



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in Website: <https://kashiip.ac.in>

1800-123-321-123

POLICY AND PROCEDURE

Internal Complaint Committee:

At Kashi Institute of Pharmacy, an internal complaint committee has been established. To address the matter in accordance with Section 4 of the Sexual Harassment of Women at the Institution (Prevention, Prohibition and Redressal) Act, 2013, which was released by the Ministry of Women Welfare, Government of India, in order to address the concerns of all Kashi IP staff members and students.

Objectives of ICC Committee:

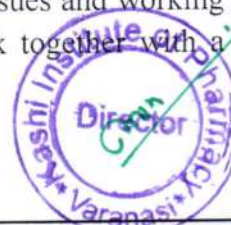
1. To establish an ongoing procedure that the organization can utilize to stop and deal with instances of sexual harassment and other types of gender-based violence.
2. To create an institution-wide policy prohibiting the sexual harassment of women.
3. To establish a secure and safe space in order to stop any instances of sexual harassment.
4. The institution is dedicated to preserving a discrimination-free atmosphere based solely on gender.
5. To encourage a psychological and social milieu that will increase consciousness regarding sexual harassment in all of its manifestations.
6. To ensure that, by appropriately reporting complaints and investigating them, the policy is carried out in compliance with both the text and the spirit of the law.

Role and Functioning of the Committee:

After receiving a complaint, the ICC will begin a preliminary investigation to ascertain the veracity of the allegations by compiling supporting material and interviewing any witnesses, including the complainant. ICC is then required to forward to the Director the preliminary inquiry report and any original documents collected during the preliminary enquiry proceedings. Where necessary, the ICC may file complaints with the other sections or the Grievance Redressal Cell if the accusations are not sexual in character. Female Students and staff of Kashi Institute of Pharmacy, Varanasi may email their complaint or made a phone call or written request to any ICC committee member.

Responsibilities of the Committee:

1. Ensuring that no one will learn the complainant's identity.
2. To create and uphold a workplace free from sexual harassment, including safeguards against co-workers and outside guests.
3. Increasing understanding of gender and sexuality-related issues and working to provide a welcoming atmosphere for gender justice, where all parties can work together with a feeling of security and dignity, are examples of gender sensitization.





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Ref. No.: Kashi IP/Office Order/2022-23/ICC/01

Date: 17/08/2022

OFFICE ORDER

The Internal Complaint Committee as per details given below has been formed for the session 2022-23 to resolve the problems as per section 4 of Sexual Harassment of Women at the Institute (Prevention, Prohibition and Redressal) Act, 2013 issued by GOI. Ministry of women and child development, to resolve the problems of all the students & staff members of each discipline

S.No	Name	Department	Designation	Contact No
1.	Mrs. Sneha Yadav	Pharmacy	Presiding officer	8957772496
2.	Prof.(Dr.) Ashutosh Mishra	Pharmacy	Member	9457246044
3.	Dr. Vivek Keshari	Pharmacy	Member	7970798454
4.	Ms. Sneha Bharti	Pharmacy	Member	7398746947
5.	Mrs. Nancy Jaiswal	Pharmacy	Member	8209147150

In case of any problem/issues, the students are feel free to contact the above said members or directly to the Presiding Officer.



Copy to:-

1. Vice Chairman
2. Director
3. Registrar
4. HOD
5. Hostel Warden (Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Boards



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Ref. No. KIP/ICC/2022-23/April-01

Date 20/04/2023

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was held on 20/04/2023. The venue and time of this meeting was Director's office at 3:00 PM.

Present Member:

S.No	Name	Remark
1.	Mrs. Sneha Yadav	<i>Suf</i>
2.	Dr. Ashutosh Mishra	<i>am</i>
3.	Dr. Vivek Keshari	<i>Vivek</i>
4.	Ms. Sneha Bharti	<i>Sneha</i>
5.	Mrs. Nancy Jaiswal	<i>Nancy</i>

Agenda of the meeting:

1. Planning for awareness program for both girls and boys.
2. To upload handbook on sexual harassment of women at work place (Prevention Prohibition and Redressal) Act.2013 on college website, issued by GOI, Ministry of Women welfare.
3. Other point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting
2. Title of program has decided as "Awareness about the basis Human Rights" with the concern of all members.
3. Date and time has decided for the program.
4. Distribution of responsibility has been done for smooth conduction of program.
5. A handbook on sexual harassment of women at work place (Prevention. Prohibition and Redressal) Act, 2013 issued by GOI. Ministry of Women and child development will be uploading on college website.
6. No other point has been raised in meeting.
7. Meeting has concluded after votes of thanks given by presiding officer.

Suf

Presiding Officer
Internal Complain Committee





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Ref No.-KIP/ICC/2022-2023/Apr-02

Date-24/04/2023

NOTICE

It is notified for information to all students that Internal Complain Committee is going to organize a poster making competition on 25/04/2023. All the details of the scheduled program are as:

Topics:

1. Gender Equality: "Boys & Girls, Together make a beautiful world"
2. "Women Education and Empowerment"

Note:-

1. Maximum of 4 members can participate in a group.
2. Poster should be handmade.
3. Venue & Time: "Pharmacy Department" reception area, 2 PM onwards.
4. Interested candidates prepare the poster and present it on 25/04/23.


