 <p>THE NORTHCAP UNIVERSITY POWERED BY Arizona State University</p>	<h2><u>INTER OFFICE MEMO</u></h2>	<p>Review Date:</p>
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From : Registrar

To : Prof. Manjula Batra, Dr. Archana Sarma,
Dr. Anjali Garg, Dr. Hukum Singh, Ms.
Manvi Arora, Ms. Deepika Deswal, Ms.
Akanksha Kaushika, Ms. Mansi Arora,
Ms. Nimisha Yadav

CC : Vice Chancellor & VC Office

28 January 2022

SECR-01/IOM/020A/2022

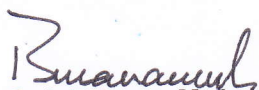
COMPOSITION OF INTERNAL COMPLAINT COMMITTEE

1. Kindly refer to UGC Notification No. DO. No.F.91-2/2020(GS)Pt.1, dated: 10 June 2021, regarding Constitution of Internal Complaint Committee (Copy enclosed) & Gazette Notification No. 171 dated: 02 May 2016. (Copy Enclosed).
2. Internal Complaint Committee of the University has been constituted as under:

S.No.	Name	Designation	As per UGC
1	*Prof. Manjula Batra (Professor in School of Law)	Chairperson	Presiding Officer
2	Dr. Anjali Garg (Dy. Dean Examination & Assoc. Prof. in ECE)	Member	Two Faculty Members
3	Dr. Hukum Singh Officiating HOD – APS	Member	
4	Ms. Manvi Arora (OSD to Governing Body)	Member	Two Non Teaching Employees
5	Ms. Deepika Deswal (Dy. Manager – HR)	Member	
6	Ms. Akanksha Kaushik 18CSD002	Member	Three Students
7	Ms. Mansi Arora 20MSD003	Member	
8	Ms. Nimisha Yadav 20CLD002	Member	
9	Prof. Rama Patnaik Prachi Educational Society, New Delhi	External Member	Non Government Organization

* In the absence of Prof. Manjula Batra, Professor - School of Law, Prof. Archana Sarma, HOD, School of Law, will be the Presiding Officer.

3. This has the approval of the Vice Chancellor.


Col. Bikram Mehtany (Retd.)
Registrar



Internal Complaints Committee (ICC) Meeting Notice

This is to inform you that the meeting for internal Complaints Committee (ICC) for the Prevention and Prohibition of Sexual Harassment will be convened.

Date: 25th November 2022
Time: 2:30 pm
Venue: Meeting Room (26A)

Your attendance and involvement in this meeting are essential to the ICC'S smooth operation and to maintaining our pledge to provide a harassment-free work and learning environment.

Agenda:

- Update on the workshops/ sessions conducted on PoSH awareness.
- Report on cases registered
- Any other matter with the permission of the Chair

Prof. Manjula Batra
Presiding Officer – Internal Complaints Committee
The NorthCap University

Minutes of Meeting Internal Complaints Committee (ICC) Meeting

Meeting of the internal Complaints Committee (ICC) was convened on 25th November 2022. The agenda for the meeting had been distributed to all members in advance for discussion.

Attendees:

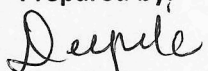
1. Prof. Manjula Batra
2. Dr.. Anjali Garg
3. Dr. Hukum Singh
4. Ms. Manvi Arora
5. Ms. Deepika Deswal
6. Ms. Akanksha Kaushik
7. Ms. Mansi Arora
8. Ms., Nimisha Yadav

The following agenda was discussed in the meeting

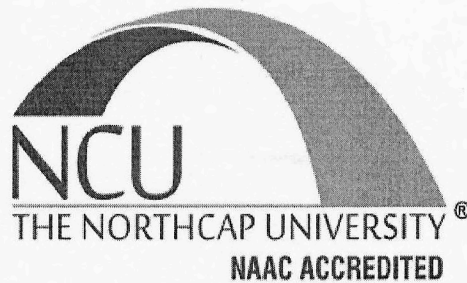
1. Passing of previous minutes of the meeting was done.
2. As discussed in the previous meetings, the committee was given an update on the workshop organized by University.
3. Development Program on "PoSH Agenda" - The Prevention of Sexual Harassment (PoSH) at Workplace Act of India" was successfully conducted by SoM from 30th -31st March 2022.
4. Session on POSH awareness was organized as a part of the 1 week FDP on Holistic Development and Capacity Building on 14th July 2022.
5. The Chairperson provided an overview of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (PoSH Act) and the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 for the benefit of new members.
6. There were no complaints or issues complained by faculty members or students.

