



INTER OFFICE MEMO

Review Date:

From : Registrar

To : Prof. Manjula Batra, Dr. Srishti,
Dr. Chand Prakash, Ms. Neetu
Batra, Ms. Deepika Deswal, Ms.
Richa Sharma, Ms. Avantika
Shankar, Mr. Paras

CC : VC & VC Office

16 February 2024


SECR-01/IOM/016/2024

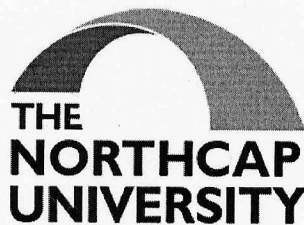
RECONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

1. Refer to the IOM No. SECR-01/IOM/015/2024 dated 14th February 2024.
2. In accordance with the UGC guidelines for the Internal Complaints Committee, the composition of Internal Complaints Committee of the University has been revised, and is as under:

S.No.	Name	Designation	As per UGC
1	Prof. Manjula Batra (Professor in School of Law)	Chairperson	Presiding Officer
2	Dr. Srishti Associate Professor – Dept of Computer Science Engineering	Member	Two Faculty Members
3	Dr. Chand Prakash Assistant Professor - Dept of Management & Commerce	Member	
4	Ms. Neetu Batra (Assistant Registrar)	Member	Two Non- Teaching Employees
5	Ms. Deepika Deswal (Manager – HR)	Member	
6	Ms. Richa Sharma 20CLD001 – Ph.D	Member	Three Students
7	Mr. Paras 22CSP001- PG	Member	
8	Ms. Avantika Shankar 20LLB005 – UG	Member	
9	Prof. Rama Patnayak Prachi Educational Society, New Delhi	External Member	Non-Government Organization

3. This issues with the approval of the competent authority.


Commodore Diwakar Tomar NM (Retd.)
Registrar



Internal Complaints Committee (ICC) Meeting Notice

Date: 16th February 2024

Time: 11:00 AM

Venue: Conference Room

Dear Members,

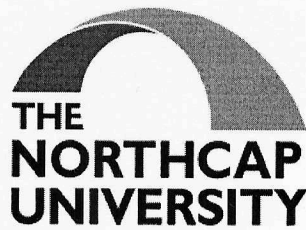
You are requested to attend the first meeting of the Reconstituted Internal Complaints Committee (ICC) of The NorthCap University. The meeting aims to discuss the framework for ensuring a safe and inclusive environment, in accordance with The Sexual Harassment of Women At Workplace (Prevention, Prohibition & Redressal) (POSH) Act 2013 and UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.

Agenda:

- Introduction of ICC members
- 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
- Discussion on the complaint redressal mechanism
- Formulation of awareness and sensitization programs
- Any other matter with the permission of the Chair

We look forward to your active involvement.

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



Minutes of Meeting
Internal Complaints Committee (ICC) Meeting

Meeting held on

Date: 16th February 2024

Time: 11:00 AM

Venue: Conference Room

Members Present:

1. Prof. Manjula Batra
2. Prof. Rama Patnayak
3. Dr. Srishti
4. Dr. Chand Prakash
5. Ms. Deepika Deswal
6. Ms. Neetu Batra
7. Ms. Richa Sharma

Proceedings:

1. Introduction of ICC Members:

The Chairperson welcomed all members and initiated the meeting with a round of introductions. Each member briefly shared their role and responsibilities within the ICC.

2. Overview of the PoSH Act and Related Legislation:

Prof. Manjula Batra gave a briefing on the **PoSH Act, 2013**, highlighting key provisions, definitions, and responsibilities of the employer and ICC.

The importance of compliance with legal provisions was emphasized.

3. Discussion on the Complaint Redressal Mechanism:

- The existing mechanism for handling complaints was reviewed.
- Steps for ensuring a confidential, impartial, and swift resolution were discussed.
- The necessity of maintaining proper documentation and timelines for addressing complaints was reiterated.

4. Formulation of Awareness and Sensitization Programs:

The committee discussed the need for periodic training sessions and workshops for employees and students.

Suggestions were made to organize interactive sessions, posters, and online modules to enhance awareness.

It was agreed that these activities need to be timebound.

Any Other Matter with Permission of the Chair:

Open discussion was encouraged, and members shared suggestions for improving the ICC's effectiveness.

The Chairperson emphasized the importance of creating a safe and supportive environment.

Action Items:

- Involvement of the university psychologist in conducting awareness sessions for all employees and students.
- Scheduling the next ICC meeting.

The meeting concluded with a vote of thanks from the Chairperson. The next meeting date will be communicated in due course.

Prepared by:



Neetu Batra, Asst. Registrar

Member – Internal Complaints Committee