



# SIYA RAM GANGA PRASAD PHARMACY COLLEGE

VIII. Mohammad Pur, Tindola Road, Banki, Barabanki (225003)  
Mob.: 9839042400 | email : college.srgp@gmail.com

Ref: SRGP/2023-24/COMM/02

Date: 01/10/2023

## OFFICE ORDER GENDER SENSITIZATION CELL

As per UGC guidelines the Institute has constituted an Internal Complaint Committee (ICC) and a special cell to deal with the issues of Gender based violence and to conduct Gender Sensitization Programme in the academic session 2022-23.

The following members are nominated as the committee for Internal Complaint Committee (ICC):

S No.	Name	
1	Mr. Sachin Kumar Saxena (Registrar)	Head
2	Ms. Supriya Nigam (Office Superintendent)	Member
3	Mr. Dharendra Kumar (Lecturer)	Member
4	Ms. Archana (Lecturer)	Member
5	Ms. Rachna (Lecturer)	Member

### Duties and Responsibilities:

- To examine all grievance letters received from the women staff/students regarding the sexual harassment.
- To examine and investigate on each complaint received from the women staff/students by collecting the required information/data from connected people.
- To give feedback to the women staff/students concerned to find solution for their grievances.
- The committee will record such grievances received from the women staff/students, in a separate register maintained exclusively for this purpose. The reply given by the committee to the women staff/students for grievance should also be recorded in the register.
- The Committee should find suitable solution to settle the problems faced by the women staff/students regarding matters relating to sexual harassment within 10 days after thorough investigation.

Copy to

- Chairman
- Faculty for information
- Office File

  
Registrar

Siya Ram Ganga Prasad  
Pharmacy College