The meeting concluded with a vote of thanks from the Chairperson.

Prepared by:


Deepika Deswal

Member – Internal Complaints Committee



Internal Complaints Committee (ICC) Meeting Notice

Dear Members,

You are requested to attend the meeting of the Internal Complaints Committee (ICC) of The NorthCap University as per the date and time mentioned below.

Date: 5th January 2023

Time: 3:30 PM

Venue: Room No. 26A – Meeting Room

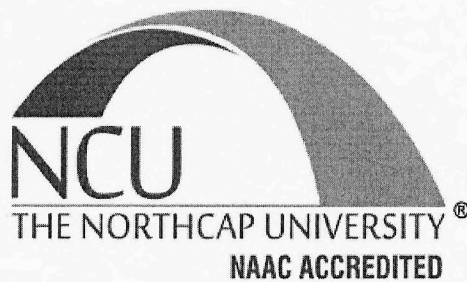
Agenda:

- Overview of the PoSH Act and UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 for the new members.
- Working mechanism of ICC in the university.
- Any other matter with the permission of the Chair

Your active participation in the meeting is essential to the effective functioning of the ICC and to reinforcing NCU's commitment to maintaining a workplace and learning environment free from harassment.

A handwritten signature in black ink, which appears to read 'Manjula Batra', is written over the printed name.

Prof. Manjula Batra
Chairperson – Internal Complaints Committee
The NorthCap University



Minutes of Meeting Internal Complaints Committee (ICC) Meeting

Date: 9th Jan 2023

The meeting was held as per the details:

Date: 5th January 2023

Time: 3:30 PM

Venue: Room No. 26(A) Meeting Room

Following Members were Present:

1. Prof. Manjula Batra
2. Dr. Anjali Garg
3. Dr. Preeti Chawla
4. Dr. Tavleen Kaur Khurana
5. Ms. Deepika Deswal

Minutes of Meeting

The Chairperson welcomed all members and presented the agenda items.

1. The Chairperson provided an overview of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (PoSH Act) and the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 for the benefit of new members.
2. Members were briefed about the step-by-step procedure for filing and addressing complaints, ensuring confidentiality and fairness by the chairperson.
3. Committee emphasised on displaying the details of the ICC committee in the university premises and informing the students through class mentors.

The meeting concluded with a vote of thanks from the Chairperson.

Prepared by:


Deepika Deswal

Member – Internal Complaints Committee

	<u>INTER OFFICE MEMO</u>	Review Date:

From : Registrar

To : Faculty, Technical & Admin


CC : GB, PC, VC & VC Office

14 September 2020**SECR-01/IOM/085/2020****INTERNAL COMPLAINT COMMITTEE**

1. Internal Complaint Committee of the University has been reconstituted as under:

- | | | |
|---|---|-------------|
| (a) Prof. Manjula Batra (Prof. SOL) | - | Chairperson |
| (b) Dr. Anjali Garg (Assoc. Prof. ECE) | - | Member |
| (c) Dr. Akshat Aditya Rao (Asstt. Prof. SOM) | - | Member |
| (d) Dr. Anshu (Asstt. Prof. APS) | - | Member |
| (e) Dr. Yogita Gigras (Asstt. Prof. CSE) | - | Member |
| (f) Ms. Deepika Deswal (Dy. Manager – HR) | - | Member |
| (g) Mr. B. R. Verma (Editor In Chief, Haryana Recorder) | - | Member |

2. Copy of Vishaka Guidelines is enclosed for ready reference.


Col. Bikram Mohanty (Retd.)
 Registrar

14-09-2020
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