



College Code : 697

Agra Public College of Technology & Management

NH-2, Heeralal ki Pyau, Akbara Road, Artoni, Agra - 282007 (U.P.)

Ref. No. **APCTM/I.C.C./11/2024-25/004**Date **07/11/2024**

INTERNAL COMPLAINTS COMMITTEE

Sr.No.	Name	Designation	Position	Department	Email Id.	Phone No.
1.	Dr. Renu Bharti	Professor	Preceding Officer	Management	Renudei10@gmail.com	7426946454
2.	Dr. Shweta Singh	Professor	Member	Pharmacy	Shwetasingh055@gmail.com	9993322464
3.	Ms. Divyanshi Agarwal	Assistant Professor	Member	Pharmacy	divyaagg9315@gmail.com	8865997631
4.	Mr. Vishnu Sharma	Non-Teaching Staff Representative	Member	Management	Vishnusharma699@gmail.com	9627400324
5.	Ms. Garima Baghel	Non-Teaching Staff Representative	Member	Pharmacy	Baghelgarima519@gmail.com	757596562
6.	Ms. Sonam Kumari	Student Representative	Member	Management	Kumarisonam020210@gmail.com	9258593125
7.	Ms. Priyanshi Arora	Student Representative	Member	Management	priyanshiarora161001@gmail.com	7409778850
8.	Mr. Saurabh Dubey	Student Representative	Member	Management	Saurabhhdubey4@gmail.com	8445061573
9.	Ms. Gungun Prajapati	Student Representative	Member	Pharmacy	gungunprajapati0001@gmail.com	7417894252
10.	Ms. Dolly Baghel	Student Representative	Member	Pharmacy	Dollybaghel042@gmail.com	8650912975
11.	Ms. Sheela Bahal	NGO Representative	External Member		Sheelabahal24@gmail.com	9412359878

PRINCIPALAgra Public College of Tech. & Mgmt.
Artoni, Agra

INTERNAL COMPLAINTS COMMITTEE



About the Committee

The Internal Complaints Committee (ICC) at Agra Public College of Technology and Management, Agra serves as a crucial safeguard ensuring a safe and respectful environment for college community members. Comprised of dedicated faculty, staff, and student representatives, the ICC diligently addresses issues related to harassment, discrimination, or any form of misconduct within the college premises. With a commitment to confidentiality and impartiality, the ICC conducts thorough investigations, offers support to complainants, and takes appropriate action to address grievances swiftly and justly. By upholding the values of fairness and inclusivity, the ICC plays a pivotal role in fostering a culture of respect and equality, thus promoting a conducive learning and working environment for all at the college.

Why ICC

It is formed according to the provisions of POSH Act-Sexual Harassment of Women at Workplace Act of 2013. (Prevention, Prohibition and Redressal).

It is also mentioned in the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015- 2nd May 2016.

Members of the Committee

The present members of the committee are as follows:

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Aims

- Preventing Harassment and Discrimination
- Ensuring Safety and Well-being
- Promoting a Culture of Accountability

Objectives and Responsibilities

- Receiving the complaints and conducting a thorough and impartial investigation into the complaints received and ensuring prompt and effective redressal of such complaints.
- Organizing training sessions and awareness programs for employees to educate them about their rights and responsibilities concerning their physical and mental well-being.
- Raising awareness among employees about what constitutes sexual harassment, the grievance redressal mechanism available, and the consequences of engaging in such behavior.
- Providing support to the complainant throughout the process, including protection from victimization or retaliation.
- Building a culture of respect and empathy where every member feels valued and empowered to contribute positively.
- Periodically reviewing and updating the organization's policies and procedures related to sexual harassment prevention and redressal to ensure they are effective and in compliance with the law.

Functions

The committee works towards creating a supportive community by offering resources and support for individuals who experience harassment or discrimination, prioritizing their well-being and safety. By enforcing compliance with relevant regulations and laws, maintaining transparent records of reported incidents, and periodically reviewing policies and protocols, the ICC strives to uphold the values of inclusivity, dignity, and professionalism within the college environment.

Scope of ICC

The scope of the ICC in a college is comprehensive, aiming to create a safe, respectful, and inclusive environment where all members of the college community can thrive and succeed as better workforce for the nation.

Inquiry Process in the college

On receiving a written complaint from the complainant, detailing the incident(s) of harassment, discrimination, or misconduct, the following procedure will be followed:

- The ICC conducts an initial assessment of the complaint to determine its jurisdiction and seriousness. If the complaint falls within the purview of the ICC, the investigation process begins.
- The investigation must be finished no later than ninety days following the date of the complaint.
- The ICC notifies both the complainant and the respondent (the accused) about the receipt of the complaint and their rights and obligations during the investigation process.
- The inquiry panel gathers relevant evidence, including witness testimonies, documents, emails, recordings, and any other materials pertinent to the complaint.

- The inquiry panel meticulously documents all proceedings, including interviews, statements, evidence, and observations, to maintain an accurate record of the investigation.
- Based on the evidence gathered and testimonies heard, the inquiry panel analyzes the information to determine the facts of the case and whether any policy violations have occurred.
- The inquiry panel prepares a detailed report outlining its findings, conclusions, and recommendations for action, which may include disciplinary measures, remedial actions, or policy changes.
- If the respondent is found guilty, there shall be punitive actions taken against him.
- After obtaining the advice, the employer has sixty days to implement it.


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