

Christ Church College Kanpur

INTERNAL COMPLAINTS COMMITTEE (ICC)

Notice

09/08/2019

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the Internal Complaints Committee (ICC) of the college is constituted as under to deal with the complaints relating to sexual harassment at workplace.

The ICC comprises the following members:

- | | |
|--|--------------------------|
| 1. Ms. Soofia Shahab , Associate Professor (History) | : Chairperson |
| 2. Dr. Sabina Bodra , Associate Professor (Economics) | : Convener |
| 3. Dr. Joseph Daniel , Associate Professor (Chemistry) | : Member |
| 4. Ms. Meera Rathore , Library Cataloguer | : Member |
| 5. Mr. Sunil Anderson , Office Superintendent | : Member |
| 6. Dr. Neelam Chaturvedi , Director, Sakhi Kendra , Kanpur | : Nominated Member |
| 7. Akanksha Misra, M. Sc. (Final), Chemistry | : Student Representative |
| 8. Harsh Vardhan, BA - II | : Student Representative |
| 9. Nisha Jaiswal, B. Com. - II | : Student Representative |

Note:

Term of members and conditions:

Two years for members. The Committee may co-opt two more members of staff / student (as the case may be), if necessary. Student representatives shall be invited to the meeting of ICC only when student related cases are reported to the committee.

Meetings:

At least twice in a session and as and when necessary.

Functions:

- Conduct preliminary enquiry of all reported cases and / or complaints relating to sexual harassment at workplace involving all sections of members of faculty, staff and students of the college.
- Submit the preliminary enquiry report to the Principal along with all documents and recommendation of possible punishment, if any.
- Evolve and suggest means to take preventive measures.
- In case of allegations are not in the nature of sexual harassment related to the students, ICC may refer such complaints to the Proctorial Board.
- If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.


(Dr. Samuel Dayal)
Principal


(Rev. Samuel Paul Eal)
Secretary, Governing Body

Minutes of the first meeting of the Internal Complaints Committee (ICC)

An Internal Complaint Committee (ICC) has been duly constituted by the College in pursuance of UGC (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher education institutions) Regulation, 2015 dated 09/08/2019. The first meeting of ICC was held on 30/09/2019

➤ Following members of ICC attended the meeting:

- | | |
|--|--------------------------|
| 1. Ms Soofia Shahab, Associate Professor - | : Chairperson |
| 2. Dr Sabina Bodra, Associate Professor - | : Convener |
| 3. Dr Joseph Daniel, Associate Professor - | : Member |
| 4. Ms Meera Rathore, Library Cataloguer - | : Member |
| 5. Mr Sunil Anderson, Office Superintendent - | : Member |
| 6. Mrs Neelam Chaturvedi, Director, Sakhi Kendra, Kanpur - | : Nominated Member |
| 7. Harshvardhan, B.A. II - | : Student Representative |
| 8. Nisha Jaiswal, B.Com. II - | : Student Representative |

At the outset, Chairperson welcomed all members of the Committee. She informed that as per guidelines of the UGC all institutions must constitute an ICC and in this context, this committee has been set in place. She described the role of ICC and said everyone has a responsibility to contribute to the cause. Further, she welcomed suggestions from all members to make it effective.

The Committee emphasized that in order to create awareness and continuous sensitization among the students and employees, it is essential to place banners/ posters/ notices defining sexual harassment at prominent places in the college campus and organize talks and seminars for the same.

The Committee had discussions at length and the following suggestions were made:

1. The composition of the Internal Complaints Committee must be uploaded on the college website.
2. A complaint Drop box must be placed in the College premises.
3. The Dos and Don'ts of conduct also to be displayed in the premises.

The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the committee will meet on a regular basis as and when need arise.

Meeting ended with vote of thanks to the Chair.


Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur


Convener
Internal Complaints Committee
Christ Church College, Kanpur



Annual Report

Session 2019- 2020

Internal Complaints Committee (ICC)

Christ Church College Kanpur

The Internal Complaints Committee (ICC) of the college functions as per the provisions of the UGC (prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions)

Current Members of ICC

Ms. Soofia Shahab, Chairperson
Dr. Sabina Bodra, Convener
Dr. Joseph Daniel, Member
Ms. Meera Rathore, Member
Mr. Sunil Anderson, Member
Mrs. Neelam Chaturvedi, Nominated Member
Mr. Harshvardhan, Student Representative
Ms. Nisha Jaisawal, Student Representative

The first meeting of the ICC was held on 30th September, 2019 in which the committee discussed at length and decided on a Complaint Drop Box to be placed in the college premises and Do's and Dont's of conduct also to be displayed in the college premises.