Presiding Officer
Internal Complain Committee

Copy to-

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2. Director
3. Registrar
4. HOD
5. Hostel Warden (Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Boards

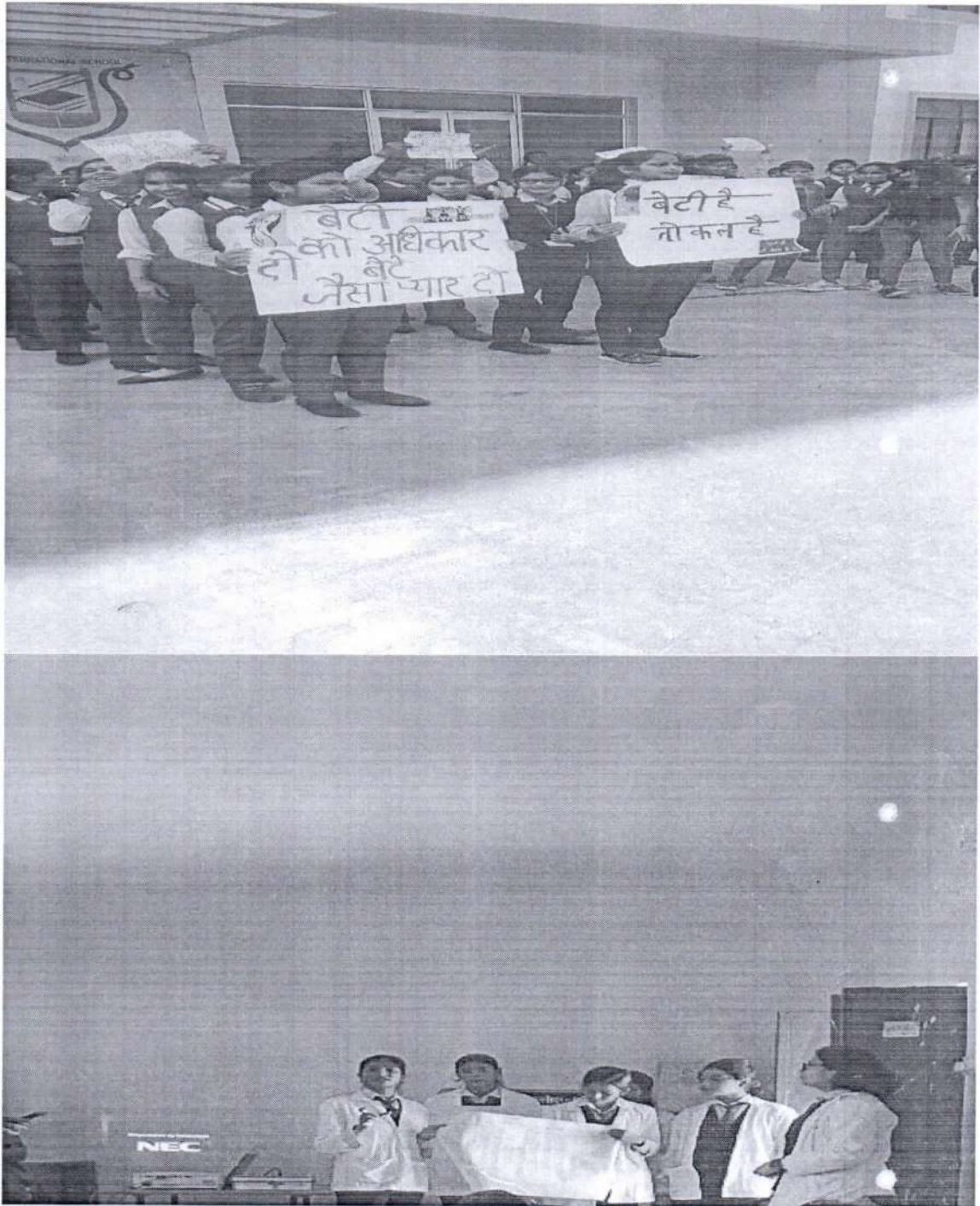




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AWARENESS BY POSTER PRESENTATION





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Date: 25/04/2023

Report on Poster Making Competition on:

1. Gender Equality: "Boys & Girls, Together make a beautiful world"
2. "Women Education and Empowerment"

As a part of internal complains committee responsibility, a Poster Making competition was held on "25th April 2023". The Topics of the Competition were vast area to discuss and the participants represented their imagination through posters and slogans. Many students enthusiastically participated in the competition. There were 12 student (Total 6 group maximum 2 members in each group) participants. The judges for the event were Dr. A.K.Yadav (Deputy Director KIT), Dr. Ashutosh Mishra, Mr. Manoj Kumar prajapati and various senior faculty members also visited the competition to encourage the participants.

The Winners lists are as:

Winner:

1. Jyotipatel (1st)
2. Isha Gupta (2nd)
3. Alisha Naaz (3rd)

Certificate of participation was given to all the participants.

Presiding Officer
Internal Complain Committee





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Ref. No. KIP/ICC/2022-23/May-01

Date 23/05/2023

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was held on 23/05/2023. The venue and time of this meeting was Director's office at 3:00 PM.

Present Member:

S.No	Name	Remark
1.	Mrs. Sneha Yadav	
2.	Dr. Ashutosh Mishra	
3.	Dr. Vivek Keshari	
4.	Ms. Sneha Bharti	
5.	Mrs. Nancy Jaiswal	

Agenda of the meeting:

1. Planning for awareness program for both girls and boys.
2. To upload handbook on sexual harassment of women at work place (Prevention Prohibition and Redressal) Act.2013 on college website, issued by GOI, Ministry of Women welfare.
3. Other point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting
2. Title of program has decided as "Awareness about the basis Human Rights" with the concern of all members.
3. Date and time has decided for the program.
4. Distribution of responsibility has been done for smooth conduction of program.
5. A handbook on sexual harassment of women at work place (Prevention. Prohibition and Redressal) Act, 2013 issued by GOI. Ministry of Women and child development will be uploading on college website.
6. No other point has been raised in meeting.
7. Meeting has concluded after votes of thanks given by presiding officer.

