



# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Internal Complaints Committee 2019-20

To redress the internal complaints, the Institution has formed an Internal Complaint Committee as per the said guidelines. The composition of the internal complaints committee is made with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

(The membership of such nominated members shall be for a period of three years.)

Sr. No	Name	Designation
1.	Dr. Amarjeet Singh	Presiding Officer
2.	Dr. Hariom Sharma	ICC Member
3.	Mrs. Priyanka Gupta	External Member(Lawyer)
4.	Ms. Monika Setia	Teacher Representative
5.	Ms. Chanda ray	Teacher Representative
6.	Ms. Jaya Bhati	Teacher Representative
7	Mr. Rajnish Kumar Tiwari	NGO Member
8.	Ankit rathore	Student Representative
9.	Nandini	Student Representative

### Function of the Committee:

Internal Complaints Committee is committed :-

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensures that complaints are handled with sensitivity and confidentiality.
- To provide information regarding counselling and support services.
- To provides support to the complainant throughout the process, ensuring their well-being and protection against victimization.

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# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 3<sup>rd</sup> September, 2019

A meeting of Internal Complaints Committee will be held on **05/09/2019 at 03:00 PM** in Board Room.

All the members are requested to attend the meeting.

### Agendas of the Meeting

- Activities to be conducted for creating awareness of ICC and harassment of women
- Planning for future awareness programs or workshops.
- How students and employees can file their complaint either online or offline.
- Any other matter with the permission of chair.

**Internal Complaints Committee  
Coordinator**

### Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PC

## Agenda and outcome of the Internal Complaints Committee meeting held on 05/09/2019

The meeting commenced at 03:00 pm with all committee members. As the committee was newly formulated, all the members introduced themselves. Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Activities to be conducted for creating awareness of ICC and harassment of women.	Ms. Monika commented on increasing the awareness of ICC amongst students through the Batch Guardians. Mr. Rajnish was of the opinion that awareness sessions be held not only for students but also for employees of both the genders, at least once a year. He also suggested that a poster competition be held amongst students on the theme 'Safe spaces' to create an awareness of the requirement of ICC and sensitizing the students towards the issue in the campus.
2	Planning for future awareness programs or workshops	To plan future awareness programs or workshops, the Internal Complaints Committee (ICC) in a college would first review recent efforts and gather feedback. They'd identify target audiences—faculty, staff, and students—and select pertinent themes like harassment laws and bystander intervention. They'd decide on formats, allocate resources, set timelines, and explore collaborations with other departments or external experts.





# INNOVATIVE COLLEGE OF PHARMACY

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3	How students and employees can register complaint.	Any woman employee of our institution including faculty and office staff, students as well as any woman residing in the campus or visiting the campus in any capacity may file a complaint against an incident of sexual harassment through a written complaint or an email to <a href="mailto:pharmacycomplaintinternal@gmail.com">pharmacycomplaintinternal@gmail.com</a> . The ICC members must start the inquiry process once the complaint is registered.
4	Any other matter with the permission of chair.	There was no other matter raised by committee members.

The meeting ended with a vote of thanks to the chair.

  
**Internal Complaints Committee**  
**Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Action taken report of Internal Complaints committee meeting held on 05/09/2019

S. No.	Agenda	Action Taken
1	Activities to be conducted for creating awareness of ICC and harassment of women.	Awareness class and poster competition were conducted successfully by the committee members.
2	Planning for future awareness programs or workshops	To plan future awareness programs or workshops, the Internal Complaints Committee (ICC) in a college would first review recent efforts and gather feedback. They'd identify target audiences—faculty, staff, and students—and select pertinent themes like harassment laws and bystander intervention
3	How students and employees can register complaint.	One personal email id was generated to register the complaint <a href="mailto:pharmacycomplaintinternal@gmail.com">pharmacycomplaintinternal@gmail.com</a> .

**Internal Complaints Committee**

**Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1.	Dr. Amarjeet Singh	Presiding Officer	
2.	Dr. Hariom Sharma	ICC Member	
4.	Mrs. Priyanka Gupta	External Member(Lawyer)	
4.	Ms. Monika Setia	Teacher Representative	
5.	Ms. Chanda ray	Teacher Representative	
6.	Ms. Jaya Bhati	Teacher Representative	
7	Mr. Rajnish Kumar Tiwari	NGO Member	
8.	Ankit rathore	Student Representative	
9.	Nandini	Student Representative	Nandini

Internal Complaints Committee  
Coordinator





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 11<sup>th</sup> March, 2020

A meeting of Internal Complaints Committee will be held on 13/03/2020 at 03:00 PM in the Principal office.

