



APEX COLLEGE, MAKRANA

Noorpura, By pass road, Makrana Distt. Didwana Kuchaman (Raj.)-341505

Affiliated to Maharshi Dayanand Saraswati University, Ajmer

Accredited by NAAC, Bangalore & I/u section 2(f) of UGC Act 1956

Recognized by National Council for Teachers Education, New Delhi

Email ID: - apexcollege14@gmail.com

Website: - <https://www.apexpgcollege.in>

Ref. No. AC/2023/ICC/84

Date: - 1st June 2023

Office Order

Subject: Regarding Constitution of Internal Complaints Committee at College Level

In accordance with the University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015, and for its effective implementation, an Internal Complaints Committee (ICC) has been constituted at the College level. The committee will function as per the composition prescribed in the aforementioned regulation, with the following members assigned:

Sr. No.	Name	Role
1.	Mrs. Shalini Assistant Professor Dept. of Zoology	Presiding Officer
2.	Mrs. Ekta Swami Assistant Professor Dept. of Chemistry	Teaching Faculty Member
3.	Mrs. Rekha Vishwakarma Assistant Professor Dept. of English	Teaching Faculty Member
4.	Mr. Madangoapl Sukhariya Asst. Admin Officer	Non-Teaching Employee
5.	Ms. Arti Gahlot UDC, Accounts Section	Non-Teaching Employee
6.	Riddhima (B.Sc.B.Ed. Pt.-II) ID No. IB/2022/37	Student Representative
7.	Pooja Devi Mourya (M.Sc. Chemistry Sem.-II) ID No. 2022-751	Student Representative
8.	Dinesh Kumar (B.A. Part-II) ID No. 2022-693	Student Representative
9.	Dr. Ravina Tiwari Medical Professional	External Invited Member

The aforementioned nominated members shall discharge their duties with full honesty and dedication, ensuring that they work towards achieving the core objectives behind the formation of the committee. It is imperative that the members maintain transparency in all proceedings while upholding the confidentiality of the complaints and the investigation



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process. The sanctity of the process must be preserved at all times to ensure fairness and justice.

The committee shall be responsible for:

- Addressing complaints related to sexual harassment in the College.
- Ensuring a fair, unbiased, and prompt investigation of complaints.
- Recommending appropriate actions for resolution and redressal of grievances.

The members are expected to work in coordination and maintain strict confidentiality while ensuring that a safe and respectful environment is upheld within the College.

The members should always ensure that no action shall be taken beyond University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015

Copy forwarded to following:-

1. Concern members of the ICC
2. Web Admin to upload copy of same on college website
3. Admin for necessary action
4. Safe Custody.

Principal
Dr. Umesh Kumar Sidh
Apex College, Makrana
Principal
Apex College
Makrana

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Apex College, Makrana
Principal
Apex College
Makrana