

BABA EDUCATIONAL SOCIETY, INSTITUTE OF PARAMEDICAL, COLLEGE OF NURSING

Document No: BES/ICC/C/10/21

Date: 21/10/2021








CIRCULAR(2021-2022)

To deliver the optimum Quality Services to the Students & maintain the standards of all academic & non-academic activities 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 with the following details:


COMMITTEE NAME -: INTERNAL COMPLAIN COMMITTEE (VISHAKHA COMMITTEE)

Meeting Schedule: Once in 6 months and as and when required by the chairperson

Sr.No.	Name	Designation	Role	Signature
1	Mrs.Lubna	Principal	Chairman	
2	Mrs.Uma	Professor	Administration Member	
3	Ms. Anamika	COMPUTER OPERATOR/CLERK	Non-academic Member	
4	Mr. Apoorv	HR	HR	
5	Ms.Roopshikha	Nursing Tutor	Grievance officer	
6	Mrs. Saroja	HEALTH WORKER	NGO Member	
7	Mr.Pradeep	Lawyer	member	
8	Ms.Amisha	Student	Member	Amisha

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/elaboration 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.
- 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.
- Recommend appropriate punitive action against the guilty to the management.
- Event management like women's day.


Director:

Authorised Signatory:-

CC:-All Member

Document No: BES/ICC/I/11/21

Date: 11/11/2021

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)



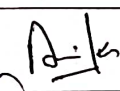

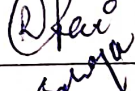

Date: 12/11/2021

Time:1:30-2pm

Venue: Conference Hall

Chairperson: Mrs. Lubna


The following members are requested to attend the Meeting:

Designation	Name	Role	Signature	Remarks
Principal	Mrs.lubna	Chairperson		
Professor	Mrs.Uma	Administrative Member		
COMPUTER OPERATOR	Ms. Anamika	Non-academic Member		
HR	Mr. Apoorv	HR		
Nursing Tutor	Ms.Roopshikha	Grievance Officer & Secretary		
Health worker	Mrs.Saroja	NGO member		
Lawyer	Mr.pradeep tripathi	Member		
Student	Amisha	Member	Amisha	

The agenda shall be shared before the meeting . All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards


Ms-Roopshikha Rai
(Secretary)

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES/ICC/M/11/2021

Date:12/11/21

MINUTES OF MEETING

General Details

Committee: Internal Complaint Committee (VISHAKHA COMMITTEE)
Date: 12/11/2021
Time: 1:30-2 PM
Venue: Conference Hall
Chairperson: Mrs.Lubna
Agenda: Routine Meeting

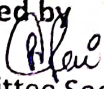

Attendance details:

Attendees	Absentee
Mrs.Lubna	
Mrs. Uma	
Mr.Apoorv	
Ms.Anamika	
Ms. Roopshikha	
Mrs. Saroja	
Mr. Pradeep Tripathi	
Ms. Amisha	

Discussion Details:

Discussion	Action	Responsibility	Target Time
Review of complaints	No complaint has been received under the domain of ICC	NA	NA

Next Meeting: As per schedule

Prepared by  Committee Secretary	Approved By  Committee Chairperson
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**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING
56, Matiyari, Deva Road, Chinhat, Lucknow-226028**

Document No: BES/ICC/RC/05/22

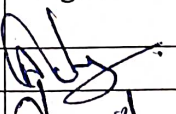
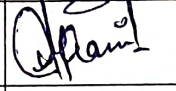
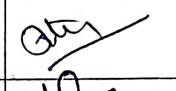
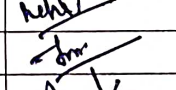

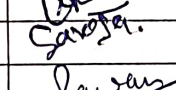
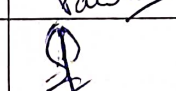
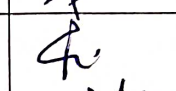
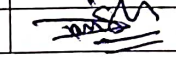



Date: 05/05/22

R- CIRCULAR

With reference to Circular issued No: BES/ICC/C/10/21 date 21/10/21 this is to inform that the composition of the committee has to be revised as per the following details:

COMMITTEE NAME: INTERNAL COMPLAIN COMMITTEE (VISHAKHA COMMITTEE)

