



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

Internal Complaints Committee 2019-20

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is constituted with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

Sr. No.	Name	Designation
1.	Dr. Asha Rani	Presiding Officer
2.	Dr. Hemlata	Teacher Representative
3.	Dr. Neelam Pandey	Teacher Representative
4.	Mr. D. Pandey	NGO Member
5.	Mr. Praveen Kumar Pathak	NGO Member
6.	Diksha (B.A.LL.B. II Year)	Student Representative
7.	Ankit Kumar Garg(LL.B. II year)	Student Representative
8.	Jyoti (LL.B. II year)	Student Representative

Functions of the Committee:

- Internal Complaints Committee is committed to:--
- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counseling and support services.
- To ensure protection to the students, faculty and staff for any complaints.

PRINCIPAL
Innovative Institute of Law
Plot No -6 Knowledge Park-2
Greater Noida-201308



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

Dated- 12th September, 2019

CIRCULAR

A meeting of Internal Complaints Committee will be held on 13th September, 2019 at 02:00 PM in the Board Room..

All the members are requested to attend the meeting.

Agendas of the Meeting:-

Review of MoM of Meeting conducted on 13/03/2019 & action taken report.

Activities to be conducted for creating awareness of ICC and harassment of women.

Follow up of updating of information regarding ICC on the institute's web.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaints Committee meeting held on 13/09/2019:-

The meeting commenced at 02:00 pm with all the committee members. As the committee was newly formulated, all the members introduced themselves.

Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of MoM of Meeting conducted on 13/03/2019 & action taken report	Dr. Hemlata read out the salient points in the MoM of the meeting conducted on 13/03/2019 and gave the action taken report.
2	Activities to be conducted for creating awareness of ICC and harassment of women.	Dr. Neelam Pandey commented on increasing the awareness of ICC amongst students through the Batch Guardians. Dr. Neelam Pandey was of the opinion that awareness sessions be held not only for students but also for employees of both the genders, at least once a year. He also suggested that a poster competition be held amongst students on the theme 'Safe spaces' to create an awareness of the requirement of ICC and sensitizing the students towards the issue in the campus.
3	Follow up on updating of information regarding ICC on the institute website.	Dr. Neelam Pandey suggested that a document on ICC be prepared and approved by the members before displaying the information on the institute website. The institute must include UGC Guidelines on Sexual Harassment, POCSO Act and procedure for submitting a sexual harassment complaint with guidelines on who can submit it including format for submission of complaint/s.

The meeting ended with a vote of thanks to the chair.

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Internal Complaints Committee



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Attendance

S. No.	Name of the Members	Position	Signature
1.	Dr. Asha Rani	Presiding Officer	
2.	Dr. Hemlata	Teacher Representative	
3.	Dr. Neelam Pandey	Teacher Representative	
4.	Mr. D. Pandey	NGO Member	
5.	Mr. Praveen Kumar Pathak	NGO Member	
6.	Diksha (B.A.LL.B. II Year)	Student Representative	
7.	Ankit Kumar Garg(LL.B. II year)	Student Representative	
8.	Jyoti (LL.B. II year)	Student Representative	

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Internal Complaints Committee



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Action taken report of Internal Complaints committee meeting held on 13/09/2019:-

S. No.	Agenda	Action Taken
1	Review of MoM of Meeting conducted on 13/03/2019 & Action taken report.	Complete action was done related to the meeting on 13/03/2019 & 13/09/2019.
2	Activities to be conducted for creating awareness of ICC and harassment of women.	Awareness class and poster competition were conducted successfully by the committee members.
3.	Follow up on updating of information regarding ICC on the institute website.	No complaint was recorded and no action was taken on point related to website updation.

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Internal Complaints Committee



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Dated- 28th February, 2020

CIRCULAR

A meeting of Internal Complaints Committee will be held on 29/02/2020 at 02:00 PM in the Board Room..

All the members are requested to attend the meeting.

Agendas of the Meeting

To review the previous action taken report.

To conduct an awareness class related to Sexual Harassment for the Girl students.

Any other matter with the permission of chair

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaints Committee meeting held on 29/02/2020:-

The Principal welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken.

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report	The Chairperson read out the salient points in the MoM of the meeting conducted on 13/09/2019 and gave the action taken report.
2	To conduct an awareness class related to Sexual Harassment for the Girl students	Chairperson instructed that awareness class must be conducted by the faculty members. All members agreed on this point unanimously. The procedure for reporting any complaint was also discussed.
3	Any other matter with the permission of chair.	There was no other matter related to ICC.