All the members are requested to attend the meeting.

### Agendas of the Meeting

- To review the previous action taken report
- Complaint box/ suggestion box to be placed in department.

**Internal Complaints Committee  
Coordinator**

### Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## The agenda and outcome of the Internal Complaints Committee meeting held on 13/03/2020

The principal welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken.

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report.	Presiding officer read out the salient points in the MoM of the meeting conducted on <b>05/09/2019</b> and gave the action taken report.
2	Complaint box/ suggestion box to be placed in department.	Committee members said that a complaint box or suggestion box to be placed in department.

The meeting ended with a vote of thanks to the chair.

**Internal Complaints Committee  
Coordinator**







# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Action taken report of Internal Complaint committee meeting held on 13/03/2020

S. No.	Agenda	Action Taken
1	To review the previous action taken report	All previous action was completed successfully.
2	Presentation and discussion of new complaints received since the last meeting	No complaint was recorded. There was no action related to it.
3	Complaint box/ suggestion box to be placed in department.	Complaint box was placed in the department as per the previous discussion.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1.	Dr. Amarjeet Singh	Presiding Officer	
2.	Dr. Hariom Sharma	ICC Member	
5.	Mrs. Priyanka Gupta	External Member(Lawyer)	
4.	Ms. Monika Setia	Teacher Representative	
5.	Ms. Chanda ray	Teacher Representative	
6.	Ms. Jaya Bhati	Teacher Representative	
7	Mr. Rajnish Kumar Tiwari	NGO Member	
8.	Ankit rathore	Student Representative	
9.	Nandini	Student Representative	

**Internal Complaints Committee  
Coordinator**





## Internal Complaints Committee 2020-21

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is constituted with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

Sr. No	Name	Designation
1.	Dr. Amarjeet Singh	Presiding Officer
2.	Dr. J. Joanofarc	ICC Member
3.	Ms. Monika Setia	Teacher Representative
4.	Ms. Chanda ray	Teacher Representative
5.	Ms. Jaya Bhati	Teacher Representative
6	Mr. Rajnish Kumar Tiwari	NGO Member
7.	Ankit rathore	Student Representative
8.	Nandini	Student Representative

## Functions of the Committee:

Internal Complaints Committee is committed to:--

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensures that complaints are handled with sensitivity and confidentiality.
- To provide information regarding counselling and support services.
- To provides support to the complainant throughout the process, ensuring their well-being and protection against victimization





## CIRCULAR

Dated- 20<sup>th</sup> August, 2020

A meeting of Internal Complaints Committee will be held on **21<sup>st</sup> August 2020 at 02:00 PM** in the Principal room.

All the members are requested to attend the meeting.

### Agendas of the Meeting

- Review of MoM of Meeting conducted on **13/03/2020** & action taken report.
- Activities to be conducted for creating awareness of ICC and harassment of women.
- Decision-making on disciplinary measures or corrective actions to be recommended to the management.

**Internal Complaints Committee  
Coordinator**

Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members





## The agenda and outcome of the Internal Complaints Committee meeting held on 21/08/2020

The meeting commenced at 03:00 pm with all the committee members. As the committee was newly formulated, all the members introduced themselves.

Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of MoM of Meeting conducted on 13/03/2020 & action taken report	Ms. Jaya read out the salient points in the MoM of the meeting conducted on 13/03/2020 and gave the action taken report.
2	Activities to be conducted for creating awareness of ICC and harassment of women.	Dr. J. Joanofarc commented on increasing the awareness of ICC amongst students through the Batch Guardians. Mrs. Chanda was of the opinion that awareness sessions be held not only for students but also for employees of both the genders, at least once a year. She also suggested that a poster competition be held amongst students on the theme 'Safe spaces' to create an awareness of the requirement of ICC and sensitizing the students towards the issue in the campus.
3	Decision-making on disciplinary measures or corrective actions to be recommended to the management.	The committee reviews investigation findings and deliberates on appropriate actions to address substantiated cases of sexual harassment. This includes considering the severity of the offense, previous conduct history of the accused, and the impact on the complainant and the college community. The committee may recommend disciplinary actions such as warnings, suspension, or termination,





