

LZEBRA GIRLS COLLEGE, KOTA



Sydney Street, Shivpura, Kota (Raj.) India.
Affiliated with University of Kota, Statutory Approval from NCTE

Date:- 30/07/2025

Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) of Lzebra Girls College is constituted to ensure a safe, secure, and gender-sensitive environment for all students, teaching staff, and non-teaching staff. The Committee addresses complaints related to sexual harassment at the workplace and campus in a fair, confidential, and time-bound manner, in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Regulations, 2015.

The College follows a zero-tolerance policy towards sexual harassment and is committed to maintaining dignity, equality, and respect within the institution.

Objectives of ICC

1. To provide a safe and secure environment for students and employees.
2. To prevent sexual harassment through awareness and sensitization programs.
3. To receive and redress complaints of sexual harassment.
4. To ensure confidentiality, neutrality, and timely action.
5. To promote gender justice and respectful behavior on campus.

Composition of Internal Complaints Committee (ICC)

(As per POSH Act 2013 & UGC Regulations)

S. No.	Composition(s)	Name	Gender	Contact No.
1	Presiding Officer	Dr. Rachna Badolia	Female	9468627821
2	Teaching Member	Mrs. Sushila Malav	Female	9001585075
3	Teaching Member	Mr. Yatish Madatwal	Male	9587012204
4	Non-Teaching Member	Mr. Kuldeep Sharma	Male	9602975017
5	Non-Teaching Member	Ms. Archana Sharma	Female	9782519144
6	Student (Senior)	Ms. Kanchan Soni	Female	9414184278
7	External Member	Mr. Vishnu Pareek	Male	9887501007

Tenure: The above committee is valid for the Academic Session 2025-26 or until further orders.

What Constitutes Sexual Harassment

Sexual harassment refers to any unwelcome act or behavior of a sexual nature, whether expressed directly or implied, that violates the dignity and safety of an individual. It includes, but is not limited to, unwelcome physical contact or advances, demands or requests for sexual favors, sexually colored remarks or messages, display or circulation of pornographic material, and any unwelcome verbal, non-verbal, written, online, or physical conduct of a sexual nature. Such behavior, whether occurring on campus, during official activities, or through digital platforms, is strictly prohibited.

Complaint Filing Procedure

Any aggrieved person may submit a written and signed complaint to the Presiding Officer, ICC within three months of the incident. The complaint should mention the date, time, place, and full details of the incident along with the names of the respondent(s), if known. Supporting evidence such as documents, screenshots, or messages may be attached.

All complaints are acknowledged promptly and handled with strict confidentiality, sensitivity, and fairness. Protection against victimization and retaliation is ensured.

Functions and Responsibilities of ICC

The ICC receives and examines complaints of sexual harassment, conducts inquiries as per statutory provisions and principles of natural justice, recommends appropriate disciplinary action to the competent authority, organizes gender sensitization and awareness programs, and submits required annual and compliance reports.

College strongly encourages reporting of incidents without fear. Every complaint is treated with utmost respect, neutrality, and complete confidentiality, and is addressed through a fair, time-bound, and unbiased process in accordance with statutory provisions.

B. Shanti
Principal
Lzebra Girls College
Kota

Copy to

1. All Committee Members
2. All Students, Faculty & Staff Members
3. Placed on Notice Board & Upload on Website