The meeting ended with a vote of thanks to the chair

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Internal Complaints Committee



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Attendance

S. No.	Name of the Members	Position	Signature
1.	Dr. Asha Rani	Presiding Officer	
2.	Dr. Hemlata	Teacher Representative	
3.	Dr. Neelam Pandey	Teacher Representative	
4.	Mr. D. Pandey	NGO Member	
5.	Mr. Praveen Kumar Pathak	NGO Member	
6.	Diksha (B.A.LL.B. II Year)	Student Representative	
7.	Ankit Kumar Garg(LL.B. II year)	Student Representative	
8.	Jyoti (LL.B. II year)	Student Representative	

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Internal Complaints Committee



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Action taken report of Internal Complaint committee meeting held on 29/02/2020

S. No.	Agenda	Action Taken
1	To review the previous action taken report.	All previous actions were completed successfully.
2	To conduct an awareness class related to Sexual Harassment for the Girl students.	Awareness class was conducted successfully.
3	Any other matter with the permission of chair.	There was no other matter.

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Coordinator
Internal Complaints Committee
Innovative Institute of Law



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Internal Complaints Committee 2020-21

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is made with a view to provide protection for all miscellaneous issues.


The following is the composition of ICC:

Sr. No	Name	Designation
1.	Dr. Asha Rani	Presiding Officer
2.	Dr. Hemlata	Teacher Representative
3.	Ms. Sakshi Mishra	Teacher Representative
4.	Mr. Praveen Kumar Pathak	NGO Member
5.	Mr. D. Pandey	NGO Member
6	Diksha (B.A.LL.B. III Year)	Student Representative
7.	Ankit Kumar Garg(LL.B. III year)	Student Representative
8.	Jyoti (LL.B. III year)	Student Representative

Function of the Committee:

Internal Complaints Committee is committed:-

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counseling and support services.
- To ensure protection to the students, faculty and staff for any complaints.


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CIRCULAR

Dated- 30th October, 2020

A meeting of Internal Complaints Committee will be held on 31st October 2020 at 02:00 PM in the Board Room..

All the members are requested to attend the meeting.

Agendas of the Meeting

- Review of minutes of meeting conducted on 29th Feb, 2020 & action taken report.
- Report on cases relating Sexual harassment for the academic year 2019-20.
- Events and programs to be organized.

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Internal Complaints Committee

Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaints Committee meeting held on 31st October, 2020

The meeting commenced at 02:00 pm with all the committee members. As the committee was newly formulated, all the members introduced themselves.

Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of minutes of meeting conducted on 29 th Feb, 2020 & action taken report.	The chairperson read out the salient points in the minutes of the meeting conducted on 29 th of Feb, 2020 and gave the action taken report.
2	Report on cases relating to Sexual harassment for the academic year 2019-20.	Ms. Sakshi Mishra submitted a report stating that there was no case relating to sexual harassment in the college during the last academic year.
3	Events and programs to be organized	It was decided to conduct programs and activities about gender equity and gender sensitization.

The meeting ended with a vote of thanks to the chair.


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Attendance

S.No.	Name of the Members	Position	Signature
1.	Dr. Asha Rani	Presiding Officer	AR
2.	Dr. Hemlata	Teacher Representative	Hemlata
3.	Ms. Sakshi Mishra	Teacher Representative	Sakshi
4.	Mr. Praveen Kumar Pathak	NGO Member	Praveen
5.	Mr. D. Pandey	NGO Member	D. Pandey
6.	Diksha (B.A.LL.B. III Year)	Student Representative	Diksha
7.	Ankit Kumar Garg(LL.B. III year)	Student Representative	Ankit
8.	Jyoti (LL.B. III year)	Student Representative	Jyoti

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Internal Complaints Committee

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Action taken report of Internal Complaints committee meeting held on 31st of October, 2020

S. No.	Agenda	Action Taken
1	Review of minutes of meeting conducted on 29 th of Feb, 2020 & action taken report.	Complete action was done related to the meeting of 29 th Feb, 2020 & 31 st October, 2020.
2	Report on cases related to sexual harassment for the academic year 2019-20.	There was no case of sexual harassment in this academic year.
3.	Events and programs to be organized.	Gender equity and gender sensitization classes were organized in new session.

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Internal Complaints Committee



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Dated- 5th March, 2021

CIRCULAR

A meeting of Internal Complaint Committee will be held on 06th March, 2021 at 02:00 PM in the Principal office.