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		actions such as warnings, suspension, or termination, ensuring these measures align with institutional policies and legal obligations.
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The meeting ended with a vote of thanks to the chair.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

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## Action taken report of Internal Complaints committee meeting held on 21/08/2020

S. No.	Agenda	Action Taken
1	Review of MoM of Meeting conducted on 13/03/2020 & Action taken report.	Complete action was done related to the meeting on 13/03/2020
2	Activities to be conducted for creating awareness of ICC and harassment of women.	Awareness class and poster competition were conducted successfully by the committee members.
3.	Decision-making on disciplinary measures	The committee may recommend disciplinary actions such as warnings, suspension, or termination, ensuring these measures align with institutional policies and legal obligations.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Amarjeet Singh	Presiding Officer	
2	Dr. J. Joanofarc	ICC Member	
3	Ms. Monika Setia	Teacher Representative	
4	Ms. Chanda ray	Teacher Representative	
5	Ms. Jaya Bhati	Teacher Representative	
6	Mr. Rajnish Kumar Tiwari	NGO Member	
7.	Ankit rathore	Student Representative	
8	Nandini	Student Representative	

**Internal Complaints Committee  
Coordinator**







# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 11<sup>th</sup> February 2021

A meeting of Internal Complaints Committee will be held on 12/02/2021 at 03:00 PM in the Board Room.

All the members are requested to attend the meeting.

### Agendas of the Meeting

- To review the previous action taken report.
- To conduct an awareness class related to Sexual Harassment for the Girl students.
- Any other matter with the permission of chair.

**Internal Complaints Committee  
Coordinator**

Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members





## The agenda and outcome of the Internal Complaints Committee meeting held on 12/02/2021

The Principal welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken.

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report	The Chairperson read out the salient points in the MoM of the meeting conducted on <b>21/08/2020</b> and gave the action taken report.
2	To conduct an awareness class related to Sexual Harassment for the Girl students	Chairperson instructed that awareness class must be conducted by the faculty members. All members agreed on this point unanimously. The procedure for reporting any complaint was also discussed.
3	Any other matter with the permission of chair.	There was no other matter related to ICC.

The meeting ended with a vote of thanks to the chair.



**Internal Complaints Committee  
Coordinator**



# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Action taken report of Internal Complaint committee meeting held on 12/02/2021

S. No.	Agenda	Action Taken
1	To review the previous action taken report.	All previous actions were completed successfully.
2	To conduct an awareness class related to Sexual Harassment for the Girl students.	Awareness class was conducted successfully.
3	Any other matter with the permission of chair.	There was no other matter.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Amarjeet Singh	Presiding Officer	
2	Dr. J. Joanofarc	ICC Member	
3	Ms. Monika Setia	Teacher Representative	
4	Ms. Chanda ray	Teacher Representative	
5	Ms. Jaya Bhati	Teacher Representative	
6	Mr. Rajnish Kumar Tiwari	NGO Member	
7.	Ankit rathore	Student Representative	
8	Nandini	Student Representative	

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Amarjeet Singh	Presiding Officer	
2	Dr. J. Joanofarc	ICC Member	
3	Ms. Monika Setia	Teacher Representative	
4	Ms. Chanda ray	Teacher Representative	
5	Ms. Jaya Bhati	Teacher Representative	
6	Mr. Rajnish Kumar Tiwari	NGO Member	
7.	Ankit rathore	Student Representative	
8	Nandini	Student Representative	

**Internal Complaints Committee  
Coordinator**





## Internal Complaints Committee 2021-22

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is made with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

Sr. No	Name	Designation
1.	Dr. Amarjeet Singh	Presiding Officer
2.	Dr. J. Joanofarc	ICC Member
3.	Ms. Monika Setia	Teacher Representative
4.	Ms. Chanda ray	Teacher Representative
5.	Ms. Jaya Bhati	Teacher Representative
6	Mr. Rajnish Kumar Tiwari	NGO Member
7.	Ankit rathore	Student Representative
8.	Nandini	Student Representative

### Function of the Committee:

Internal Complaints Committee is committed :-

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counseling and support services.
- To ensure protection to the students, faculty and staff for any complaints.





