



उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल
Institute for Excellence in Higher Education, Bhopal
College with Potential for Excellence Status Conferred by UGC



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No: IQAC/1745/2021-2022

Bhopal, dated: 18/12/2021

INTERNAL COMPLAINTS COMMITTEE

Policy

As per the guidelines of UGC and NAAC, the Institute has established the “Internal Complaints Committee (ICC)” for effective enforcement of basic human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

The objective of the ICC is to develop safe and congenial atmosphere for the faculty and students of the Institute and to prevent any exploitation or sexual harassment. Also, the students are to be sensitized to all such policy measures, procedures and preventive actions through orientation sessions, informative lectures and various outreach programs. The ICC addresses the grievances filed in a confidential and sensitive manner.

Members of the ICC are as follows:

- Director
- Administrative Officer
- ICC Co-ordinator
- 03 Senior Faculty Members
- 03 Student representative (Arts, Science & Commerce)

Roles & Responsibilities

On receipt of any complaint filed orally/through telephone to any faculty member or through the complaint box placed outside the Director’s chamber, the ICC will immediately conduct an enquiry and the issue shall be resolved within a week.

Procedure upon filing of complaint

1. Meeting will be held if a complaint is received by any faculty member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incident within next two working days.
3. An enquiry will be held by the members of ICC.
4. The issue will be discussed and finalized within seven days.
5. File the minutes of the inquiry.

Action Plan

- Affected students to be guided and counselled by ICC.
- Display current laws and affairs about sexual harassment and gender discrimination in key places in the campus.
- Conduct awareness programs and campaigns for the benefit of the students and staff community.

Anuj Hundet
18/12/2021
Prof. Anuj Hundet
(IQAC Coordinator)

Pragyesh Kumar Agarwal
18/12/2021
Prof. Pragyesh Kumar Agarwal
(I/c Director)
DIRECTOR
Institute for Excellence in Higher Education
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