

Ref. ICC committee /2022-23

Date:10-03-2023

## **INTERNAL COMPLAINTS COMMITTEE (ICC)**

- Everybody has the right to be treated with dignity and respect and a right to safe and healthy work environment. Sexual harassment is a violation of an individuals' right to work and live with dignity. Our College is committed to providing a place of work and study that is free of sexual harassment. Instances of sexual harassment will be taken seriously and dealt with promptly. Disciplinary action will be taken according to the nature and gravity of the behaviour reported. The College will respect the confidentiality and privacy of individuals reporting and the accused of sexual harassment to the extent possible. Care will be taken to see that complainants, witnesses and the harasser does not face victimization and discrimination during the process of enquiry. Intentionally providing false information is a ground for disciplinary action. In case of a false complaint a penalty will be levied on the complainant. All members of Nootan Pharmacy College –students, teaching faculty, administrative staff, both contractual and temporary will come under the purview of this policy.
- Nootan Pharmacy College, Sankalchand Patel University provides everybody with equal opportunity irrespective of caste, creed, language, or gender. The University ensures that every staff/student inside the campus enjoys equal rights in the process of offering or receiving education. This cell looks after the related matters (if any) of depriving a student, or staff, or group of students on the basis of caste, creed, language, ethnicity, gender, or different ability. Any act, speech or intentions that perturb the harmony among the people is seriously regarded and dealt on immediate basis to restore the peace.
- **Objectives, Roles and Responsibilities of College Internal Complaints Committee**
  - Prevent discrimination and sexual harassment, by promoting gender amity among students and employees;



- Make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Management.
- Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) as:
  - ✓ Physical contact and advances;
  - ✓ Demand or request for sexual favours;
  - ✓ Sexually coloured remarks;
  - ✓ Showing pornography; and
  - ✓ Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court)
- The following is also sexual harassment and is covered by the committee:
  - ✓ Eve-teasing
  - ✓ Unsavory remarks,
  - ✓ Jokes causing or likely to cause awkwardness or embarrassment,
  - ✓ Innuendos and taunts,
  - ✓ Gender based insults or sexist remarks,



- ✓ Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- ✓ Touching or brushing against any part of the body and the like, Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,- Forcible physical touch or molestation and physical confinement against one's will and any other act likely to violate one's privacy.

The Committee shall meet as often as may be needed and appropriate.

Frequency of meeting: Once in a year (beginning of academic year) and as and when necessary.

Sr. No.	Designation	Name of Member	Contact number	E-mail address
1	Chairperson	Dr. Indrajeet Singhvi	9414385479	dean.fp@spu.ac.in
2	Member from teaching staff (Convener)	Ms. Vaishali R. Patel	9426739492	vaishalii_21@yahoo.co.in
	Member from teaching staff	Dr. Khushbu S. Patel	7567889915	aarvipatel85@gmail.com
	Member from teaching staff	Ms. Nidhi P. Shah	9429305640	nidhishah5142gmail.com
3	Member from non-teaching staff	Ms. Hasumati M. Patel	9429728599	dipeshlib20072gmail.com
4	Head Clerk	Mr. Sumit Patel	9173734520	sumitpatelbcom@gmail.com



*Dr. Indrajeet Singhvi*  
Dr. Indrajeet Singhvi

Dean & Principal

**TEACHING STAFF MEETING FOR FACULTY OF PHARMACY.**

**Date:** 10/03/2023, Friday

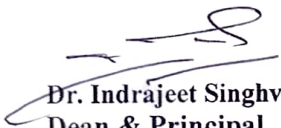
**Time:** 10:30 am

**Venue:** - Principal Office, Nootan Pharmacy College

Find the agenda for the meetings as follows:

1. Annual meeting of INTERNAL COMPLAINTS COMMITTEE (ICC) in college and to discuss role and responsibility of committee.
2. To discuss any other academic matter concerning the subjects under the faculty, with permission of the Dr. Indrajeet Singhvi (Dean & Principal)

- **All the teaching staffs hereby inform to attend meeting without fail.**
- **The schedule and agenda of meeting is given above.**

  
**Dr. Indrajeet Singhvi**  
**Dean & Principal**  
**Faculty of Pharmacy,**  
**Nootan Pharmacy College,**  
**Sankalchand Patel University,**  
**Visnagar - 384315**



➤ **Copy to:**

- Scanned copy(e-copy) has been sent to official e-mail of all concerned staff

Date: 10/03/2023

## MINUTES OF TEACHING STAFF MEETING FOR FACULTY OF PHARMACY

Date: 10/03/2023, Friday

Time: 10:30 am

Venue: - Principal Office, Nootan Pharmacy College

The staff meeting of faculty of pharmacy was held on 10/03/2023, 10:30 am. Dr. Indrajeet Singhvi (Dean & Principal) had welcomed the teaching staff members and given a brief idea about agenda of the meeting.

- Following points were proposed, discussed and approved during the meeting:

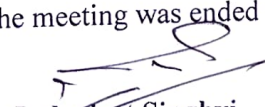
**ITEM NO. 1: ANNUAL MEETING OF INTERNAL COMPLAINTS COMMITTEE (ICC) IN COLLEGE AND TO DISCUSS ROLE AND RESPONSIBILITY OF COMMITTEE.**

**Discussion:** Dr. Indrajeet Singhvi, Dean & principal has informed all the teaching staff members regarding annual meeting of Internal Complaints Committee (ICC) in college and its discuss role and responsibility of committee members. The committee is formed and informed regarding it. Dr. Indrajeet Singhvi has discussed objectives, role and responsibilities of ICC.

**ITEM NO. 2: TO DISCUSS ANY OTHER ACADEMIC MATTER CONCERNING THE SUBJECTS UNDER THE FACULTY, WITH PERMISSION OF THE CHAIR**

**Discussion:** No other matter was discussed further.

The meeting was ended with a vote of thanks by Dr. Indrajeet Singhvi.

  
Dr. Indrajeet Singhvi  
Dean & Principal  
Faculty of Pharmacy,  
Nootan Pharmacy College,  
Sankalchand Patel University,  
Visnagar-384315



- E-Copy to: Scanned copy of minutes has been sent to all staff on official email.