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 22<sup>nd</sup> September, 2021

A meeting of Internal Complaints Committee will be held on 24<sup>th</sup> September 2021 at 03:00 PM in the Board Room..

All the members are requested to attend the meeting.

### **Agendas of the Meeting**

- Review of minutes of meeting conducted on 12<sup>th</sup> Feb, 2021 & action taken report.
- Report on cases relating Sexual harassment for the academic year 2020-21.
- Review of existing sexual harassment policies and procedures.

**Internal Complaints Committee  
Coordinator**

### **Copy to.....**

1. Principal
2. IQAC Coordinator
3. All Committee Members





## The agenda and outcome of the Internal Complaints Committee meeting held on 24<sup>th</sup> September 2021

The meeting commenced at 03:00 pm with all the committee members. As the committee was newly formulated, all the members introduced themselves.

Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of minutes of meeting conducted on 12 <sup>th</sup> Feb 2021 & action taken report.	The chairperson read out the salient points in the minutes of the meeting conducted on 12 <sup>th</sup> Feb 2021 and gave the action taken report.
2	Report on cases relating to Sexual harassment for the academic year 2020-21.	Ms. Monika submitted a report stating that there was no case relating to sexual harassment in the college during the last academic year.
3	Review of existing sexual harassment policies and procedures.	It includes examining policy gaps, clarifying definitions of harassment, and ensuring procedures are clear and accessible to all stakeholders. The committee considers feedback from recent cases and updates from legal requirements to propose amendments that strengthen prevention, reporting mechanisms, and support for victims.

The meeting ended with a vote of thanks to the chair.

**Internal Complaints Committee  
Coordinator**







# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PC

## Action taken report of Internal Complaints committee meeting held on 24<sup>th</sup> September 2021

S. No.	Agenda	Action Taken
1	Review of minutes of meeting conducted on 12 <sup>th</sup> Feb 2021 & action taken report.	Complete action was done related to the meeting of 12 <sup>th</sup> Feb 2021
2	Report on cases related to sexual harassment for the academic year 2020-21.	There was no case of sexual harassment in this academic year.
3.	Review of existing sexual harassment policies and procedures.	The aim is to foster a workplace culture that prioritizes safety, respect, and equitable treatment for all members of the college community.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Amarjeet Singh	Presiding Officer	
2	Dr. J. Joanofarc	ICC Member	
3	Ms. Monika Setia	Teacher Representative	
4	Ms. Chanda ray	Teacher Representative	
5	Ms. Jaya Bhati	Teacher Representative	
6	Mr. Rajnish Kumar Tiwari	NGO Member	
7.	Ankit rathore	Student Representative	
8.	Nandini	Student Representative	

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 2<sup>nd</sup> March, 2022

A meeting of Internal Complaint Committee will be held on 03<sup>rd</sup> March, 2022 at 03:00 PM in the Principal office.

All the members are requested to attend the meeting.

### Agendas of the Meeting

- To review the previous action taken report
- Updates on relevant legal or regulatory changes
- Any other matter with the permission of chair.

**Internal Complaint Committee  
Coordinator**

Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members





## The agenda and outcome of the Internal Complaints Committee meeting held on 3<sup>rd</sup> March, 2022

The principal welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken.

Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.

S. No.	Agenda	Discussion
1	To review the previous action taken report	The Chairperson read out the salient points in the minutes of the meeting conducted on 24 <sup>th</sup> September, 2021 and gave the action taken report.
2	Updates on relevant legal or regulatory changes	The committee discusses how these changes impact current policies and procedures, ensuring compliance with updated legal standards. This discussion may include interpretations of legal rulings, implications for handling complaints, and adjustments needed in training and awareness programs.
4	Any other matter with the permission of chair.	There was no other matter related to ICC.

The meeting ended with a vote of thanks to the chair.