1) Awareness Raising Programme :

- Creation and dissemination of posters, pamphlets and display boards on campus.
- On 25th November, 2019, the International Day for Elimination of Violence against women, a thought provoking talk was organised by the ICC. The Chief speaker Mrs. Neelam Chaturvedi, General Secretary 'Sakhi Kendra' emphasized on the implementation of Sexual Harassment Act and building of a society free of violence and discrimination.

2) Provision of counselling and support services :

Counselling and support services are made available for the students, staff and others in need. The information about the same is displayed in the campus.

No. of complainant for whom counselling / support provided
NIL

S. Shahab
Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur

S. Shahab
Convener
Internal Complaints Committee
Christ Church College, Kanpur


3) **Complaint redressal :**

No. of complaints received	No. of complaints disposed off	No. of complaints pending	Nature of the action taken by the employer
NIL	NIL	-	-

Apart from the above mentioned activities the college ICC aims to do the following:

- Establishing a Gender sensitization unit to strengthen the activities of ICC
- Conducting a safety map of the campus, adopting certain student discipline procedures to protect college students

Date:


Soofia Shahab
(Chairperson)

Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur



Convener
Internal Complaints Committee
Christ Church College, Kanpur

Christ Church College, Kampur

INTERNAL COMPLAINTS COMMITTEE (ICC)

Notice

5th October, 2020

In Pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employee and students in higher educational institutions) Regulations 2015, the Internal complaints Committee (ICC) of the college is constituted as under to deal with the complaints relating to sexual harassment at workplace. *

The ICC comprises the following members:

- | | |
|---|---------------------------------|
| 1. Ms. Soofia Shahab , Associate Professor (History) | : Chairperson |
| 2. Dr. Sabina Bodra , Associate Professor (Economics) | : Convener |
| 3. Mr. V. J. Sebastian , Associate Professor (Zoology) | : Member |
| 4. Ms. Meera Rathore , Library Assistant | : Member |
| 5. Mr. Sunil Anderson , Office Superintendent (Acad.) | : Member |
| 6. Advocate Dharmendra B. Singh | : Member |
| 7. Taruna Garg , M.Sc. Final, Chemistry | : Student Representative |
| 8. Harsh Vardhan , B.A. Part III | : Student Representative |
| 9. Nisha Jaiswal , B.Com. Part III | : Student Representative |

Note:

Terms of Members:


Two years for nominated members. The Committee may co-opt two more members of staff/ students (as the case may be) if necessary. Student representatives shall be invited to the meeting of ICC only when student related cases are reported to the committee.

Meetings:

At least twice in a session and as and when necessary.

Functions:

- Conduct preliminary enquiry of all reported cases and / or complaints relating to sexual harassment at workplace involving all sections of members of faculty, staff and students of the college.
- Submit the preliminary enquiry report to the Principal along with all documents and recommendation of possible punishment, if any.
- Evolve and suggest means to take preventive measures.
- In case of allegations are not in the nature of sexual harassment related to the students, ICC may refer such complaints to the Proctorial Board.
- If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulation 2015.


(Dr. Joseph Daniel)
Principal


(Rev. Samuel pal Lal)
Secretary, Governing Body

Minutes of the Meeting of Internal Complaints Committee held on October 31, 2020 at 12:30 PM in the Department of History

The first meeting of the ICC of the session 2020-2021 was held on 31st October 2020.
Following members of the ICC attended the meeting

1. Mrs. Soofia Shahab Chairperson (Associate Professor)
2. Mr. V.J. Sebastian Member (Associate Professor)
3. Mrs. Meera Rathore Non-teaching Member (Library Cataloguer)
4. Mr. Sunil Anderson Non-teaching Member (Office superintendent)
5. Harshvardhan U.G. Student Representative
6. Taruna Garg P.G. Student Representative

At the outset the Chairperson welcomed the members of the Committee. She described the role of Internal Complaints Committee in the college and urged everyone to contribute to the cause. She suggested that in the wake of the current Covid 19 situation, as the students are off campus, to create awareness and gender sensitization among the students it is essential to use the digital platform for the same.

The Committee had discussions at length and the following suggestions were made by the members -

Mr. V.J. Sebastian said that as there are a number of laws relating to sexual harassment so a talk by an Advocate must be arranged for enlightening the students. Further, he gave suggestion to apprise the students with the details of contact person like mobile number/ mail id to leave their message.

Mrs. M. Rathore suggested placing of a complaint box in the girls common room, where the girls can drop their written complaints.


Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur


Convener
Internal Complaints Committee
Christ Church College Kanpur

It was decided to initiate the following actions by the committee.