Presiding Officer
Internal Complain Committee





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Ref No.-KIP/ICC/2022-2023/Jun-01

Date-05/06/2023

NOTICE

It is notified to all concern that Internal Complaints Committee has organizing an awareness program, titled as "**Awareness about the Basic Human Rights**" on **6 June 2023** in the premises of Kashi Institute of Pharmacy, Varanasi. The Guest Speaker for this event is **Mr. Vikrant Veer, IPS (DCP, GOMTI ZONE)** All the Faculty, Staff and Students of Kashi IP Varanasi are cordially invited to attend the program.

Venue: Seminar Hall, 2nd Floor, CRC Building

Time: 12:30 PM

Presiding Officer
Internal Complain Committee

Copy to:

1. Vice Chairman
2. Director Kashi IP
3. Registrar
4. HOD
5. Hostel Warden (Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Boards



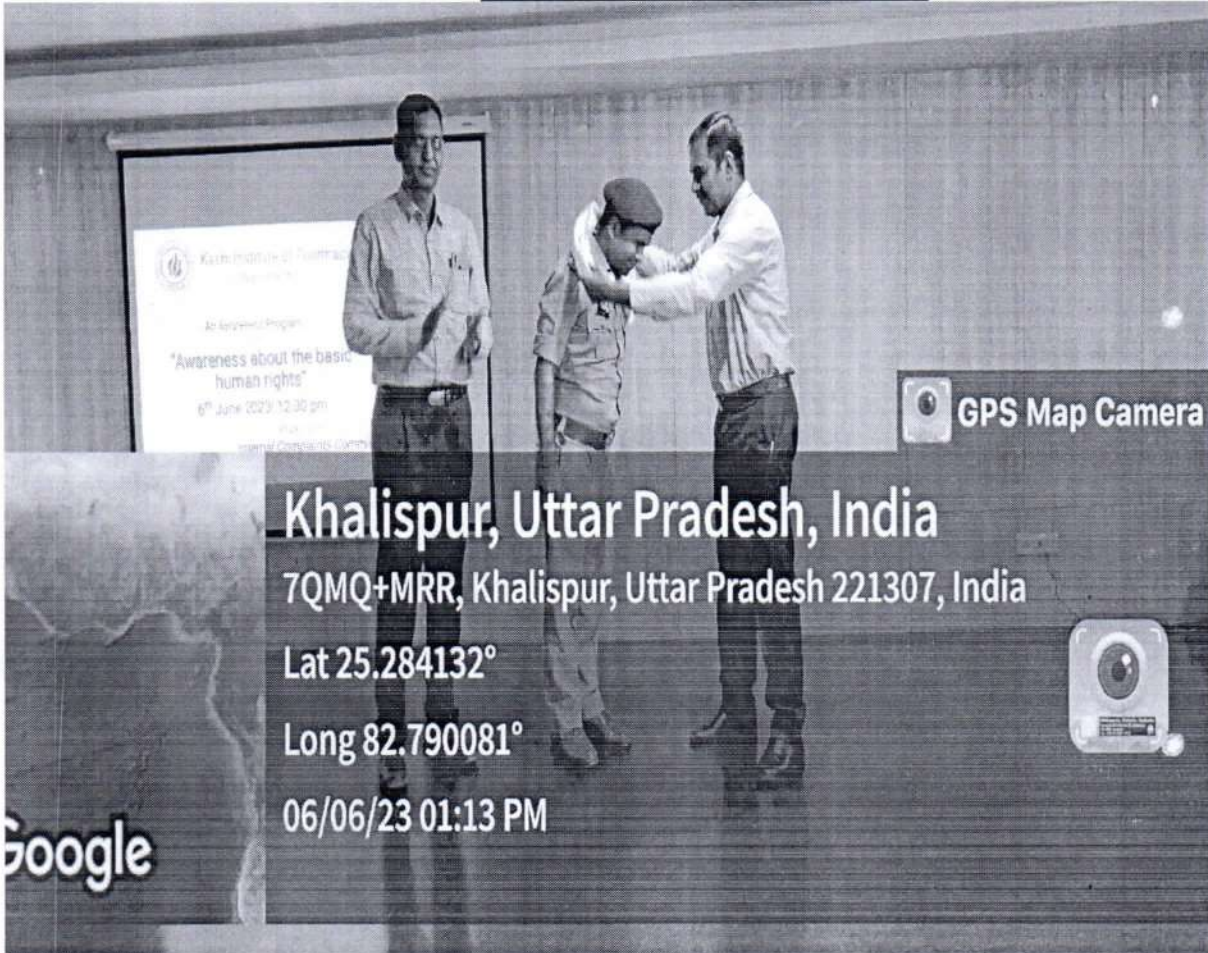


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EVENTS PHOTOGRAPHS



AWARENESS PROGRAMME ON BASIC HUMAN RIGHT
WELCOME OF GUEST BY DIRECTOR AND DEPUTY DIRECTOR





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STUDENT ONE TO ONE INTERACTION



INAUGURATION OF AWARENESS SESSION BY LAMP LIGHTENING





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Date 06/06/2023

Report of Program "Awareness about the basis Human Rights"

A program named as "Awareness about the basic Human Rights" was organized on 06 June 2023 in premises of Kashi Institute of Pharmacy, Varanasi. The main purpose of this program was to make students aware about the gender equality and discrimination, and to tell that everyone has got equal rights. This program is to make people aware about the safety & security and basic rights of human at the workplace to promote self-reliance and gender equality in the society. IPS, DCP Gomti Zone, Varanasi Mr. Vikrant Veer was a chief guest in the program.

