



A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. MCTE/2020/ICC-01

Date ...23...05...20...

INTERNAL COMPLAINT COMMITTEE

The Governing of 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:
- | | |
|-------------------------|-------------|
| (i) Principal | Chairperson |
| (ii) One senior faculty | Convenor |
- (b) Duties and Power :The Internal Complaint Committee shall perform following functions:
- 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.
 - Consider cases of gender based violence and award punishment as per the rules and regulations provided by the UGC/Supreme Court/Board of Governors.
 - Regular checking through committee and same shall be communicated to the management.
 - Recommend for new initiative after consultation with the Principal.
 - 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.



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- (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. Radha Krsishna Singh	Chairperson; Principal
2.	Dr. Kumari Sunita Singh	Convenor; Asst. Prof.
3.	Mrs. Anjana Kumari	Member; Asst. Prof.
4.	Komal Kumari	Member- student
5.	Abhilasha	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.

Chairperson
MCTE, Patna

Sunita Singh
Convenor
23/05/2020
Internal Complaint Committee



Mundeshwari College for Teacher Education
Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/20/ICC-02

Date: 15/09/2020

NOTICE

This is to inform to all the members because of the **unfortunate death of our Principal, Dr. Radha Krishna Singh**, we had to re-structure the **Inernal Complaint Committee**. Following are the members of the new committee formed.

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Principal - In-charge
2.	Mrs. Anjana Kumari	Principal ; Asst. Prof.
3.		

Anjana Kumari
15.09.2020

Thanks & Regards,

Sunita Singh
15/09/2020
Dr. Kumari Sunita Singh
(Principal In-charge)
M.C.T.E., Patna

Notice

Ref. No - MCTE/21/ICC-02

Date: 01/07/21

This is to inform to all the members of the Internal Complaint committee that a meeting is proposed on 05/07/2021 (Monday) at 03:00 PM in the College Staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards.

Sunita Singh
01/07/21
Dr. Kumari Sunita Singh

(Chairperson)

M.C.T.E, Patna

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/21/ICC-03

Date: 05/07/2021

RESOLUTION/ATR INTERNAL COMPLAINT COMMITTEE

Minutes of Meeting of Internal Complaint Committee held on 05.07.2021 at 03:00 PM in College Staff Room. The members of the committee are as follows:

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Anjana Singh	Convenor; Asst. Prof.
3.	Abhilasha	Member- Student
4.	Kundun Kumar	Member- Student

DISCUSSION & RESOLUTION ON AGENDA

The agenda for the meeting are discussed as following:

- 1. Welcome and Introduction:** The meeting started with the introduction of the cell by the IQAC Co-Ordinator Kumari Shashi Singh. She welcomed all the members to the meeting and expected this activity happens at least once every year.
- 2. To orient students and faculty members** about objectives and functioning of Internal Complaint Committee: In the presence of chairperson, it has been decided to organise an orientation program for B.Ed. students and faculty members on objectives and functioning of Internal Complaint Committee and procedures in it.
- 3. The effects of "Corona & Lockdown":** As the regular classes are not running because of Corona and the imposed lockdown, an online workshop was conducted on how to carry oneself during the pandemic.
- 4. Discussion on Online-Classes:** It was decided in the meeting that a schedule of online classes needs to be prepared and circulated along the 1st & 2nd Year students.
- 5. Awareness and Prevention:** The committee discussed the importance of raising awareness about sexual harassment and promoting a safe and inclusive environment for all members of the college committee. The committee also discussed the need to display posters and notices on the college campus regarding the ICC and its functions.

Chairperson
MCTE, Patna
5/7/21

Anjana Kumari
5.7.2021
Convenor
Internal Complaint Committee

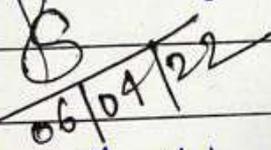
Notice

Ref. No. - MCTE/22/ICC-04

Date: 06/04/22

This is to inform to all the members of the Internal Complaint Committee that a meeting is proposed on 09/04/2022 (Saturday) at 03:00 PM in the college staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,


06/04/22

(Kumari Shashi Singh)

IGAC co-ordinator

M. C. T. E., Patna

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/22/ICC-05

Date: 09/04/2022

INTERNAL COMPLAINT COMMITTEE RESTRUCTURING

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Internal Complaint Committee every year. The new members of the Committee for the Session 2021-22 are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Anjana Kumari	Convenor; Asst. Prof.
3.	Kundan Kumar	Member- Student
4.	Pushpanjali	Member- Student
5.		

