

# Lakshmi Narain College of Technology, Bhopal

Ref. No. LNCT/2022/005/1

Date: 05/01/2022

## Notification

### Constitution of Internal Complaint Committee (ICC)

The Committee members are as given below:

Name of Committee Member	Designation	Department	Mobile no.	Contact Details
Prof. Monika Kapoor	Presiding Officer	Electronics and Communication Engineering	9893656454	<a href="mailto:monikak@lnct.ac.in">monikak@lnct.ac.in</a>
Prof. Manju Khare	Member (Faculty)	Electrical and Electronics Engineering	8349153354	<a href="mailto:manjuk@lnct.ac.in">manjuk@lnct.ac.in</a>
Prof. Lisa Kurup	Member (Faculty)	Basic Science	9993372383	<a href="mailto:lisak@lnct.ac.in">lisak@lnct.ac.in</a>
Prof. Tripti Saxena	Member (Faculty)	Computer Science and Engineering	8349243008	<a href="mailto:traptis@lnct.ac.in">traptis@lnct.ac.in</a>
Prof. Ranjana Yadav	Member (Faculty)	Chemical Engineering	9644513233	<a href="mailto:ranjanay@lnct.ac.in">ranjanay@lnct.ac.in</a>
Prof. Arti Malviya	Member (Faculty)	Chemistry	9826867920	<a href="mailto:artim@lnct.ac.in">artim@lnct.ac.in</a>
Mrs. Rachana Saxena	Member (Social Representative)	External Member	9893393693	-
Ms. Angeline Siby	Member (Student)	CSE	9522216277	<a href="mailto:angel_line_1720@yahoo.com">angel_line_1720@yahoo.com</a>
Ms. Divya Shrivastava	Member (Student)	CSE	9340736410	<a href="mailto:divyashri@gmail.com">divyashri@gmail.com</a>
Ms. Deepanshi Saxena	Member (Student)	EC	8103725130	<a href="mailto:deepanshisaxena001@gmail.com">deepanshisaxena001@gmail.com</a>



Principal  
Principal

Lakshmi Narain College of Technology  
BHOPAL

Copy to:

1. Office of Chairman/ Vice-Chairperson/Secretary
2. Director Administration

### Rules and Procedures:

1. All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
2. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
3. Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
4. If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
5. Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
6. The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
7. The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
8. The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
9. The defendant, the complainant, and witnesses shall be intimated at least seventy two hours (3 days) in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.

10. All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
11. All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

**Exception:**

1. A complainant has the right to go public about the complaint of sexual harassment. If she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not prejudice the Committee members.
2. If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
3. In the event that the Committee thinks that supplementary testimony is required, the Convenor of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
4. All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest.
5. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

**Penalties:**

The penalties listed below are indicative, and shall not constrain the administration from considering others, in accordance with the rules governing the conduct of all members.

1. Written apology
2. Bond of good behaviour
3. Gender sensitization
4. Counselling
5. Adverse remarks in the Confidential Report
6. Debarring from supervisory duties
7. Suspension
8. Denial of membership of statutory bodies
9. Denial of re-employment
10. Stopping of increments/promotion
11. Reverting, demotion
12. Transfer
13. Dismissal
14. Withdrawal of residential facilities and prohibition from entry on the campus etc.
15. Any other relevant mechanism.

The Committee will be responsible for periodic meeting of all the members for planning and executing various programs fulfilling the objectives and also resolve the issues as and when reported. The committee will submit reports of the occurrence and also periodic to the Director Administration and the undersigned.

**Principal**

Lakshmi Narain College of Technology  
BHO PAL

**Copy to:**

1. Office of Chairman/ Vice-Chairperson/Secretary
2. Director Administration
3. Director (Academics/ T and P/ Research and Development)
4. Dean Student Welfare
5. HODs (All Department)
6. All Concerned
7. Registrar
8. All Notice Boards and website
9. Guard File

# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P

LNCT/ICC/2022/1

Date: 27/01/2022

To,

The Members of ICC

LNCT Bhopal,

Dear Sir/Madam,

**SUBJECT: NOTICE AND AGENDRA FOR ICC MEETING**

7. The Internal Complaint Committee (ICC) meeting is being conducted on 05/02/2021 (Saturday) at 03.30 PM in the Seminar hall of EC Department.
8. The Agenda for the meeting is appended below:
  - Introduction of ICC members in 2022,
  - Objectives of ICC
  - Function of ICC
  - General Discussion.
9. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.

Looking forward to your presence in the meeting.

Yours sincerely



(Prof. Monika Kapoor)





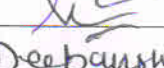
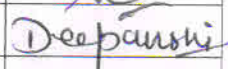
Presiding Officer


LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

Ref No: LNCT/ICC /2022/1

Meeting Date: 27/01/2022

Subject: Notice and Agenda for ICC Meeting

S.No	Designation	Name	Department	Signature
1.	Presiding Officer	Dr. Monika Kapoor	EC	
2.	Member	Dr. Arti Malik	Chem.	
3.	Member	Dr. Manjulkhare	EX	
4.	Member	Prof. Rajang Yadav	CM	
5.	Member	Dr. Lisha Kulkarni	Chem.	
6.	Student member	Deepanshi Saxena	EC	
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 (Dr. Monika Kapoor)  
 (Presiding Officer)

# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P

LNCT/ICC/2022/2

Date: 05/02/2022

Internal Complaints Committee (ICC)

& Special Cell

Minutes of Meeting

The ICC meeting was conducted on 05/02/2022 (Saturday) at 03.30 PM in the Seminar Hall of the EC Department.

The Presiding officer had read out the agenda of the meeting. The Presiding officer had read out the objectives and functions of the Committee.

She said that regular 8<sup>th</sup> Semester was started from 24/01/2021. 6<sup>th</sup> & 4<sup>th</sup> Semester had started from 01/02/2022. The 2<sup>nd</sup> Semester will come in the College from 16/03/2022. The College will remain full for next 3-4 Months now. All the members are requested to fulfill the objectives of the Committee by going to various Classes and talk to female students about their well being.

All the members had assured to work towards the objectives to the Committee.

The meeting ended at about 5:05 PM.



Presiding Officer

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

Ref No: LNCT/ICC/2022/2

Meeting Date: 05/10/2022

Subject: ICC Meeting

S.No	Designation	Name	Department	Signature
1.	Presiding Officer	Dr. Monika Kapas	EC	[Signature]
2.	Member	Dr. Manjushree	EX	[Signature]
3.	Member	Dr. Arti Mahija	Chem.	[Signature]
4.	<del>Member</del>	Dr. Lisha Kumari	Chem	[Signature]
5.	Member	Prof. Ranjani Vada	CM	[Signature]
6.	Student member	Deepanshi Saxena	EC	[Signature]
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[Signature]

Dr. Monika Kapas  
(Presiding officer)