The program was Started with lamp enlighten and garlanded to goddess Saraswati. Further Chief Guest has welcomed by giving a bouquet and requested to enlighten the students and other member present over there with his valuable words. He addressing the students in the auditorium presented his views on Basic human Rights and present detailed discussion on Human Rights.

He also addressed the students on conduct and behavior in adverse times. Apart from this, he also discussed about the law & order and their compliance. Along with this, he guides the students about the career in the civil services and motivates them for competitive examination and success in it and various types of questions were asked by the students to the chief guest and were satisfied with his answer. At the end of the program, the chief guest was honored by giving a memento, shawl and Pen & Diary as a token of love. The program was ended with the vote of thanks.

**Presiding Officer
Internal Complain Committee**





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Ref. No.: Kashi (IP)/ Office Order /2021-22/ 01

Date-20/07/2021

OFFICE ORDER

The Internal Complain Committee as per details given below has been formed for the session 2021- 22 to resolve the problems as per section 4 of Sexual Harassment of Women at the Institute (Prevention, Prohibition and Redressal) Act, 2013 to resolve the problems of all the students & staff members of each discipline.

S.No	Name	Department	Contact No.
1.	Ms. Sweta Rai	Pharmacy	7415743382
2.	Prof.(Dr.) Ashutosh Mishra	Pharmacy	9457246044
3.	Dr. Vivek Keshari	Pharmacy	7970778454
4.	Ms. Sneha Bharti	Pharmacy	8955046935
5.	Ms. Sonali Shaw	Pharmacy	9219650614
6.	Mr. Brijesh singh	Pharmacy	9984846242

In case of any problem/issues, the students are feel free to contact the above members or directly to the Presiding Officer.



Copy to:-

1. Vice Chairman
2. Director
3. Registrar
4. HOD
5. Hostel Warden (Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Boards



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Ref. No. KIP/ICC/2021-22/oct-01

Date 01/10/2021

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was called on 01/10/2021. The venue and time of this meeting was director's office at 2:30 PM.

Present Member

S.No	Name	Remark
1.	Mrs. Sweta Rai	Sweta Rai
2.	Prof.(Dr.) Ashutosh Mishra	AM
3.	Dr. Vivek Keshari	✓
4.	Ms. Sneha Bharti	Sneha
5.	Ms. Sonali shaw	Sonali
6.	Mr. Brijesh singh	Ⓟ

Agenda of the meeting:

1. Planning for awareness program for both girls and boys.
2. Other point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Title of program has decided as "Visualizing Women's Safety and Security" with the concern of all member.
3. The objectives of this program are as follow
 - I. To Share the role and importance of ICC committee among the students
 - II. To inform the students that what type of complaints can students make to the ICC committee?
 - III. To communicate the way how one does can prepare and fill committee?
4. Date and time has decided for the program.
5. Distribution of responsibility has been done for smooth conduction of program.
6. No other point has been raised in the meeting.
7. Meeting has concluded after votes of thanks given by presiding officer.

Sweta Rai

Presiding Officer
Internal Complain Committee





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Ref No.-KIP/ICC/2021-2022/Oct-02

Date-02/10/2021

NOTICE

It is notified for information of all concern that a program titled as "Role and Importance of ICC Committee at workplace" is scheduled to be held on 5 Oct 2021 in the premises of Kashi Institute of Pharmacy, Varanasi. All the employee and Students of Kashi Institute of Pharmacy, Varanasi are cordially invited to attend the program.

Venue: Seminar Hall 2nd Floor CRC Building

Time: 1:00 PM

Sweete Ra'

Presiding Officer

Internal Complaint Committee

Copy to-

1. Vice Chairman
2. Director
3. Registrar
4. HOD
5. Hostel Warden (Boy's & Girl's)
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Date-05/10/2021

Report of "Role and Importance of ICC Committee at Workplace"

A program named as "Role and Importance of ICC Committee at workplace" was organized on 5th October 2021 in premises of Kashi Institute of Pharmacy, Varanasi. The purpose of the event is to raise awareness among the students and employee of institution. Through this event students have learned that which type of complaint comes under ICC committee, how to make complaint. This program organized in seminar hall (2nd floor) of CRC building. The program Started with lamp enlighten to goddess Saraswati. Further Director addresses the assembly and enlightens the present member over there with his valuable words. After that program continued with interaction of each member of ICC committee with the students. The Event Picture are as:



Presiding Officer
Internal Compl: in Committee



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Ref. No. KIP/ICC/2021-22/feb- 01

Date 28/02/2022

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was called on 28/02/2022. The venue and time of this meeting was LRB 04 at 2:30 PM.

Present Member

S.No	Name	Remark
1.	Mrs. Sweta Rai	Sweta Rai
2.	Prof.(Dr.) Ashutosh Mishra	Mii
3.	Dr. Vivek Keshari	✓
4.	Ms. Sneha Bharti	Sneha
5.	Ms. Sonali Shaw	Sonali
6.	Mr. Brijesh Singh	(B)

Agenda of the meeting:

1. Planning for awareness program for both girls and boys.
2. Other point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Title of program has decided as "Visualizing Women's Safety and Security" with the concern of all member.
3. Date and time has decided for the program.
4. Distribution of responsibility has been done for smooth conduction of program.
5. No other point has been raised in meeting.
6. Meeting has concluded after votes of thanks given by presiding officer.



Presiding Officer
Internal Complain Committee



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Ref No.-KIP/ICC/2021-22/March-01

Date-04/03/2022

NOTICE

Hereby notify to all concern that "International Women's Day" will be celebrating on 8th March 2022 in the premises of Kashi Institute of Pharmacy, Varanasi. The celebration of Day will be started with Prabhaat Pheree and some other cultural activities also take place in the program. All the Female employee and girls Student of Kashi IP family are cordially invited to attend the program.

