srivastava	Assistant Manager	9984181108	shikha@fddiindia.com

7.	<b>Jodhpur, Ankleshwar</b>	Dr. Asma Khan	Sr. Faculty Gr II, FD	9783462589	asmakhan@fddiindia.com
8.	<b>Hyderabad</b>	Ms. Anamika Chowdhury	Dy Manager (A&F)	9953855057	anamika.c@fddiindia.com
9.	<b>Rohtak</b>	Ms. Sudeshna Rakshit	Jr. Faculty	8295666446	sudeshna@fddiindia.com
10.	<b>Patna</b>	Ms. Rupa Shree	Assistant Manager	8595097784	rupa.shree@fddiindia.com