

Internal Complaint Committee

(Women Empowerment and Prevention of Sexual Harassment Cell)


PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF COLLEGE

Role and Functions of CELL

The Cell shall exercise the following roles and perform the following functions, namely

- ❖ To receive the applications of the students
- ❖ To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing if required.
- ❖ To hear at the concerned parties and see grievances as early as possible.
- ❖ To counsel the students whenever necessary to resolve their grievances.
- ❖ It shall make efforts to settle the disputes amicably.
- ❖ To prepare and submit the recommendations relating to the redressal of grievances to the concerned parties.
- ❖ To consider and submit recommendations and suggestions in respect of reforms in the working of various sections/units/departments cells of the College relating to the redressal grievances of students.
- ❖ To prepare Minutes and Action Taken Report of the meeting of
- ❖ The college Principal will be Chairman of the meeting.
- ❖ The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda
- ❖ In case of a meeting being called urgently the Notice and Agenda may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the cell may determine




Principal
PRINCIPAL
Art's Science & Commerce College
Rahata, Tal.Rahata, Dist.A.Nagar