Venue:

- Prabhaat Pheree start from Block D to CRC building
- Cultural Activity: Seminar Hall 3rd Floor CRC Building Time: 1:00 PM

Sweta K

**Presiding Officer
Internal Complain Committee**

Copy to-

1. Hon'ble Vice Chairman
2. Director
3. Registrar
4. HOD
5. Hostel Warden (Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Boards

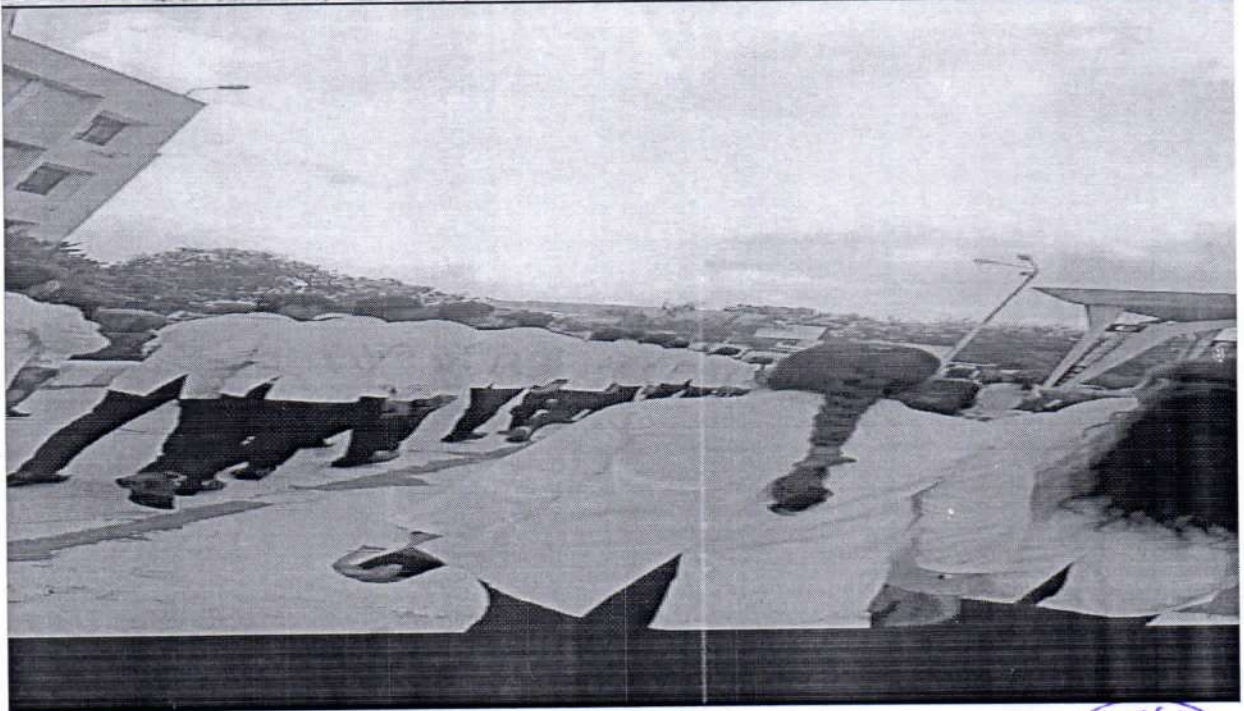




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PRABHAT PHEREE



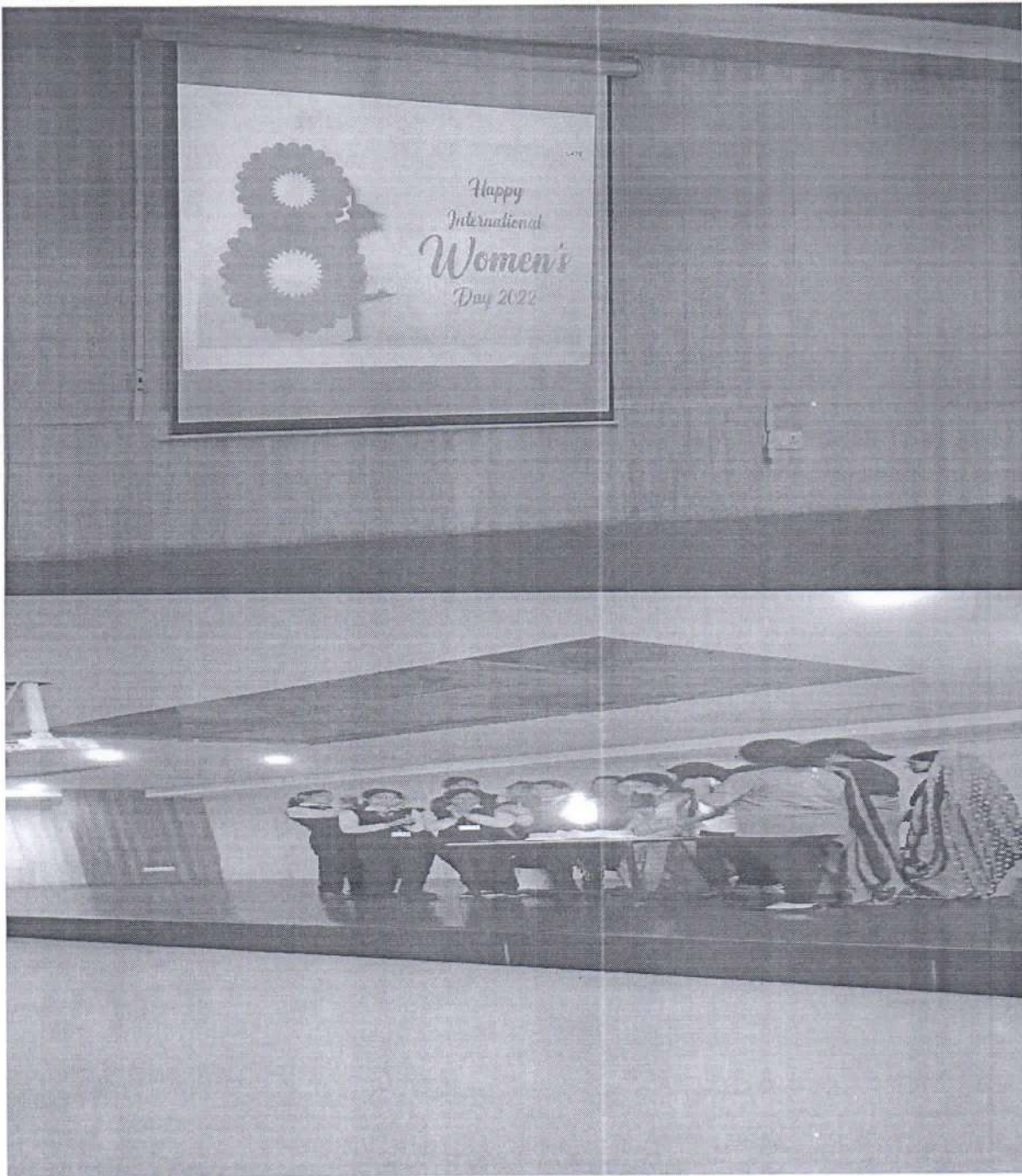
Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



