

A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. MCTE/2020/ICC-01

INTERNAL COMPLAINT COMMITTEE

Date 23.05.20

The Governing Body of Mundeshwari College for Teacher Education constituted an Internal Complaint Committee as per the directives of UGC. The committee will look after the issues and challenges of gender based violence and to conduct gender sensitisation activities in the Institute.

(a) The Internal Complaint Committee consists of:

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|------------------------------------|-------------|
| (i) Principal | Chairperson |
| (ii) Others nominated by Principal | Member |

(b) Duties and Power :The Internal Complaint Committee shall perform following functions:

- (i) Recommend to the Principal a panel of office bearers for designing actionable plan for curbing the gender based violence and to conduct gender sensitisation activities in the College.
- (ii) Consider cases of gender based violence and award punishment as per the rules and regulations provided by the UGC/Supreme Court/Board of Governors.
- (iii) Regular checking through committee and same shall be communicated to the management.
- (iv) Recommend for new initiative after consultation with the Principal.
- (v) Ensuring the gender based violence free campus.

(c) The committee shall meet as often as necessary.

(d) A written notice of every meeting together with the agenda shall be circulated by the Chairperson of the Committee to its members at least three days before the meeting. The Chairperson may include any item on the agenda for which the notice could not be given.

(e) The Chairperson may call a meeting at short notice whenever required.

(f) The Chairperson shall preside over the meeting of the Committee. In his absence, the senior most members present shall preside the meeting.

(g) The quorum for the meeting shall be one-third of its total members.

- (h) The ruling of the Chairperson of the Committee with regard to all questions of procedure shall be final.
- (i) The minutes of the proceedings of the Committee shall be drawn up by a member of the Committee and circulated amongst all members within a week.
- (j) Provided that any such minutes shall not be circulated if the Chairperson of the Committee considers such circulation prejudicial to the interest of the College.
- (k) The Principal of the College will review the working of the Committee on quarterly basis.
- (l) Every year new Chairperson and members shall be nominated by the Principal.

The members of the Committee (Session 2020-21) and their Roles and Responsibilities are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Kumari Shashi Singh	Convenor; Asst. Prof.
3.	Ms. Reena Kumari	Member; Asst. Prof.
4.	Abhishek Kumar	Member – Student
5.	Shivani Gupta	Member – Student

Roles and Responsibilities:

1. To look after all the complaints received from the female teaching and non-teaching staff, girl students regarding bullying or sexual harassment.
2. To find and investigate the facts of each complaint received from the female teaching and non-teaching staff, girl students through collecting the required information from concerned persons.
3. After investigation the committee will conduct feedback to the female teaching and non-teaching staff, girl students concerned to find solution for their grievances.
4. The Committee will find appropriate solutions to resolve the problems faced by the female teaching and non-teaching staff and girl students in regard to the issues relating to sexual harassment within a week after thorough investigation.
5. The committee will compile all such complaint received from the female teaching and non-teaching staff and girl students in a separate file maintained for this purpose. The decision of the committee to the female teaching and non-teaching staff, girl students for complaint should also be recorded in the same file for future reference.

Sunita Singh
Chairperson
23/5/2020
MCTE, Patna

Shashi Singh
23/05/2020
Convenor

Reena K
23/05/2020

Internal Complaint Committee

Principal
Hundeshwar College for Teacher Education
Saran, Patna

Abhishek
23/5/20

Shivani Gupta
23/05/20