



Azadi Ka  
Amrit Mahotsav

# VIDYA PROFESSIONAL & TECHNICAL COLLEGE



(Vidya Kala Sanskriti Shiksha & Jan Kalyan Samiti, Bhilwara  
Society Regd. Under Raj Societies Reg. Act 1958)

Near R.C. Vyas Colony, TellkheraTiraha, Paldi Road, Bhilwara: - 311001

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## OFFICE ORDER

Date:- 17/08/2024

**Subject:** Formation of Internal Complaints Committee (ICC) at Vidya Professional and Technical College, Bhilwara.

In compliance with the provisions of the University Grants Commission (UGC), the formation of an Internal Complaints Committee (ICC) at Vidya Professional and Technical College, Bhilwara is hereby ordered.

### Objective of the Internal Complaints Committee:

The primary objective of the Internal Complaints Committee (ICC) is to provide a safe and supportive environment for all students, faculty, and staff members, free from any form of sexual harassment or discrimination. The committee will handle complaints related to sexual harassment and ensure effective implementation of the provisions laid down in the Act.

### Functions of the Internal Complaints Committee:

1. To provide a platform for students, faculty, and staff to file complaints of sexual harassment.
2. To investigate complaints in a fair, transparent, and timely manner.
3. To ensure the protection of the complainant and maintain confidentiality throughout the process.
4. To recommend appropriate disciplinary actions if the complaint is found to be substantiated.
5. To create awareness and organize sensitization programs to prevent incidents of sexual harassment.
6. To ensure that victims are not discriminated against or retaliated against for filing complaints.

### Composition of the Internal Complaints Committee (ICC):

1. **Presiding Officer:**  
Er. Geeta Choudhary, Director
2. **Members:**
  - o Mrs. Seema Sen, Lecturer
  - o Mr. Rohit Pancholi, Lecturer

- o Ms. Shruti Upadhyay, Lecturer
- o Mr. Koshal Sharma, Lecturer

3. **Member Secretary:**  
Mr. Prakhar Sharma Lecturer

### **Responsibilities of the Internal Complaints Committee:**

1. To receive and address complaints of sexual harassment or any form of discrimination.
2. To conduct an impartial investigation into complaints and ensure timely resolution.
3. To provide counseling and assistance to the complainant, ensuring their safety and dignity.
4. To educate and raise awareness among staff and students about the importance of maintaining a respectful and harassment-free environment.
5. To recommend appropriate actions, including disciplinary measures, if the complaint is upheld.

### **Operating Procedures:**

1. Complaints should be made in writing or through email to the ICC within a specified time frame from the occurrence of the incident.
2. The committee will investigate the complaint and provide a report within the stipulated time, while ensuring confidentiality at all stages of the process.
3. Any party found guilty of harassment will face appropriate disciplinary action as per the college's rules and regulations.

The Internal Complaints Committee (ICC) will be responsible for overseeing the implementation of the sexual harassment policy and ensuring a safe and secure environment for all members of Vidya Professional and Technical College, Bhilwara.

This office order is effective immediately.

**By Order,**

Dr. Jaswant Singh   
**Principal**  
Vidya Professional & Technical College  
Paldi, Bhilwara

**Principal**  
Vidya Professional and Technical College, Bhilwara