All the members are requested to attend the meeting.

Agendas of the Meeting

- To review the previous action taken report
- Awareness Programmes for both girls and boys
- Other issues like gender sensitization
- Any other matter with the permission of chair.
-

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2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaints Committee meeting held on 6th March, 2021

The principal welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken.

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report	The Chairperson read out the salient points in the minutes of the meeting conducted on 31 st October, 2020 and gave the action taken report.
2	Awareness Programmes for both girls and boys.	Ms. Asha Rani suggested that Internal Complaints Committee must take initiative in organizing programmes involving both boys and girls and there should be a series of activities that emphasize on gender equality and gender sensitization.
3	Other issues like gender sensitization.	The members expressed that there were no issues like gender sensitization in the college campus and the male and the female students have a healthy and friendly relationship; they team up together and perform their academic work and participate in co-curricular and extra-curricular activities without any gender disparity.
4	Any other matter with the permission of chair.	There was no other matter related to ICC.

The meeting ended with a vote of thanks to the chair.


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Internal Complaints Committee



INNOVATIVE INSTITUTE OF LAW

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Attendance

S.No.	Name of the Members	Position	Signature
1.	Dr. Asha Rani	Presiding Officer	
2.	Dr. Hemlata	Teacher Representative	
3.	Ms. Sakshi Mishra	Teacher Representative	
4.	Mr. Praveen Kumar Pathak	NGO Member	
5.	Mr. D. Pandey	NGO Member	
6.	Diksha (B.A.LL.B. III Year)	Student Representative	
7.	Ankit Kumar Garg(LL.B. III year)	Student Representative	
8.	Jyoti (LL.B. III year)	Student Representative	

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Internal Complaints Committee
Coordinator
Internal Complaints Committee
Innovative Institute of Law Greater Noida



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Action taken report of Internal Complaints committee meeting held on 6th March, 2021

S. No.	Agenda	Action Taken
1	To review the previous action taken report	All previous actions were completed successfully.
2	Awareness Programmes for both girls and boys.	Awareness class was conducted successfully
3	Other issues like gender sensitization	There was no issue in college campus related to gender sensitization.
4.	Any other matter with the permission of chair.	There was no other matter raised by committee members.



Internal Complaints Committee

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Internal Complaints Committee 2021-22

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is made with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

(The membership of such nominated members shall be for a period of two years.)

Sr. No	Name	Designation
1.	Dr. Asha Rani	Presiding Officer
2.	Ms. Reena Pandey	Teacher Representative
3.	Dr. Neelam Pandey	Teacher Representative
4.	Mr. Praveen Kumar Pathak	NGO Member
5.	Mr. D. Pandey	NGO Member
6.	Alka (LL.B. II year)	Student Representative
7.	Diksha (B.A.LL.B. IV year)	Student Representative
8.	Challa satish Chandra (LL.B.III year)	Student Representative

Functions of the Committee:

Internal Complaints Committee is committed :-

- To provide a neutral, confidential and supportive environment for members of the college.
- To of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counselling and support services.
- To ensure protection to the students, faculty and staff for any complaints.

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Dated- 24th September, 2021

CIRCULAR

A meeting of Internal Complaints Committee will be held on 25th of September, 2021 at 02:00 PM in the Board Room..

All the members are requested to attend the meeting.

Agendas of the Meeting

- Review of minutes of meeting conducted on 6th of March 2021 & action taken report.
- Conduct of programmes for girl students.
- Other issues.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaints Committee meeting held on 25th of September, 2021

The meeting commenced at 02:00 p.m. with all the committee members. As the committee was newly constituted, all the members introduced themselves.

Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of minutes of meeting conducted on 6 th of March, 2021 & action taken report	The chairperson read out the salient points in the minutes of the meeting conducted on 6 th of March, 2021 and gave the action taken report.
2	Conduct of programmes to the girl students	The members agreed in consensus that programmes should be organized to educate students about the provisions in law for protection of girls. Ms. Asha Rani expressed his opinion that workshop on self-defence should be made mandatory for all the girl students and all the members agreed.
3	Other issues	The members discussed about the healthy and congenial environment in the campus as there were no complaints of sexual harassment from any of the girls.

The meeting ended with a vote of thanks to the chair.