Meeting Schedule: Once in 6 months or as and when required

Sr. No.	Earlier Member	Replaced By	Designation	Role	Signature
1.	Mrs. Lubna	Dr. Archana Chouhan	Principal	Chairperson	
2.	Ms. Roopshikha	Ms. Manila Bibin	Nursing Tutor	Secretary cum Grievance officer	
3.	Mrs. Uma Maheshwari	Mrs. Smita	Office Superintendent	Administration Member	
4.	Ms. Neha		Tutor	Member	
5.	Ms. Jyoti Shukla		Tutor	Member	
6.	Ms. Anamika		Computer operator	Non-academic	
7.	Mr. Apoorv Gaur		HR	Member	
	Mrs. Saroja		Health Worker	NGO Member	
8.	Mr. Pradeep	Mr. Pawan	Lawyer	Member	
9.	Mrs. Sanjana Ojha		Clinical Instructor	Member	
10.	Mrs. Priyambada Yadav		Clinical Instructor	Member	
11.	Mohd. Danish Razvi		Tutor	Member	

Changes in TOR:

Mrs. Lubna and Ms. Roopshikha were relieved from their duty from internal complaint committee.


(Director)

Authorised Signatory

CC: All Members

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL COLLEGE OF NURSING

Document No: BES/ICC/1/05/2022

Date: 09/05/2020

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)


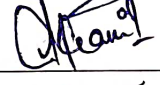

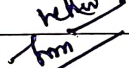

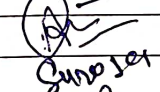
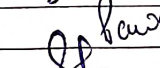

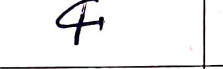

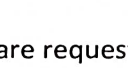

Date: 09/05/2022

Time: 2pm-3pm

Venue: Conference Hall

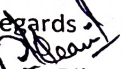
Chairperson: Dr. Archana Chouhan

The following members are requested to attend the Meeting:

Designation	Name	Role	Signature	Remark
Principal	Dr. Archana Chouhan	Chairperson		
Nursing Tutor	Mrs. Manila Bibin	Secretary cum Grievance officer		
Office Superintendent	Mrs. Smita	Administration Member		
Tutor	Ms. Neha	Member		
Tutor	Ms. Jyoti Shukla	Member		
Computer operator	Ms. Anamika	Non-academic		
HR	Mr. Apoorv Gaur	Member		
Health Worker	Mrs. Saroja	NGO Member		
Lawyer	Mr. Pawan	Member		
Clinical Instructor	Mrs. Sanjana Ojha	Member		
Clinical Instructor	Mrs. Priyambada Yadav	Member		
Tutor	Mohd. Danish Razvi	Member		

The agenda shall be shared before the meeting. All the members are requested to make their cordial presence. Be kind to confirm your attendance/ reason for absence.

Thank You

Warm Regards

Mrs. Manila Bibin
(Secretary)

BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL
COLLEGE OF NURSING

Document No: BES/ICC/M/05/2022

Date: 9/5/2022

MINUTES OF MEETING

General Details

Committee: Internal Complaint Committee (VISHAKHA COMMITTEE)
Date: 9/5/2022
Time: 2:00 PM-2:30 PM
Venue: Conference Room
Chairperson: Dr. Archana Chauhan
Agenda: Routine Meeting

Attendance details:

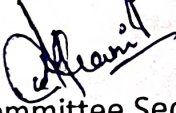
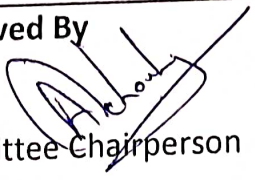
Attendees	Absentee
Dr.Archana Chauhan	
Mrs. Manila Bibin	
Mrs. Smita	
Mr.Apoorva	
Ms.Jyoti	
Ms. Neha	
Ms. Anamika	
Mr. Pawan	
Mrs. SanjanaOjha	
Mrs. Saroja	

Discussion Details:

Discussion	Action	Responsibility	Target Time
Review of complaints	No complaint has been received under the domain of ICC	N/A	N/A
Developing students to get tackle in society.	Through small sessions/seminars.		Once in a month

Encourage students to give their participation to spread awareness among themselves.	Counselling should be provided as per need.	Secretary	As per need
In case of co-incident, confidentiality should be maintained Don't allow students to share personal issues among themselves	Committee members should consider it as sensitive issues. Should interrupt students if such situation got noticed by any of the teachers.	Committee members Co-ordinators	As per need

Next Meeting: As per schedule

Prepared by  Committee Secretary	Approved By  Committee Chairperson
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**BABA EDUCATIONAL SOCIETY INSTITUTE OF PARAMEDICAL,
COLLEGE OF NURSING**

56 Matiyari, Deva Road, Chinhat, Lucknow- 226028

**Internal Complaint Committee (Vishakha Committee) Meeting
Conducted on 09.05.2022**



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