**Internal Complaints Committee  
Coordinator**





## Action taken report of Internal Complaints committee meeting held on 03<sup>rd</sup> March, 2022

S. No.	Agenda	Action Taken
1	To review the previous action taken report	All previous actions were completed successfully.
2	Updates on relevant legal or regulatory changes	The committee discusses how these changes impact current policies and procedures, ensuring compliance with updated legal standards
4.	Any other matter with the permission of chair.	There was no other matter raised by committee members.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Amarjeet Singh	Presiding Officer	
2	Dr. J. Joanofarc	ICC Member	
3	Ms. Monika Setia	Teacher Representative	
4	Ms. Chanda ray	Teacher Representative	
5	Ms. Jaya Bhati	Teacher Representative	
6	Mr. Rajnish Kumar Tiwari	NGO Member	
7.	Ankit rathore	Student Representative	
8.	Nandini	Student Representative	

**Internal Complaints Committee  
Coordinator**





## Internal Complaints Committee 2022-23

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is made with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

(The membership of such nominated members shall be for a period of two years.)

Sr. No	Name	Designation
1.	Mrs. Renu Tiwari	Presiding Officer
2.	Mrs. Sandhya Sharma	ICC Member
3.	External Member(Lawyer)	Mrs. Priyanka Gupta
4.	Ms. Deepika Chauhan	Teacher Representative
5.	Ms. Chanda ray	Teacher Representative
6.	Mr. Akash Johri	Teacher Representative
7	Mr. Qumre Alam	NGO Member
8.	Ankit rathore	Student Representative
9.	Nandini	Student Representative

### Functions of the Committee:

Internal Complaints Committee is committed -

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counselling and support services.
- To ensure protection to the students, faculty and staff for any complaints.





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 22<sup>nd</sup> September, 2022

A meeting of Internal Complaints Committee will be held on **23 September, 2022 at 03:00 PM** in the Board Room..

All the members are requested to attend the meeting.

### **Agendas of the Meeting**

- Review of minutes of meeting conducted on **3<sup>rd</sup> March, 2022** & action taken report.
- Review of actions taken based on ICC recommendations.
- Other issues.

**Internal Complaints Committee  
Coordinator**

Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members







## The agenda and outcome of the Internal Complaints Committee meeting held on 23 September, 2022

The meeting commenced at 03:00 p.m. with all the committee members. As the committee was newly constituted, all the members introduced themselves.

Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Review of minutes of meeting conducted on 3 <sup>rd</sup> March, 2022 & action taken report	The chairperson read out the salient points in the minutes of the meeting conducted on 3 <sup>rd</sup> March, 2022 and gave the action taken report.
2	Review of actions taken based on ICC recommendations.	This discussion includes examining whether recommended disciplinary measures or corrective actions were carried out as planned and evaluating their impact on preventing recurrence. The committee discusses any challenges or successes encountered during the implementation process and identifies lessons learned to refine future recommendations.
3	Other issues	The members discussed the campus's healthy and welcoming environment, noting that no girls had reported sexual harassment.

The meeting ended with a vote of thanks to the chair.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Action taken report of Internal Complaints committee meeting held on 23<sup>rd</sup> of September, 2022

S. No.	Agenda	Action Taken
1	Review of minutes of meeting conducted on 3 <sup>rd</sup> March, 2022 & Action taken report	Complete action was done related to the meeting on 3 <sup>rd</sup> March, 2022
2	Review of actions taken based on ICC recommendations.	The committee discusses any challenges or successes encountered during the implementation process and identifies lessons learned to refine future recommendations.
3.	Other issues	There were no other issues.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1.	Mrs. Renu Tiwari	Presiding Officer	<i>Renu</i>
2.	Mrs. Sandhya Sharma	ICC Member	<i>Sandhya</i>
3.	Mrs. Priyanka Gupta	External Member(Lawyer)	<i>Priyanka</i>
4.	Ms. Deepika Chauhan	Teacher Representative	<i>Deepika</i>
5.	Ms. Chanda ray	Teacher Representative	<i>Chanda</i>
6.	Mr. Akash Johri	Teacher Representative	<i>Akash</i>
7.	Mr. Qumre Alam	NGO Member	<i>Qumre</i>
8.	Ankit rathore	Student Representative	<i>Ankit</i>
9.	Nandini	Student Representative	<i>Nandini</i>

*Renu*

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 5<sup>th</sup> April, 2023

A meeting of Internal Complaints Committee will be held on 6<sup>th</sup> April, 2023 at 03:00 PM in the Board Room.

All the members are requested to attend the meeting.

### Agenda of the Meeting

- To review the previous action taken report.
- Email id and whatsapp number to register complaint-
- Any other matter with the permission of chair.