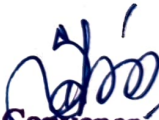
1. To create orientation online , for awareness from the grassroot level.
2. To invite resource persons for Webinar
3. To invite an Advocate to apprise the students of Laws on Sexual Harassment
4. It was also decided to have an online Poster Presentation Competition for students "Zero Tolerance for Sexual Harassment at Workplace"

The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed to meet on a regular basis as and when need arise.

Meeting ended with vote of thanks to the chair.


Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur




Convener
Internal Complaints Committee
Christ Church College, Kanpur



Christ Church College Kanpur

Internal Complaints Committee (ICC)

Following shall constitute the Internal Complaints Committee (ICC) of the college for the session 2021 - 2022:

Sl. No.	Name	Designation	Contact
1	Ms. Soofia Shahab Associate Professor, History	Chairperson	9839676741
2	Dr. Sabina Bodra Associate Professor, Economics	Convener	7905501256
3	Mr. V.J. Sebastian Associate Professor, Zoology	Member	9984789158
4	Dr. Meet Kamal Associate Professor, Chemistry	Member	9839549594
5	Mr. Sunil Anderson Office Superintendent (Act.)	Member	8707361476
6	Ms. Meera Rathore Library Assistant	Member	9453482567
7	Advocate Dharmendra B. Singh	Member (Nominated-External)	9918937272
8	Shivangi Dubey (M.Sc Previous Physics)	Student Representative	8528430480
9	Harsh Vardhan (M.A. Previous English)	Student Representative	7007988540
10	Kanchi Tripathi (B.A. II)	Student Representative	7985389604




Minutes of the meeting of Internal Complaints Committee (ICC) held on
3.9.2021 at the Department of History

A. Members Present

1. Soofia Shahab	Chairperson
2. Sabina Bodra	Convenor
3. Vinay Sebastian	Member
4. Dr. Meet Kamal	Member
5. Mrs. Meera Rathore	Member

B. Members Absent

1. Mr. Sunil Anderson	Member
2. Advocate Dharmendra Singh	External Member

Agenda :

- Framing the working Rules of the committee and programme for the awareness of the Committee on the campus.
- Following points were discussed/agreed for further action

1. The Chairman welcomed all the members of the ICC
2. Working rules of the Committee were framed as per UGC guidelines
3. Consent form to be prepared
4. Decision on posters to be placed at prominent places in the campus to make students aware of the committee (generating awareness about the committee) and encourage students to speak up if they're facing any kind of harassment on campus.
5. To organise a talk on 'gender equality' under the banner of Mission Shakti and distributing hygiene kits in slums as gender equality also supports improvement of health of girls
6. The meeting concluded with a vote of thanks by the residing officer.


Convenor

Dr. Sabina Bodra

Convenor
Internal Complaints Committee
Christ Church College, Kanpur


Chairman
Soofia Shahab
Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur

INTERNAL COMPLAINT COMMITTEE REPORT (ICC)

महाराष्ट्र शासन का नाम - <u>Chhatrapati Shivaji Maharaj Vastu Sangrahalaya</u>		उच्च शिक्षण संस्थान का नाम - <u>Chhatrapati Shivaji Maharaj Vastu Sangrahalaya</u>		दिनांक <u>10/9/2021</u>	
प्र.सं.	प्रतिभागी व्यक्ति/संस्था का नाम	प्रेरणा प्रदान करने वाले व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम
1.	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम
2.	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम	प्रतिभागी व्यक्ति/संस्था का नाम

Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur

Minutes of the meeting of Internal Complaints Committee (ICC) held on
10.11.2021 at the Department of History

A. Members Present

1. Soofia Shahab	Chairperson
2. Sabina Bodra	Convenor
3. Vinay Sebastian	Member
4. Dr. Meet Kamal	Member
5. Mrs. Meera Rathore	Member

Agenda :

Organising Programmes

The Chairperson welcomed the members of ICC and thanked them for their cooperation and valuable suggestions for successful functioning of the ICC all through.

After much deliberations the following resolutions were made –

- ICC will distribute handouts on objectives, role and members of ICC to all students especially to the freshers to sensitize them and generate awareness
- Discussions were held on the importance of creating awareness and continuous sensitization among the students it was resolved that posters be placed at prominent places in the campus
- Complaint procedure and instructions for filing of complaints in the institution be displayed in the posters.
- Contact details of the committee members be displayed
- The Chairperson thanked all members for their active participation and suggestions
- The meeting ended with a vote of thanks from the chair



Convenor
(Dr. Sabina Bodra)

Convenor
Internal Complaints Committee
Christ Church College, Kanpur



Chairman
(Soofia Shahab)
Soofia Shahab
Chairperson-ICC
Christ Church College
Kanpur