



Lok Jagruti Kendra University (LJ University)

University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

NOTIFICATION

Internal Complaint Committee (ICC)

2024-25

30th August 2024

Sr. No	Name	Designation
Chairperson		
1	Dr. Richa Madan 9427604931 profricha_ljimba@ljinstitutes.edu.in	I/C Director LJ-IMBA
Members		
2	Dr. Viral Shukla 9825084559 viralshukla.ljias@ljinstitutes.edu.in	Assistant Professor LJ School of Applied Sciences
3	Dr. Monica Gahlawat 9638510606 monica.gahlawat@ljinstitutes.edu.in	Associate Professor LJ Institute of Computer Applications
4	Dr. Neha Shah 9374143040 nehashah@ljku.edu.in	Associate Professor LJ Institute of Management Studies
5	Dr. Jalpa Parikh 9925027706 jalpa.parikh@ljku.edu.in	Professor LJ School of Physiotherapy
6	Ms. Palak Upadhyay 7623886363 palak.upadhyay_ljsa@ljku.edu.in	Assistant Professor School of Architecture
7	Ms. Prexa Parikh 7227040330 prexa.parikh@ljinstitutes.edu.in	I/C Director LJ Institute of Engineering and Technology
8	Dr. Stuti Dholakiya 9427314913 Stuti.dholakia@ljinstitutes.edu.in	Professor L J Institute of Commerce
9	Ms. Shital C. Trivedi 9879752021 shital.trivedi@ljinstitutes.edu.in	Associate Professor L J School of Pharmacy
10	Dr. Rashi Goplani 9879025435 directorljiem@ljku.edu.in	I/C Director BBA- Event Management
11	Ms. Meghna Vaishnav 98793 54513 meghanavaishnav.ljias@ljinstitutes.edu.in	Office Assistant LJ School of Applied Sciences
12	Mr. Ishwar Prajapati 9824348409 ishvar.prajapati@ljinstitutes.edu.in	Librarian LJIET
13	Ms. Isha Shetty 9104562293	Student representative (PG) LJIMS
14	Ms. Neha Patel 9712115306	Student representative (UG) LJI AS
15	Ms. Jankiben Vasant 9825067892 janki@samvedana.org.in	NGO representative SAMVEDANA

Punensu
Registrar



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Internal Complaints Committee (ICC)

Objectives

The Internal Complaints Committee is a statutory body instituted with the key objective of establishing a zero-tolerance policy for sexual harassment and ensure a safe environment for students, faculty, and staff. It aims to work towards prevention, prohibition and redressal of sexual harassment of women employees and students within the college.

Scope

Applies to all members of the college community, including students, faculty, staff, and visitors.

Functions

The main functions of the committee are as follows:

1. Grievance redressal of sexual harassment
2. Counselling services for complainants
3. Consultation/ Support services for college
4. Sensitization/ Awareness programmes for prevention of sexual harassment at the workplace

Constitution of the Committee

It is constituted by 7 members:

- Presiding Officer (Woman faculty member)
- NGO representative (Committed to cause of women)
- 2 faculty members (nominated by the director)
- 1 non-teaching staff (Nominated by Director)
- 2 student representatives (Elected members) –
 - 1 UG Student
 - 1 PG Student

Working of the committee

- The committee works towards providing grievance redressal of sexual harassment case filed by any employee/ student of the college against a male colleague/ teacher/ student.

- It organizes training programmes/ workshops for college staff and students to sensitize them and ensure knowledge and awareness of rights, entitlements and responsibilities enshrined in the act.
- It creates awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment
- The ICC of the college is prominently displayed on the website of the college with its annual reports uploaded on the same as well as names of the committee members with their contact details.
- Student representatives are appointed one from a UG and PG programme each.

Complaint Filing Process

- **Lodging a Complaint:**

- Complaints should be made in writing/ email and submitted to the ICC.
 - Complaints can be submitted by the victim, a third party, or any member of the community on behalf of the victim.
 - Anonymity and confidentiality must be maintained throughout the process.
- **Time Frame:** Complaints should ideally be filed within three months from the date of the incident. However, this period may be extended under special circumstances.
- Upon receiving the complaint, a meeting of ICC will be called immediately. A complaint will be acknowledged. Committee will meet and talk to a complainant within a week and will intimate about informal or formal options for Redressal. For conducting enquiry, minimum three members of ICC including chairperson shall be present

Redressal Mechanism:

- ICC to conduct a preliminary assessment within 7 days of receiving the complaint to determine if it falls within the purview of sexual harassment.
- The ICC will conduct a detailed investigation, including interviews with both parties, witnesses, and review of evidence.
- The process should be completed within 90 days of the complaint.
- Both the complainant and the respondent should be given an opportunity to present their case.
- The respondent has the right to be informed of the charges and evidence against them.
- Upon completion of the investigation, the ICC will submit a report with findings and recommendations to the college authority.
- If the complaint is substantiated, appropriate disciplinary action will be taken, which may include warnings, suspension, termination, or legal action.


Confidentiality

- The identities of the complainant, respondent, and witnesses should be kept confidential.
- All records of the proceedings should be securely maintained and only accessible to authorized personnel.

Appeal Process

- **Right to Appeal:**
 - Both the complainant and the respondent have the right to appeal the decision of the ICC within 30 days of the decision.
- **Appellate Authority:**
 - The appeal should be submitted to a higher authority within the institution or to a designated external body.

The institute reaffirms its commitment to creating a safe and respectful environment free from sexual harassment.


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