

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	Ms. Shabrin Farhana.G	Sr. Faculty	9442352912	shabrinrafi@fddiindia.com
4.	Chhindwara	Harshita Chourasia	Asst. Manager	9407828232	harshita@fddiindia.com
5.	Kolkata	Ms. Anita Ray	Sr. Faculty	9874875028	anita.roy@fddiindia.com
6.	Fursatganj	Ms. Shikha Srivastava	Assistant Manager	9984181108	shikha@fddiindia.com

7.	Jodhpur, Ankleshwar & Guna (ICC of Jodhpur shall look after Guna and Ankleshwar also)	Ms. Nidhi Sharma	Assistant Manager	8107648002	nidhi.sharma@fddiindia.com
8.	Hyderabad	Ms. Ruchi Singh	Faculty	9695423682	ruchi.singh@fddiindia.com
9.	Rohtak	Ms. Sudeshna Rakshit	Jr. Faculty	8295666446	sudeshna@fddiindia.com
10.	Patna	Ms. Rupa Shree	Assistant Manager	8595097784	rupa.shree@fddiindia.com

Manpower Details – Campus & Department Wise (FYI 2021-22)

Sno.	Campus	Department	Graduate	Diploma	Below 10th/12thPass	Total
1	Ankleshwar	Account & Finance	1	0		1
		Admin & Pers.	1	0		1
		Fashion Design	2	0	2	4
		Footwear	5	1		6
		ITSC	1	0		1
		Maintenance	0	2	2	4
		Store	2	1		3
		Retail	0	1		1
		TOTAL	12	5	4	21
2	Banur	Account & Finance	1	1	0	2
		Admin & Pers.	1	0	0	1
		Fashion Design	4	0	0	4
		Footwear	8	2	0	10
		ITSC	1	0	0	1
		LGAD	3	0	3	6
		Library & Hostel Warden (Girls)	1	0	0	1
		Maintenance	0	1	2	3
		Store	2	0	0	2
		Training Cell	2	0	0	2
		Retail	4	0	0	4
		TOTAL	27	4	5	36
3	Chennai	Account & Finance	2	0	0	2
		Admin & Pers.	2	0	0	2
		Fashion Design	3	1	0	4
		Footwear	7	0	1	8
		ITC Labs	0	1	1	2
		ITSC	1	0	0	1
		LGAD				
		Library	1	0	0	1
		Maintenance	1	2	0	3
		Store	1	0	0	1
		Training Cell	1	0	0	1
		Retail	0	0	0	0
		TOTAL	19	4	2	25
4	Chhindwara	Account & Finance	1	1	0	2
		Admin	0	0	1	1
		Admin & Pers.	2	0	1	3
		C&PR	2	0	0	2
		Fashion Design	1	0	0	1
		Footwear	3	1	2	6
		ITC Labs	0	0	0	0
		ITSC	1	0	0	1
		TOTAL	0	0	0	0

		Library	1	0	0	1
		Maintenance	0	1	2	3
		Store	1	0	0	1
		Training Cell	2	0	0	2
		Retail	5	1	0	6
		TOTAL	19	4	6	29
5	Fursatganj	Account & Finance	3	0	0	3
		Admin	6	0	4	10
		C&PR	1	0	0	1
		Fashion Design	4	0	2	6
		Footwear	7	3	2	12
		HR	1	0	0	1
		ITC Labs	0	0	0	0
		ITSC	2	0	0	2
		Maintenance	4	1	1	6
		Store	2	0	0	2
		Training Cell	2	0	0	2
		Retail	1	0	0	1
		TOTAL	33	4	9	46
		Admin	1	0	0	1
		Admin & Pers.	4	0	0	4
		Maintenance	1	0	0	1
		TOTAL	6	0	0	6
7	Noida	Account & Finance	9	1	1	11
		Admin	9	2	6	17
		Admin & Pers.	2	1	0	3
		Admission Cell	3	0	1	4
		Business Mgt.	1	0	0	1
		C&PR	2	1	0	3
		Chemical Lab	3	0	1	4
		Civil Project	1	0	0	1
		Designing	1	0	1	2
		Fashion Design	4	1	2	7
		Food Testing Lab	1	0	0	1
		Footwear	37	4	2	43
		HR	3	0	1	4
		Projects	1	0	0	1
		ITSC	5	0	0	5
		LGAD	5	0	2	7
		Library	2	1	0	3
		Maintenance	1	2	7	10
		Placement & Promo.	1	0	0	1
		Physics Lab	13	1	1	15
		RCIP	2	0	0	2
Store	3	0	1	4		
Training Cell	4	2	1	7		
Retail	6	2	0	8		
		TOTAL	119	18	27	164

8	Hyderabad	Account & Finance	2	0	0	2
		Admin	1	0	1	2
		C&PR	1	0	0	1
		Fashion Design	0	0	1	1
		Footwear	6	1	0	7
		LGAD	2	0	0	2
		Maintenance	2	1	1	4
		Store	1	0	0	1
		Training Cell	1	0	0	1
		Retail	9	0	0	9
		TOTAL	25	2	3	30
9	Jodhpur	Account & Finance	1	0	0	1
		Admin	2	0	1	3
		Admin & Pers.	4	0	2	6
		C&PR	0	1	0	1
		Fashion Design	2	0	0	2
		Footwear	7	0	0	7
		ITSC	1	0	0	1
		Library	0	0	1	1
		Maintenance	0	2	1	3
		Store	1	0	0	1
		Training Cell	1	0	0	1
		Retail	1	0	0	1
		TOTAL	20	3	5	28
10	Kolkata	Account & Finance	1	0	0	1
		Admin & Pers.	1	0	1	2
		C&PR	0	1	0	1
		Fashion Design	5	1	0	6
		Footwear	4	4	1	9
		ITSC	1	0	0	1
		LGAD	2	1	2	5
		Maintenance	1	0	1	2
		Retail	1	0	0	1
		TOTAL	16	7	5	28
11	Rohtak	Account & Finance	1	0	0	1
		Admin	1	0	1	2
		Business Mgt.	2	0	0	2
		Fashion Design	3	1	0	4
		Footwear	4	2	2	8
		projects	1	0	0	1
		ITSC	2	0	0	2
		Library	1	0	0	1
		Maintenance	0	4	0	4
		Store	2	0	0	2
		Training Cell	3	0	0	3
		Retail				
		TOTAL	20	7	3	30

Manpower Details – Campus & Department Wise (FYI 2022-23)