



Office of the Principal

26/08/2025

Notification

The Internal Complaints Committee (ICC) has been constituted for the academic year 2025-26 with approval of the Competent Authority. This notification will be effective from immediate effect.

S. No.	Name of the Committee Member(s)	Gender	Composition (s)	Contact Details
1.	DR.SHIVANI BHATNAGAR	Female	Presiding Officer	9571257241
2.	MS. NEETA SHARMA	Female	Faculty Member	9667934337
3.	MS.PRAGATI KUMAWAT	Female	Faculty Member	9079511625
4.	MS. DISHA YADAV	Female	Non-Teaching Member	6377649664
5.	MR. ASHOK PANKAJ	Male	Non-Teaching Member	8619026077
6.	MS.JYOTI GOSWAMI	Female	UG Student (Senior)	9588244334
7.	MR. RAVI SAXENA	Male	Member from NGO	9828802225

Copy to:

- All Committee Members
- All Faculty, Staff, and Students
- Notice Board
- Website for Uploading

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PRINCIPAL
Lord Buddha Institute of
Technology & Science College
Kota (Raj.)

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LORD BUDDHA INSTITUTE OF TECHNOLOGY & SCIENCE COLLEGE

INTERNAL COMPLAINTS COMMITTEE (ICC)

MINUTES OF OPENING MEETING FOR THE ACADEMIC YEAR 2025-2026

A meeting of the Internal Complaints Committee (ICC) on Sexual Harassment was convened by the Presiding Officer in the Principal Meeting Hall of the College. During the meeting, it was noted that **no complaints of sexual harassment had been received**, and the following committee members were in attendance:

Date of Meeting: 29th August, 2025 (1 P.M.)

S. No.	Name of the Committee Member(s)	Gender	Composition (s)
1.	Dr. Shivani Bhatnagar	Female	Presiding Officer
2.	Ms. Neeta Sharma	Female	Faculty Member
3.	Ms. Pragati Kumawat	Female	Faculty Member
4.	Ms. Disha Yadav	Female	Non-Teaching Member
5.	Mr. Ashok Pankaj	Male	Non-Teaching Member
6.	Ms. Jyoti Goswami	Female	UG Student (Senior)
7.	Mr. Ravi Saxena	Male	Member from NGO

Agenda:

- Introduction to Sexual Harassment
- Roles and Responsibilities of ICC Members
- Prevention & Awareness Strategies
- Open Discussion

1. Introduction to Sexual Harassment

- The meeting began with an introduction to the concept of sexual harassment in the workplace, explaining the forms it can take (physical, verbal, non-verbal) and the impact it has on individuals and the organization.

2. Roles and Responsibilities of ICC Members

- The ICC members were reminded of their roles in addressing complaints of sexual harassment, ensuring confidentiality, impartiality, and support to the complainant.
- Members were also briefed on the importance of maintaining a non-biased approach during investigations.

3. Prevention & Awareness Strategies

- The committee discussed potential strategies for preventing sexual harassment, including regular workshops, awareness campaigns, and training sessions for all employees.
- Members were encouraged to support the creation of a zero-tolerance culture and promote respectful behavior across the organization.

4. Open Discussion

- Attendees raised questions about handling specific scenarios, such as false accusations or complaints involving senior employees.
- Suggestions were made regarding better communication of the ICC's role and the available support systems within the organization.

Conclusion

The Committee noted that no complaint of sexual harassment has been received from any girl's students and women employee of this college either in written form or mail. However, Presiding Officer advised continued vigilance and regular awareness initiatives to maintain a safe, respectful and inclusive environment.


Presiding Officer,
Internal Complaints Committee