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Internal Complaints Committee

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Attendance

S. No.	Name of the Members	Position	Signature
1.	Dr. Asha Rani	Presiding Officer	AR
2.	Ms. Reena Pandey	Teacher Representative	Reena
3.	Dr. Neelam Pandey	Teacher Representative	Neelam
4.	Mr. Praveen Kumar Pathak	NGO Member	Praveen
5.	Mr. D. Pandey	NGO Member	D. Pandey
6.	Alka (LL.B. II year)	Student Representative	Alka
7.	Diksha (B.A.LL.B. IV year)	Student Representative	Diksha
8.	Challa satish Chandra (LL.B.III year)	Student Representative	Satish

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Internal Complaints Committee



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Action taken report of Internal Complaints committee meeting held on 25th of September, 2021

S. No.	Agenda	Action Taken
1	Review of minutes of meeting conducted on 6 th March, 2021 & Action taken report	Complete action was done related to the meeting on 6 th of March, 2021 & 25 th of September, 2021.
2	Conduct of programmes to the girl students	Awareness class and workshop have been organized in the beginning of new session.
3.	Other issues	There were no other issues.

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Dated- 4th March, 2022

CIRCULAR

A meeting of Internal Complaints Committee will be held on 5th of March, 2022 at 02:00 PM in the Board Room..

All the members are requested to attend the meeting.

Agenda of the Meeting

- To review the previous action taken report.
- Email id and whatsapp number to register complaint-
- Orientation Program.
- Any other matter with the permission of chair.

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Internal Complaints Committee

Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaints Committee meeting held on 5th of March, 2022

The co-ordinator welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken:-

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report.	The Chairperson read out the salient points in the minutes of the meeting conducted on 25 th of September, 2021 and gave the action taken report.
2	Email id and whatsapp number to register complaint-	Any woman employee of our institute including faculty and office staff, students as well as any woman residing in the campus or visiting the campus in any capacity may file a complaint regarding an incident of sexual harassment through a written complaint or an email to iilcomplaintinternal@gmail.com and send message to whatsapp number - 09289554476 The ICC members should start the inquiry process once the complaint is registered.
3	Orientation Program.	Orientation program on 'Internal Complaints' was conducted successfully today and faculty members highlighted the definition of sexual harassment, functions and role of ICC to the students with live examples.
4	Any other matter with the permission of chair.	There was no other matter related to ICC,.

The meeting ended with a vote of thanks to the chair.

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Internal Complaints Committee

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Action taken report of Internal Complaints committee meeting held on 5th of March, 2022

S.No.	Agenda	Action- Taken Report
1	To review the previous action taken report	All previous actions were completed successfully.
2	Email id and whatsapp number to register complaint	Email id to file complain has been generated and whatsapp number is 09289554476.


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Attendance

1.	Dr. Asha Rani	Presiding Officer	<i>AP</i>
2.	Ms. Reena Pandey	Teacher Representative	<i>Reena</i>
3.	Dr. Neelam Pandey	Teacher Representative	<i>Neelam</i>
4.	Mr. Praveen Kumar Pathak	NGO Member	<i>Praveen</i>
5.	Mr. D. Pandey	NGO Member	<i>D. Pandey</i>
6.	Alka (LL.B. II year)	Student Representative	<i>Alka</i>
7.	Diksha (B.A.LL.B. IV year)	Student Representative	<i>Diksha</i>
8.	Challa satish Chandra (LL.B.III year)	Student Representative	<i>Satish</i>

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Internal Complaints Committee 2022-23

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is made with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

(The membership of such nominated members shall be for a period of two years.)

S. No	Name	Designation
1.	Ms. Asha Rani	Presiding Officer
2.	Mr. Vijesh Kumar	Teacher Representative
3.	Ms. Shipra Mishra	Teacher Representative
4.	Mr. Praveen Kumar Pathak	NGO Member
5.	Mr. D. Pandey	NGO Member
6.	Alka (LL.B. III year)	Student Representative
7.	Diksha (B.A.LL.B. V year)	Student Representative
8.	Sanjay Kumar (LL.B.III year)	Student Representative

Functions of the Committee:

Internal Complaints Committee is committed:--

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counselling and support services.
- To ensure protection to the students, faculty and staff for any complaints.

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Dated- 7th October, 2022

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CIRCULAR

A meeting of Internal Complaints Committee will be held on 8th October, 2022 at 02:00 PM in Board Room..

All the members are requested to attend the meeting.

Agenda of the Meeting

- Review of minutes of meeting conducted on 6th March, 2021 & action taken report.
- Activities to be conducted for creating awareness of ICC and against harassment of women
- Any other matter with the permission of chair.

