



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## INTERNAL COMPLAINTS COMMITTEE (ICC)

LNCT (MCA)/ICC/2022/01

Date: 11/01/2022

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:

<b>Name of Committee Member</b>	<b>Designation</b>	<b>Mobile</b>	<b>Email-Id</b>
Mrs. Neelu Singh	Head	9425378492	neelus@lnct.ac.in
Mr. Ashish Jain	Member	9039311858	ashishj@lnct.ac.in
Ms. Anuradha Soni	Member	6267869215	anuradhas@lnct.ac.in
Mr. Dev Kumar Chauhan	Member	9981186985	devc@lnct.ac.in
Mr. Kamlesh Khatri	Member	9039121709	kamleshk@lnct.ac.in
Ms. Prerna Jha	Member	7974992054	prernaj@lnct.ac.in
Mr. Shubham Saijul	Member	8770814381	rajashubhamsaijul@gmail.com
Mr. Ram Kumar Khateek	Member	9584896900	Ramkhateek0@gmail.com
Ms. Kanal Soni	Member	9131277262	Somyasoni706989@gmail.com
Mr. Aditya Sharma	Student	8871202216	Aditya17lnct@gmail.com
Ms. Diksha Dhote	Student	7470520767	Dikshadhote37@gmail.com
Mr. Harsh Tiwari	Student	7619896100	Tiwariharsh504@gmail.com
Ms. Nidhi Dubey	Student	8109109235	Nd9131@gmail.com

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

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

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Director Administration
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/2022/02

Date: 29/04/2022

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 13/05/2022 (Friday) at 11 AM in the Board Room of LNCT MCA.
2. The Agenda for the meeting is appended below:
  - Introduction of ICC members in 2022,
  - 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/2022/03

Date: 13/05/2022

**Meeting Title: Sexual Harassment Prevention**

**Meeting Date: 13/05/2022**

**Meeting Time: 10:30 AM**

**Place: Board Room, LNCT (MCA)**

**Agenda:** The agenda of the Internal Complaints Committee is centered on building a workplace culture that prioritizes respect, equality, and the well-being of all members. By addressing complaints, promoting gender equality, and safeguarding human rights, the committee plays a crucial role in creating a positive and productive work environment for the organization.

### Minutes of meeting:

1. Welcomed all the members and explained the purpose of the meeting.
2. All the members decided to-
  - a. The Committee noted that no complaint of sexual harassment has been received from any woman employee or student of the college.
  - b. The committee decided to place banners/posters/notices defining sexual harassment at prominent places in the college campus.
3. The Chairperson asked the members to meet the students on a regular basis or earlier, if need arise.
4. Delivered the vote of thanks for the meeting by committee member.

**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 12:30 PM.

**Prof. Neelu Singh)**  
**Head (ICC)**

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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## INTERNAL COMPLAINTS COMMITTEE (ICC)

LNCT (MCA)/ICC/2022/04

Date: 22/09/2022

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 07/10/2022 (Friday) at 11 AM in the Board Room of LNCT MCA.
2. The Agenda for the meeting is appended below:
  - Introduction of ICC members in 2022,
  - 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/2022/05

Date: 07/10/2022

**Meeting Title: Sexual Harassment Prevention**

**Meeting Date: 07-10-2022**

**Meeting Time: 11:00 AM**

**Place: Board Room, LNCT (MCA)**

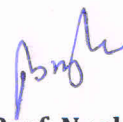
**Agenda:** General meeting to discuss any issue, if reported, and aware students by the working of ICC.

### Minutes of meeting

1. Chairperson welcomed all the members of the committee
2. Members of committee are asked to spread awareness among students on how the rules have been amended to prevent instance of harassment of women.
3. It is proposed to conduct a meeting with all the faculties and staff to aware them about the working of ICC.
4. Committee members are asked to put their view or suggestion for the working and spreading awareness of the rules of harassment against women.
5. The chairperson expressed her thanks to all the participants and the members agreed that committee will meet every sixth month on regular basis or earlier, if there is any need.

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

The meeting was closed at 12:30 PM.

  
(Prof. Neelu Singh)  
Head (ICC)

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