Internal Complaints Committee  
Coordinator

### Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members





# INNOVATIVE COLLEGE OF PHARMACY

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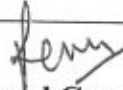
## The agenda and outcome of the Internal Complaints Committee meeting held on 6th April, 2023

The coordinator welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken:-

**Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.**

S. No.	Agenda	Discussion
1	To review the previous action taken report.	The Chairperson read out the salient points in the minutes of the meeting conducted on 23 <sup>rd</sup> of September, 2022 and gave the action taken report.
2	Email id and whatsapp number to register complaint-	Any woman employee of our institute including faculty and office staff, students as well as any woman residing in the campus or visiting the campus in any capacity may file a complaint regarding an incident of sexual harassment through a written complaint or an email to <a href="mailto:pharmacycomplaintinternal@gmail.com">pharmacycomplaintinternal@gmail.com</a> and send message to whatsapp number - 09289554476 The ICC members should start the inquiry process once the complaint is registered.
4	Any other matter with the permission of chair.	There was no other matter related to ICC,.

The meeting ended with a vote of thanks to the chair.

  
**Internal Complaints Committee  
Coordinator**





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## Action taken report of Internal Complaints committee meeting held on 6th April, 2023

S.No.	Agenda	Action- Taken Report
1	To review the previous action taken report	All previous actions were completed successfully.
2	Email id and whatsapp number to register complaint	Email id to file complain has been generated and whatsapp number is 09289554476.

  
**Internal Complaint Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PC

## Attendance

1.	Mrs. Renu Tiwari	Presiding Officer	<i>Renu</i>
2.	Mrs. Sandhya Sharma	ICC Member	<i>Sandhya</i>
3.	Mrs. Priyanka Gupta	External Member(Lawyer)	<i>Priyanka</i>
4.	Ms. Deepika Chauhan	Teacher Representative	<i>Deepika</i>
5.	Ms. Chanda ray	Teacher Representative	<i>Chanda</i>
6.	Mr. Akash Johri	Teacher Representative	<i>Akash</i>
7.	Mr. Qumre Alam	NGO Member	<i>Qumre</i>
8.	Ankit rathore	Student Representative	<i>Ankit</i>
9.	Nandini	Student Representative	<i>Nandini</i>

*Renu*

**Internal Complaint Committee**

**Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Internal Complaints Committee 2023-24

To redress the internal complaints, the Institute has formed an Internal Complaints Committee as per the guidelines. The composition of the internal complaints committee is made with a view to provide protection for all miscellaneous issues.

The following is the composition of ICC:

(The membership of such nominated members shall be for a period of two years.)

Sr. No	Name	Designation
1.	Mrs. Renu Tiwari	Presiding Officer
2.	Mrs. Sandhya Sharma	ICC Member
3.	Mrs. Priyanka Gupta	External Member(Lawyer)
4.	Ms. Deepika Chauhan	Teacher Representative
5.	Ms. Chanda ray	Teacher Representative
6.	Mr. Akash Johri	Teacher Representative
7	Mr. Qumre Alam	NGO Member
8.	Abhishek Jha	Student Representative
9.	Naushika Mirza	Student Representative

### Functions of the Committee:

Internal Complaints Committee is committed:--

- To provide a neutral, confidential and supportive environment for members of the college.
- To advise complaints of the informal and formal means of resolution.
- To ensure the fair and timely resolution of complaints.
- To provide information regarding counselling and support services.
- To ensure protection to the students, faculty and staff for any complaints.







# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 6<sup>th</sup> October, 2023

A meeting of Internal Complaints Committee will be held on 9<sup>th</sup> October, 2023 at 03:00 PM in Board Room.

All the members are requested to attend the meeting.

### Agenda of the Meeting

- Review of minutes of meeting conducted on 6<sup>th</sup> April 2023 & action taken report.
- Initial assessment of complaints and assignment of investigation teams if required
- Any other matter with the permission of chair.

Internal Complaints Committee  
Coordinator

### Copy to.....

1. Principal
2. IQAC Coordinator
3. All Committee Members





## The agenda and outcome of the Internal Complaints Committee meeting held on 9<sup>th</sup> of October, 2023

The meeting commenced at 02:00 pm with all the committee members. As the committee was newly constituted, all the members introduced themselves.