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Internal Complaints Committee

Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members

The agenda and outcome of the Internal Complaints Committee meeting held on 8th of

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Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

October, 2022

The meeting commenced at 02:00 pm with all the committee members. As the committee was newly constituted, all the members introduced themselves.

Chairperson welcomed all committee members.

S. No.	Agenda	Discussion
1	Review of minutes of meeting conducted on 5 th March, 2022 & action taken report	The chairperson read out the salient points in the minutes of the meeting conducted on 5 th of March, 2022 and gave the action taken report.
2	Activities to be conducted for creating awareness of ICC and harassment of women.	Ms. Shipra Mishra commented on increasing the awareness of ICC amongst students through the Batch Guardians. Ms. Asha Rani was of the opinion that awareness sessions be held not only for students but also for employees of both the genders, at least once a year.
3	Any other matter with the permission of chair.	No other matter was discussed in the meeting.

The meeting ended with a vote of thanks to the chair.

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Attendance

S. No.	Name of the Members	Position	Signature
1.	Ms. Asha Rani	Presiding Officer	
2.	Mr. Vijesh Kumar	Teacher Representative	
3.	Ms. Shipra Mishra	Teacher Representative	
4.	Mr. Praveen Kumar Pathak	NGO Member	
5.	Mr. D. Pandey	NGO Member	
6.	Alka (LL.B. III year)	Student Representative	
7.	Diksha (B.A.LL.B. V year)	Student Representative	
8.	Sanjay Kumar (LL.B.III year)	Student Representative	

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Action taken report of Internal Complaint committee meeting held on 8th October, 2022

S. No.	Agenda	Action Taken
1	Review of minutes of meeting conducted on 5 th of March, 2022 & action taken report	Complete action was done related to the meeting of 5 th March, 2022 & 8 th October, 2022
2	Activities to be conducted for creating awareness of ICC and harassment of women.	Awareness class and poster competition were conducted successfully by the committee members.
3.	Any other matter with the permission of chair.	No other matter was discussed in the meeting.

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Dated- 24th March, 2023

CIRCULAR

A meeting of Internal Complaints Committee will be held on 25th March, 2023 at 02:00 PM in the Board Room..

All the members are requested to attend the meeting.

Agenda of the Meeting

- To review the previous action taken report
- Complaint box/ suggestion box to be placed in department.
- Any other matter with the permission of chair.

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Internal Complaints Committee

Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaints Committee meeting held on 25th of March, 2023

The co-ordinator welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken:-

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report	The Chairperson read out the salient points in the minutes of the meeting conducted on 8 th October, 2022 and gave the action taken report.
2	Complaint box/ suggestion box to be placed in department.	Committee members said that a complaint box or suggestion box is to be placed in department.
3	Any other matter with the permission of chair.	There was no other matter related to ICC.

The meeting ended with a vote of thanks to the chair.

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Internal Complaints Committee



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Attendance

S. No.	Name of the Members	Position	Signature
1.	Ms. Asha Rani	Presiding Officer	
2.	Mr. Vijesh Kumar	Teacher Representative	
3.	Ms. Shipra Mishra	Teacher Representative	
4.	Mr. Praveen Kumar Pathak	NGO Member	
5.	Mr. D. Pandey	NGO Member	
6.	Alka (LL.B. III year)	Student Representative	
7.	Diksha (B.A.LL.B. V year)	Student Representative	
8.	Sanjay Kumar (LL.B.III year)	Student Representative	

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Internal Complaints Committee



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Action taken report of Internal Complaints committee meeting held on 25th March, 2023

S. No.	Agenda	Action Taken
1	To review the previous action taken report	All previous actions were completed successfully.
2	Complaint box/ suggestion box to be placed in department.	Complaint box/ suggestion box has been placed in the Law Department's Building on First floor.
3	Any other matter with the permission of chair.	There was no other matter.

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Coordinator
Internal Complaints Committee
Innovative Institute of Law Greater Noida



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Internal Complaint Committee 2023-24

To redress the internal complaints, the Institution has formed an Internal Complaint Committee as

Per the said guidelines. The composition of the internal complaint committee is made with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:


(The membership of such nominated members shall be for a period of two years.)

