

**BABA EDUCATIONAL SOCIETY
INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING**

Document No: BES/ICC/CH/1/22

Date: 17/11/2022

CIRCULAR (2022-2023)

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

The management 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 & as desired by the chairperson
Quorum: 50% of the members

Sr. No.	Name	Designation	Role	Signature	Remark
1.	Dr. Archana Chouhan	Principal	Chairperson		
2.	Ms. Manila Bibin	Nursing Tutor	Secretary cum Grievance officer		
3.	Mrs. Smita	Office Superintendent	Administration Member		
4.	Ms. Neha	Tutor	Member		
5.	Ms. Jyoti Shukla	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.	Mr. Danish	Asst. Professor	Member		
11.	Ms. Preeti	Tutor	Member		
12.	Mrs. Sanjana Ojha	Tutor	Member		

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

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

Authorized Signatory
CC: All Members

(Director)

DR. ARCHANA CHOUHAN
PRINCIPAL
BABA COLLEGE OF NURSING
INSTITUTE OF PARAMEDICALS
56, MATYARI DEVA ROAD
CHINHAIT, LUCKNOW-226028

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL, COLLEGE OF NURSING

Document No: BES/ICC/1/07/23

Date: 17/07/2023

MEETING INVITATION

Dear All

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

Committee: INTERNAL COMPLAIN COMMITTEE (Vishakha Committee)

Date: 17/07/2023

Time: 3:00-3:30 PM

Venue: Conference Hall

Chairperson: Dr. Archana Chouhan

The following members are requested to attend the Meeting:

Name	Designation	Role	Signature	Remarks
Dr. Archana Chouhan	Principal	Chairperson		
Ms. Manila Bibin	Nursing Tutor	Member		
Mrs. Smita	Officer Superintendent	Administration member		
Ms Jyoti	Tutor	Member		
Ms. Neha	Tutor	Member		
Mr. Manoj	HR	Member		
Ms. Deupa	Computer Operator	Member		
Ms. Saroja	Health Worker	NGO Member		
Mr. Pawan	Lawyer	Member		
Mr. Danish	Asst. Professor	Member		
Ms. Sanjana	Tutor	Member		

All the members are requested to make their cordial presence. Be kind to confirm your attendance/Reason for absence.

AGENDA

- To use complaint-box to maintain confidentiality.
- To make collaboration with Anti-ragging committee.
- To conduct activities like surprise visit were conducted in each month by class coordinator and member of committees.
- To use email for complaints.
- To arrange counselling session where ever necessary.
- To conduct few seminar for awareness about the committee.

Thank You

Warm Regards

Mrs. Manila Bibin

(Secretary)

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BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICAL, COLLEGE OF NURSING

Document No: BES/ICC/M/07/23

Date:17/07/2023

MINUTES OF MEETING

General Details

Committee: Internal Complaint Committee

Date: 17/07/2023

Time: 3:00-3:30 PM

Venue: Conference Hall

Chairperson: Dr. Archana Chauhan

Agenda:

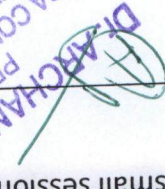
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- To conduct activities like surprise visit were conducted in each month by class coordinator and member of committees.
- To arrange counselling session where ever necessary.
- To conduct few seminars for awareness about the committee.

Attendance details:

Attendees	
Dr. Archana Chouhan	
Mrs. Manila Bibin	
Mrs. Smita	
Mr. Manoj	
Ms. Jyoti	
Ms. Neha	
Ms. Deepa	
Ms. Preeti	
Mrs. Sanjana	
Ms. Bernita	
Ms. Saoja	


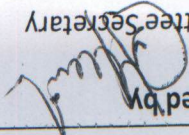
Discussion Details:

Discussion	Action	Responsibility	Target Time
Review of complaints	No complaint has been received under the domain of ICC.	N/A	N/A
For General awareness	Several notice/banners has been placed in different area within the campus.	N/A	N/A
To develop awareness among students	Through small sessions/seminars.	Secretary	Once in a or as per need


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Approved By  DR. ARCHANA CHOUHAN PRINCIPAL BABA COLLEGE OF NURSING INSTITUTE OF PARAMEDICALS 56, MATIYARI DEVA ROAD CHINHAT, LUCKNOW-226028 Committee Chairperson	Prepared by  Committee Secretary
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Next Meeting: As per schedule

As per needs	Committee members	Committee members should consider it as sensitive issues.	In case of co-incident, confidentiality should be maintained. To keep noticing all students through class co-ordinators.
As per needs	Co-ordinators	To avoid any such situation in it initial stage.	To keep noticing all students through class co-ordinators.

**BABA EDUCATIONAL SOCIETY
 INSTITUTE OF PARAMEDICAL
 COLLEGE OF NURSING
 56, MATIYARI DEVA ROAD, CHINHAT LUCKNOW
 INTERNAL COMPLAINT COMMITTEE**



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