



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## INTERNAL COMPLAINTS COMMITTEE (ICC)

LNCT (MCA)/ICC/2020/01

Date: 17/07/2020

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY- (MCA), BHOPAL is committed to provide safe academic and working environment to all girl students and its women employees.

As per the guidelines of Government of India, 'Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaint Committee (ICC) and a special cell is operational in the College.

This committee provides a platform to express their grievances freely without any fear of being victimized. The women employees/ students can raise their grievances through SMS/Call/Email/Letter/ Website. This committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute.

### Function:

The functions of the Internal Complaint Committee (ICC) are as follows:

1. To honor the act and maintain a safe working environment for female employees and female students.
2. To constitute and maintain a cell to deal with the issue of gender based violence to conduct gender sensitization program.
3. To develop a policy against sexual harassment of women at the Institute.
4. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
5. To promote gender equality and women empowerment in the College.
6. To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
7. To create a secure physical and social environment to deter any act of sexual harassment.
8. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
9. To conduct periodical programs on women empowerment and awareness.

## **Role & Responsibility of ICC:**

1. Prevent discrimination and sexual harassment, by promoting gender amity among students and employees.
2. Make recommendations to the management for changes/elaborations in the Rules for students.
3. Deal with cases of discrimination and sexual harassment against women, aiming at ensuring support services to the victimized and termination of the harassment;  
Recommend appropriate punitive action against the guilty party to the Management.

The following behaviors are not accepted:

- a) Physical contact and advances;
- b) Demand or request for sexual favors;
- c) Sexually colored remarks;
- d) Showing pornography;

4. The following is also sexual harassment and is covered by the committee:

- Eve-teasing
- Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts,
- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- Forcible physical touch or molestation and
- Physical confinement against one's will and any other act likely to violate one's privacy.
- The Committee shall meet as often as may be needed and appropriate.

The Internal Complaint Committee (ICC) consists of the following members:

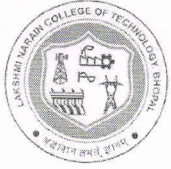
Name of Committee Member	Designation
Mrs. Neelu Singh (Professor)	Head
Ms. Meena Yadav (Associate Professor)	Member
Mr. Jitendra Agarwal (Associate Professor)	Member
Mr. Kamlesh Singh (Lab Assistant)	Member
Mr. Manish Sharma (Librarian)	Member
Ms. Akansha Gupta (Student)	Member
Mr. Abhishek Singh (Student)	Member
Ms. Tanya Kochar (Student)	Member

  
**(Dr. Sanjay Bajpai)**  
**Director**  
**LNCT MCA, Bhopal**

**Lakshmi Narain College of Technology (MCA)**  
**BHOPAL**

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Dean of Administration and OSD
3. All Above Members
4. Registrar LNCT MCA
5. Dean Student/Student Welfare
6. Hostel Warden
7. All Notice Board of College
8. Master File Director Office



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## INTERNAL COMPLAINTS COMMITTEE (ICC)

LNCT (MCA)/ICC/2020/02

Date: 28/07/2020

To,

The Members of ICC

LNCT MCA Bhopal,


Dear Sir/Madam,

### SUBJECT: NOTICE AND AGENDRA FOR ICC MEETINGS.

1. The Internal Complaint Committee (ICC) meeting is being conducted on 03/08/2020 (Monday) at 10:30 AM in the Board Room of LNCT MCA.
2. The Agenda for the meeting is appended below:
  - Introduction of ICC members in 2020,
  - Objectives of ICC
  - Function of ICC
  - General Discussion.
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.

Looking forward to your presence in the meeting.

Yours sincerely

  
(Prof. Neelu Singh)

Head (ICC)

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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## INTERNAL COMPLAINTS COMMITTEE (ICC)

LNCT (MCA)/ICC/2020/03

Date: 03/08/2020

**Meeting Title: Sexual Harassment Prevention**

**Meeting Date: 03/08/2020**

**Meeting Time: 10:30 AM**

**Place: Board Room, LNCT MCA**

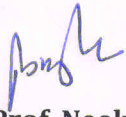
**Agenda:** Remember that creating a safe and inclusive workplace is an ongoing process, and continuous efforts are required to maintain a positive culture that respects the dignity and rights of all employees.

### Minutes of meeting:

1. Welcomed all the members and explained the purpose of the meeting.
2. Assuring the sexual harassment free academic, work place environment and to prevent sexual harassment by providing protection to women at the workplace.
3. The committee decided to request the staff members to continue the discussion about, "Prevention, Prohibition and Redressal of Sexual Harassment "with the students during the mentoring classes.
4. The Chairperson asked the members to meet the students on a regular basis or earlier, if need arise.
5. They expressed gratitude to all attendees for their active participation and contributions. They acknowledged the valuable insights shared by each member, emphasizing the importance of collaboration for the success of the team.

**Proceedings:** No incidences of Sexual Harassment have been reported since last meeting. The committee meeting is held every 6 months or as and when required.

The meeting was closed at 11.30 PM.

  
Prof. Neelu Singh)  
Head (ICC)

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