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WOMEN'S DAY CELEBRATION





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Date-08/03/2022

Report of Women's Day Celebration

The International Women's Day was celebrated at Kashi Institute of Pharmacy Varanasi on 8th March, 2022. The purpose of celebrating Women's Day is to raise awareness about the status and dignity of women among the students. The program is started with PrabhaatPheree from Block D to College CRC building by the college female faculties along with girl's student. The further program was organized in the seminar hall (3rd Floor). The program started with Speech of Director Prof. (Dr.) Ashutosh Mishra, Further the program was continued with Social cultural program and ended with cutting of cake and distribution.

Sweta Rai

**Presiding Officer
Internal Complain Committee**





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Ref. No. KIP/ICC/2021-22/June- 01

Date 18/06/2022

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was called on 18/06/2022. The venue and time of this meeting was director's office at 2:30 PM.

S.No	Name	Remark
1.	Ms. Sweta Rai	Sweta Rai
2.	Prof.(Dr.) Ashutosh Mishra	Prof. Ashutosh Mishra
3.	Dr. Vivek Keshari	Dr. Vivek Keshari
4.	Ms. Sneha Bharti	Sneha
5.	Ms. Sonali Shaw	Sonali
6.	Mr. Brijesh singh	Brijesh Singh

Agenda of the meeting:

1. Planning for awareness program for both girls and boys.
2. Other point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Title of program has decided as "Visualizing Women's Safety and Security" with the concern of all member.
3. Date and time has decided for the program.
4. Distribution of responsibility has been done for smooth conduction of program.
5. No other point has been raised in meeting.
6. Meeting has concluded after votes of thanks given by presiding officer.



Presiding Officer
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Ref No.-KIP/ICC/2021-22/June-02

Date-20/06/2022

NOTICE

It is notified for information of all concern that a program titled as "A Way of Self Defence" is scheduled to be held on 23 June 2022 in the premises of Kashi Institute of Pharmacy, Varanasi. All the Female employee and girls Student of Kashi IP Varanasi are cordially invited to attend the program.

Venue: Seminar Hall 2nd Floor CRC Building Time: 1:00 PM

Sweta Rai

Presiding Officer
Internal Complain Committee

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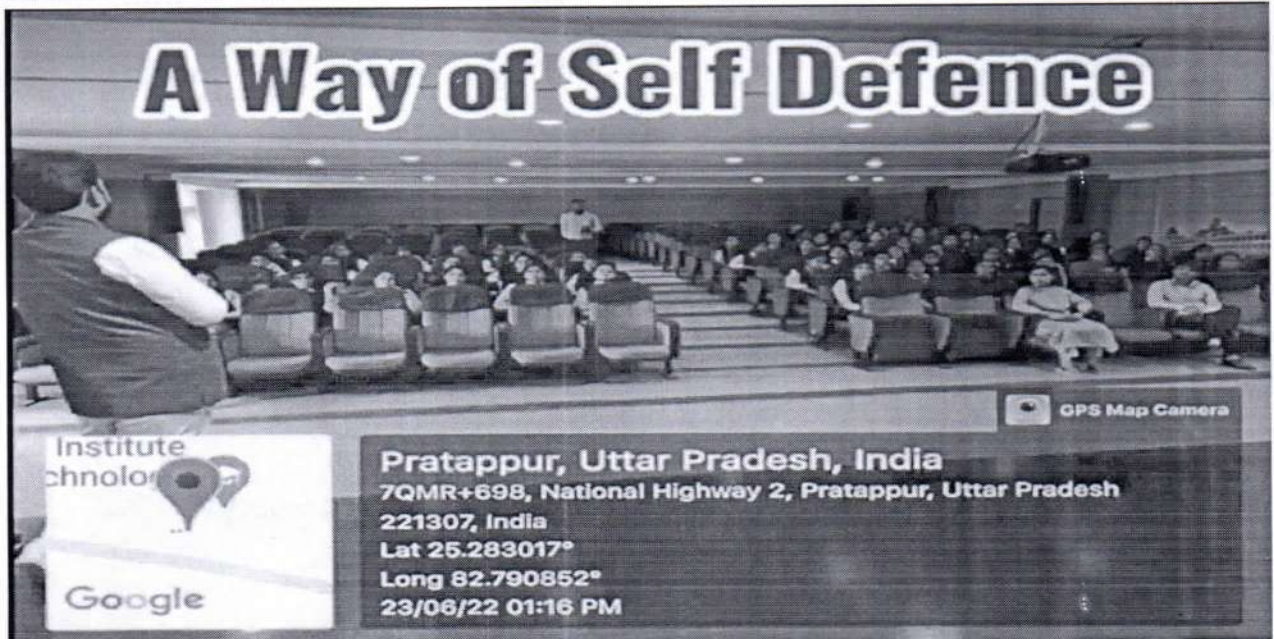