Chairperson welcomed all committee members.

S. No.	Agenda	Discussion
1	Review of minutes of meeting conducted on 6 <sup>th</sup> April 2023 & action taken report	The chairperson read out the salient points in the minutes of the meeting conducted on 6 <sup>th</sup> April 2023 and gave the action taken report.
2	Initial assessment of complaints and assignment of investigation teams if required	The agenda item concerning the initial assessment of complaints and assignment of investigation teams by the Internal Complaints Committee (ICC) in a college involves reviewing newly reported complaints, evaluating their credibility and seriousness, and assigning trained members to investigate as needed.
3	Any other matter with the permission of chair.	No other matter was discussed in the meeting.

The meeting ended with a vote of thanks to the chair.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Action taken report of Internal Complaint committee meeting held on 9<sup>th</sup> October, 2023

S. No.	Agenda	Action Taken
1	Review of minutes of meeting conducted on 6 <sup>th</sup> April 2023 & action taken report	Complete action was done related to the meeting of 6 <sup>th</sup> April 2023
2	Initial assessment of complaints and assignment of investigation teams if required	This discussion ensures swift and impartial handling of allegations, outlining clear procedures, timelines, and communication strategies with involved parties.
3.	Any other matter with the permission of chair.	No other matter was discussed in the meeting.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1.	Mrs. Renu Tiwari	Presiding Officer	
2.	Mrs. Sandhya Sharma	ICC Member	
3.	Mrs. Priyanka Gupta	External Member(Lawyer)	
4.	Ms. Deepika Chauhan	Teacher Representative	
5.	Ms. Chanda ray	Teacher Representative	
6.	Mr. Akash Johri	Teacher Representative	
7.	Mr. Qumre Alam	NGO Member	
8.	Abhishek Jha (BPharm 2 <sup>nd</sup> year)	Student Representative	
9.	Naushika Mirza (BPharm,2 <sup>nd</sup> year)	Student Representative	

Internal Complaints Committee  
Coordinator





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## CIRCULAR

Dated- 22<sup>nd</sup> February, 2024

A meeting of Internal Complaints Committee will be held on 23<sup>rd</sup> February 2024 at 03:00 PM in the Board Room..

All the members are requested to attend the meeting.

### **Agenda of the Meeting**

- To review the previous action taken report
- Complaint box/ suggestion box to be placed in department.
- Any other matter with the permission of chair.

**Internal Complaints Committee  
Coordinator**

### **Copy to.....**

1. Principal
2. IQAC Coordinator
3. All Committee Members





# INNOVATIVE COLLEGE OF PHARMACY

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## The agenda and outcome of the Internal Complaints Committee meeting held on 23<sup>rd</sup> February, 2024

The coordinator welcomed the members of the committee and chaired the meeting. The members discussed in detail above mentioned agenda and the following decisions were taken:-.

**Any complaint should be brought immediately to the notice of Chairman of the committee and suitable necessary safety measures will be ensured.**

S. No.	Agenda	Discussion
1	To review the previous action taken report	The Chairperson read out the salient points in the minutes of the meeting conducted on 9 <sup>th</sup> October, 2023 and gave the action taken report.
2	Complaint box/ suggestion box to be placed in department.	Committee members said that a complaint box or suggestion box is to be placed in department.
3	Any other matter with the permission of chair.	There was no other matter related to ICC.

The meeting ended with a vote of thanks to the chair.

**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Action taken report of Internal Complaints committee meeting held on 23<sup>rd</sup> February 2024

S. No.	Agenda	Action Taken
1	To review the previous action taken report	All previous actions were completed successfully.
2	Complaint box/ suggestion box to be placed in department.	Complaint box/ suggestion box has been placed in the Pharmacy Department's Building on First floor.
3	Any other matter with the permission of chair.	There was no other matter.

  
**Internal Complaints Committee  
Coordinator**





# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## Attendance

S.No.	Name of the Members	Position	Signature
1.	Mrs. Renu Tiwari	Presiding Officer	
2.	Mrs. Sandhya Sharma	ICC Member	
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7.	Mr. Qumre Alam	NGO Member	
8.	Abhishek Jha	Student Representative	
9.	Naushika Mirza	Student Representative	

**Internal Complaints Committee**

**Coordinator**