S. No	Name	Designation
1.	Ms. Asha Rani	Presiding Officer
2.	Ms. Lipi Sharma	Teacher Representative
3.	Mr. Aditya Dwivedi	Teacher Representative
4.	Mr. Praveen Kumar Pathak	NGO Member
5.	Mr. D. Pandey	NGO Member
6.	Alka (LL.B. III year)	Student Representative
7.	Diksha (B.A.LL.B. V year)	Student Representative
8.	Sanjay Kumar (LL.B.III year)	Student Representative

Function of the Committee:

Internal Complaint Committee is committed to:

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counseling and support services
- To ensure protection to the students, faculty and staff for any complaints


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Dated- 7th October, 2023

CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 9th October, 2023 at 02:00 PM in Principal's Office.

All the members are requested to attend the meeting

Agendas of the Meeting

- Review of MoM of Meeting conducted on 25th March, 2023 & Action taken report
- Activities to be conducted for creating awareness of ICC and against harassment of women
- Any other matter with the permission of chair.

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Internal Complaints Committee

Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Internal Complaint Committee meeting held on 9th October, 2023

The meeting commenced at 02:00 pm with all the committee members. As the committee was newly formulated, all the members introduced themselves.

Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of MoM of Meeting conducted on 9 th October, 2023 & Action taken report	The chairperson read out the salient points in the MoM of the meeting conducted on 9 th October, 2023 and gave the action taken report.
2	Activities to be conducted for creating awareness of ICC and harassment of women	Ms. Lipi Sharma commented on increasing the awareness of ICC amongst students through the Batch Guardians. Ms. Asha Rani was of the opinion that awareness sessions be held not only for students but also for employees of both genders, at least once a year.
3	Any other matter with the permission of chair.	No other matter was discussed in the meeting.

The meeting ended with a vote of thanks to the chair.

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Internal Complaint Committee



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Attendance

S. No.	Name of the Members	Position	Signature
1.	Ms. Asha Rani	Presiding Officer	
2.	Ms. Lipi Sharma	Teacher Representative	
3.	Mr. Aditya Dwivedi	Teacher Representative	
4.	Mr. Praveen Kumar Pathak	NGO Member	
5.	Mr. D. Pandey	NGO Member	
6.	Alka (LL.B. III year)	Student Representative	
7.	Diksha (B.A.LL.B. V year)	Student Representative	
8.	Sanjay Kumar (LL.B.III year)	Student Representative	

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Action taken report of Internal Complaint committee meeting held on 9th October, 2023

S. No.	Agenda	Action Taken
1	Review of MoM of Meeting conducted on 25 th March, 2023 & Action taken report	Complete action was done related to the meeting on 25 th March, 2023 & 9 th October, 2023
2	Activities to be conducted for creating awareness of ICC and harassment of women	Awareness class and poster competition were conducted successfully by the committee members.
3.	Any other matter with the permission of chair.	No other matter was discussed in the meeting.


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Internal Complaint Committee



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Dated- 26th March, 2024

CIRCULAR

A meeting of Internal Complaint Committee will be held on 27th March, 2024 at 02:00 PM in the Principal office.

All the members are requested to attend the meeting.

Agendas of the Meeting

- To review the previous action taken report
- Complaint box/ suggestion box to be placed in department.
- Any other matter with the permission of chair.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members

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The agenda and outcome of the Internal Complaint Committee meeting held on 27th March, 2024.

The principal welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken.

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report	The Chairperson read out the salient points in the MoM of the meeting conducted on 9 th October, 2023 and gave the action taken report.
2	Complaint box/ suggestion box to be placed in department.	Committee members said that a complaint box or suggestion box to be placed in department.
3	Any other matter with the permission of chair.	There was no other matter related to ICC.

The meeting ended with a vote of thanks to the chair.

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Attendance

S. No.	Name of the Members	Position	Signature
1.	Ms. Asha Rani	Presiding Officer	
2.	Ms. Lipi Sharma	Teacher Representative	
3.	Mr. Aditya Dwivedi	Teacher Representative	
4.	Mr. Praveen Kumar Pathak	NGO Member	
5.	Mr. D. Pandey	NGO Member	
6.	Alka (LL.B. III year)	Student Representative	
7.	Diksha (B.A.LL.B. V year)	Student Representative	
8.	Sanjay Kumar (LL.B.III year)	Student Representative	

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Action taken report of Internal Complaint committee meeting held on 27th March, 2024

S. No.	Agenda	Action Taken
1	To review the previous action taken report	All previous actions were completed successfully.
2	Complaint box/ suggestion box to be placed in department.	Complaint box/ suggestion box has been placed in the Law Building on First floor.
3	Any other matter with the permission of chair.	There was no other matter.

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