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GIRLS ATTENDING WAY TO SELF DEFENCE SESSION



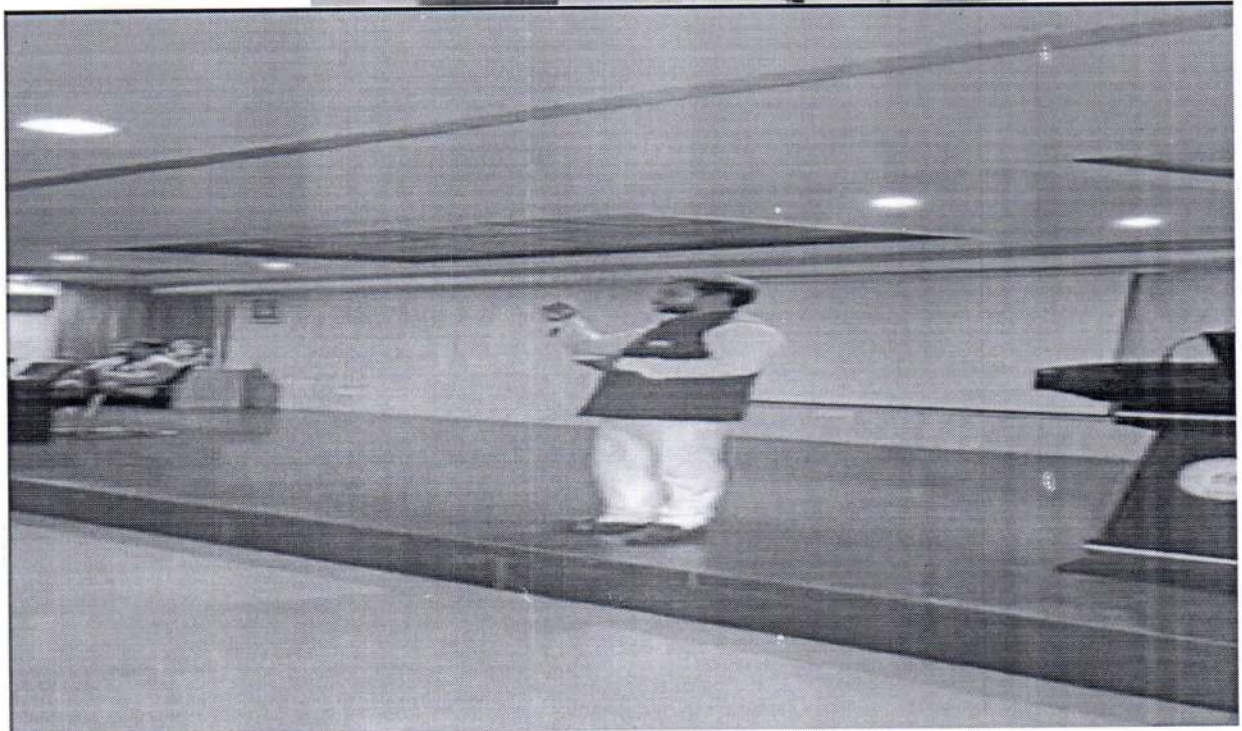


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A WAY OF SELF DEFENCE



ADDRESSING THE SESSION BY OUR GUEST





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Date-23/06/2022

Report of Program "A Way of Self Defence"

A program named as "A way of Self Defence" was organized on 23 June 2022 in premises of Kashi Institute of Pharmacy, Varanasi. The purpose of the event is to raise awareness among the girl's students and female employee of institute to protect themselves. Through this event necessary information was shared for their safety and they learn that not to surrender but to try to protect yourself in any immoral situation. This program organized in seminar hall (2nd floor) of CRC building. Mr. Vikas Kumar Pandey District President of Bhartiya Kisan Union (Trainer of self defence) was present in the program as a chief guest. The program started with lamp enlighten to goddess Saraswati. Further Director Prof, Dr. Ashutosh Mishra welcomed the chief guest and enlightens the girl's student with his valuable words. After that Mr. Vikas Pandey has shared the necessary information to aware and motivates the female employee & students of the institution. In the end of program vote of thanks has given by Head of Department.

Sweta Redi

**Presiding Officer
Internal Complain Committee**





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Ref No.-KIP/ICC/2021-2022/July-01

Date-01/07/2022

NOTICE

It is notified for information of all concern that a program titled as "Visualizing Women's Safety and Security" is scheduled to be held on 2nd July 2022 in the premises of Kashi Institute of Pharmacy, Varanasi. Mrs. Aarti Singh IPS (Additional DCP Intelligence) will be the Guest Speaker. All the Faculty & Staff and Students of Kashi IP, Varanasi are cordially invited to attend the program.