Sunita Singh.
Chairperson
MCTE, Patna
07/4/22

Anjana Kumari
09.04.2022
Convenor
Internal Complaint Committee

Notice

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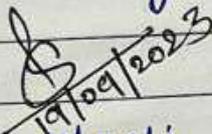
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Ref. No. - MCTE/23/ICC-06

Date : 19/09/23

This is to inform to all the members of the Internal Complaint Committee that a meeting is proposed on 21/09/2023 (Thursday) at 03:00 PM in the college staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,


19/09/2023

(Kumari Shashi Singh)
IQAC co-ordinator
M.C.T.E., Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/23/ICC-07

Date: 21/09/2023

RESOLUTION/ATR INTERNAL COMPLAINT COMMITTEE

Minutes of Meeting of Internal Complaint Committee held on 21.09.2023 at 03:00 PM in College Staff Room. Members of the committee are as follows:

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Anjana Kumari	Convenor; Asst. Prof.
3.	Pankaj Kumar	Member-Student
4.	Nidhi Kumari	Member-Student
5.		

DISCUSSION & RESOLUTION ON AGENDA

The agenda for the meeting are discussed as following:

- Welcome and Introduction:** The meeting started with the introduction of the cell by the IQAC Co-Ordinator Kumari Shashi Singh. She welcomed all the members to the meeting and expected this activity happens at least once every year.
- Complaint Handling:** The committee reviewed the existing complaint handling procedures and discussed ways to improve their efficiency and accessibility. It was agreed that the ICC will provide confidential support to any student or staff member who wishes to report a complaint. The committee also discussed the need to display posters and notices on the college campus regarding the ICC and its functions.
- To make students aware about the provisions and punishment of sexual harassment against women at work place:** The committee members got agree for organizing awareness sessions on sexual harassment against women at work place Act and provisions and punishment under it.

Sunita Singh
Chairperson
MCTE, Patna
21/9/23

Anjana Kumari
21.09.2023
Convenor
Internal Complaint Committee

Notice

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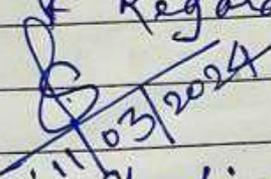
Date

Ref- No - MCTE/24/ICC-08

Date: 11/03/24

This is to inform to all the members of the Internal Complaint committee that a meeting is proposed on 14/03/2024 (Thursday) at 03:00 PM in the College Staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,


(Kumari Shashi Singh)
IQAC Co-ordinator
M.C.T.E., Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhata Knowledge University, Patna

INTERNAL COMPLAINT COMMITTEE RESTRUCTURING

Ref. No: MCTE/24/ICC-09

Date: 14.03.2024

Keeping in view of College ordinance for Internal Complaint Committee, the Principal of Mundeshwari College for Teacher Education, Patna nominated the new Chairperson and the members of the Internal Complaint Committee for the academic session 2022-23. The names of the members are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Anjana Kumari	Convenor; Asst. Prof.
3.	Guodiya Kumari	Member- Student
4.	Abhishek Kumar	Member- Student
5.		

Sunita Singh
Chairperson
MCTE, Patna
14/3/24

Anjana Kumari
14.03.2024
Convenor
Internal Complaint Committee

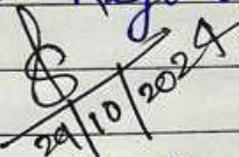
Notice

Ref. No - MCTE/24/ICC - 10

Date : 29.10.2024

This is to inform to all the members of the Internal complaint committee that a meeting is proposed on 31/10/24 (Thursday) at 03:00 PM in the college Staff Room. All the members of the committee are hereby informed to be present in the meeting.

Thanks + Regards,


29/10/2024

(Kumari Shashi Singh)
IQAC co-ordinator
M.C.T.E., Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/24/ICC-11

Date: 31/10/2024

INTERNAL COMPLAINT COMMITTEE NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Internal Complaint Committee every year. The new members of the Committee for the Session 2023-24 are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Anjana Kumari	Convenor; Asst. Prof.
3.	Abhishek Kumar	Member-Student
4.	AKASH kumar	Member-Student

Chaitanya Singh.
Chairperson
MCTE, Patna
31/10/24

Anjana Kumari
31-01-2024
Convenor
Internal Complaint Committee