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COLLEGE OF NURSING , BABA EDUCATIONAL SOCIETY

56 Matiyari Deva Road, Chinhat Lucknow.- 226028

Document No: BES/ ICC/C/28/23.

Date : 28/11/23

CIRCULAR

To deliver the optimum quality Services to the students and maintain the standards of all academic and non- academic activities of areas across the organisation , the management has decided to form various committees with the chosen representative to supervise the concerned activities in their respective fields.

The mangement is pleased to recruit the under signees as the part of the committee for the current year with the following details:

COMMITTEE NAME : INTERNAL COMPLAINT COMMITTEE (Vishakha Committee)

Meeting schedule : Once in 6 months and as desired by the chairperson

Quorum : 50% of the members

S. No	Name	Designation	Role	Signature	Remark
1.	Dr. Archana Chauhan	Principal	Chairperson		
2.	Ms. Pragya Mishra	Clinical Instructor	Secretary		
3.	Mrs. Smita	Office Superintendent	Administrative Member		
4.	Ms. Neha	Tutor	Member		
5.	Ms. Jyoti	Tutor	Member		
6.	Ms. Deepa	Computer Operator	Member		
7.	Mr. Manoj	HR	Member		
8.	Mrs. Saroja	Health Worker	NGO Member		
9.	Mr. Pawan	Lawyer	Member		
10.	Mrs. Sanjana	Tutor	Member		

The scope of the committee can be expressed as follows (but not limited to) :

- Prevent discrimination and sexual harrasment by promoting gender unity among students and employees.
- Make recommendations to the management for change / elaboration in the rules for students to make them gender just and to lay down procedure for the prohibition resolution settlement and prosecution of acts of discrimination and sexual harrasment by the student and the employees.
- Provide fair satisfaction against the employee grievance.
- Deal with cases of discrimination and sexual harrasment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of harrasment.
- To monitor the implementation of human ethics across the hospital.
- Recommended appropriate punitive action against the guilty to the management.

(Director)
Authorised signatory
CC: All Members

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
56, MATIYARI DEWA ROAD
CHINHAT, LUCKNOW-226028

COLLEGE OF NURSING, BABA EDUCATIONAL SOCIETY

Document No: BES/ICC/11/2023.

Date : 28/11/2023

Meeting Invitation

Dear All

This is to intimate you regarding the committee meeting to be held (as per the schedule request by the chairman) The details of the meeting are as follows:

Committee : Internal Complaint committee (Vishakha Committee)
Date : 28/11/2023
Time : 3pm- 4pm
Venue : Conference hall
Chairperson : Dr. Archana Chauhan
The following members are requested to attend the Meeting:

Name	Designation	Role	Signature	Remark
Dr. Archana Chauhan	Principal	Chairperson		
Ms. Pragya	Clinical Instructor	Secretary cum grievance Officer		
Mrs.Smita	Office Superintendent	Administration Member		
Ms. Neha	Tutor	Member		
Ms.Jyoti Shukla	Tutor	Member		
Ms. Deepa	Computer Operator	Member		
Mr.Manoj	HR	Member		
Mrs.Saroja	Health Worker	NGO Member		
Mr. Pawan	Lawyer	Member		
Mrs.Sanjana	Tutor	Member		

All the member are requested to make their cordial presence .Be kind to confirm attendance/ reason for absence .

Agenda:

- Women welfare and rule and revised act books available in library.
- ICC complaint and action within time.
- To arrange few counseling session whenever necessary.
- Workshop on types of sexual harrasment.
- Seminars about the causes of increase in sexual harrasment.

Thankyou
Warm Regards
Ms. Pragya Mishra

(Secretary)

DR. ARCHANA CHOUHAN
PRINCIPAL
COLLEGE OF NURSING
BABA EDUCATIONAL SOCIETY
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COLLEGE OF NURSING BABA EDUCATIONAL SOCIETY

Document No: BES/ICC/M/05/2023.

DATE:28/11/23

MINUTES OF MEETING

General Details

Committee : Internal Complaint Comitte

Date : 28/11/23

Time : 3:00Pm - 4:00Pm


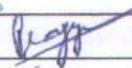


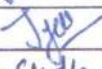
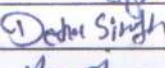

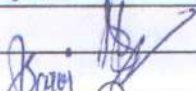

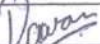
Venue : Conference hall

Chairperson : Dr. Archana Chauhan

Agenda:


- Women welfare rules and revised act books available in library.
- ICC Complaint and action within time.
- To arrange few counseling session whenever necessary.
- Workshop on types of sexual harrasment.
- Seminars about the causes of increase in sexual harrasment.

Attendance details:



Dr. Archana Chauhan	
Ms. Pragya Mishra	
Mrs. Smita	
Ms. Neha	
Ms. Jyoti Shukla	
Ms. Deepa	
Mr. Manoj	
Mrs. Sanjana	
Mrs. Saroj	
Mr. Pawan	

Discussion Details:

Discussion	Action	Responsibility	Target Time
To keep noticing all the students through class coordinators.	Updation has been done about new magazines in library related to women's welfare	Coordinator and librarian	As per needs


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	rules and information has been send to class group.		
Review of Complaints	No new complain has been received under the domain of ICC	N/A	N/A
To develop awareness among students	Through small sessions / seminars on causes.	Secretary	Once in month

Prepared by Committee Secretary 	Approved by Comittee Chairperson 
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56, Matiyari, Deva Road, Chinhat, Lucknow-226028
INTERNAL COMPLAINT COMMITTEE




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