Venue: Seminar Hall 2nd Floor CRC Building

Time: 12:30 PM

Sweta Rai

**Presiding Officer
Internal Complain Committee**

Copy to-

1. Vice Chairman
2. Director
3. Registrar
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FACILITATE BY GIVING MOMENTO TO OUR GUEST





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Date 02/07/2022

Report of Program "Visualizing Women's Safety and Security"

A program named as "Visualizing Women's Safety and Security" was organized on 02 July 2022 in premises of Kashi Institute of Pharmacy, Varanasi. The purpose of the event is to raise awareness among the both male & female students and employee of institution. This program is to make people aware of the safety and security of women to promote self-reliance and participation of women in the society. Additional DCP Intelligence Mrs. Arti Singh (IPS) was a chief guest in the program. The program started with lamp enlighten and garlanded to goddess Saraswati. Further Director welcomed the chief guest and invite her to enlighten the student present over there with her valuable words. In her address, the chief Guest threw light on the issue related to the oppression of women and their Redressal by the government. After that student and teacher ask their question. Along with this, she guides and motivates the students for competitive examination and success in it. At the end of the program, Prof. (Dr.) Ashutosh Mishra & Mrs. Sneha Yadav (ICC Presiding officer) honoured the chief guest with a memento and a shawl. The program was ended with the vote of thanks given by Head of Department. The Event Pictures are as follow:

Sweta Rai.

**Presiding Officer
Internal Complain Committee**





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Ref. No.: Kashi IP/Office Order/2020-21/01

Date: 20/07/2020

OFFICE ORDER

The Internal Complaint Committee as per details given below has been formed for the session 2020-21 to resolve the problems as per section 4 of Sexual Harassment of Women at the Institute (Prevention, Prohibition and Redressal) Act, 2013 to resolve the problems of all the students & staff members of each KIP.

S.No	Name	Department	Designation	Contact No
1.	Mrs. Sweta Rai	Pharmacy	Presiding officer	8957772496
2.	Prof.(Dr.) Ashutosh Mishra	Pharmacy	Member	9457246044
3.	Mr. Vivek Keshari	Pharmacy	Member	7970798454
4.	Ms. Sonali Shaw	Pharmacy	Member	7398746947
5.	Ms. Priya Chahal	Pharmacy	Member	8209147150
6.	Ms. Vaishali Pathak	Pharmacy	Member	6290171726

In case of any problem/issues, the students are feel free to contact the above said members or directly to the Presiding Officer.



Copy to:-

1. Vice Chairman
2. Director Kashi IP
3. Registrar
4. HOD
5. Hostel Warden(Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Board



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Ref. No. KIP/ICC/2020-21/August-01

Date 03/08/2020

Minutes of Meeting

The meeting of Internal Complaints Committee) was called on 03/08/2020. The meeting has taken place via online mode

Present Member

All members have connected through Google Link

Agenda of the meeting:

- 1) Planning to raise awareness among the student & maintaining the healthy environment during online classes.
- 2) Planning to raise awareness among the student that how to reach ICC committee for nuisance if any through a mail.
- 3) Other Point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Female employee and student of Kashi Institute of Pharmacy Varanasi lodge the complaint via email, write application or do a phone call to any member of the committee
3. The identity of the complainant will not be reveal.
4. Committee will work in such a way that needy person can reach to ICC committee without any hesitation.
5. Meeting has concluded after votes of thanks given by presiding officer.

Sweeta Rai

**Presiding Officer
Internal Complain Committee**





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Ref. No. KIP/ICC/2020-21/Feb-01

Date: 24/02/2021

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was called on 25/02/2021. The venue and time of this meeting was director's office at 3:00 PM.

Present Member

S.No	Name	Remark
1.	Mrs. Sweta Rai	Sweta Rai
2.	Prof.(Dr.) Ashutosh Mishra	imil
3.	Mr. Vivek Keshari	
4.	Ms. Sonali Shaw	Sonali
5.	Ms. Priya Chahal	Priya Chahal
6.	Ms. Vaishali Pathak	vaishali

Agenda of the meeting

- 1) Planning for the awareness program "Mission Shakti".
- 2) Planning for the celebration of "International Women's Day".
- 3) Other Point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Mission Shakti event has started from 26 February 2021 and ended on 8 March with
3. The celebration of International women's day.
4. From 26 February 2021 to 7 March 2021, speaker has decided for each day.
5. Each speaker will share some valuable information with girl's student to empower them.
6. Essay Writing and debate competition also the part of event.
7. Certificate and prize distribution will be on 8 March 2021 on the occasion of international women's day.
8. There was a discussion about the cultural activity that should be the part of the Program on 8 March to bring the awareness and promote women equality in society.
9. Distribution of responsibility has been done for smooth conduction of program.
10. No other point has risen in the meeting.
11. Meeting has concluded after votes of thanks given by presiding officer.

Sweta Rai

Presiding Officer
Internal Complain Committee





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Ref No.-KIP/ICC/2020-2021/Feb-02

Date-25/02/2021

NOTICE

It is notified for information of all concern that as per Notice from Technical Education Department UP, office order copy a program to empowering the women titled as "Mission Shakti" along with "International Women's Day" will be organize from 26 February 2021 to 8th March 2021 in the premises of Kashi Institute of Pharmacy, Varanasi. On 8 March 2021 an essay writing and debate event will also take place. All the Female employee and girls Student of Kashi IP, Varanasi are cordially invited to attend the program.

Venue and Time

Expert Lecture: 26 February 2021 to 8th March 2021

Venue: Computer Lab 01

Time: 11:00 AM

Debate and Essay Writing: Computer Lab 01

Time: 10:00 AM

International Women day

Venue: CRC building 2nd floor Seminar Hall.

Time: 1:00 PM

Sweeta Rai

Presiding Officer

Internal Complain Committee

Copy to-

1. Vice Chairman
2. Director Kashi IP
3. Registrar
4. HOD
5. Hostel Warden(Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Board

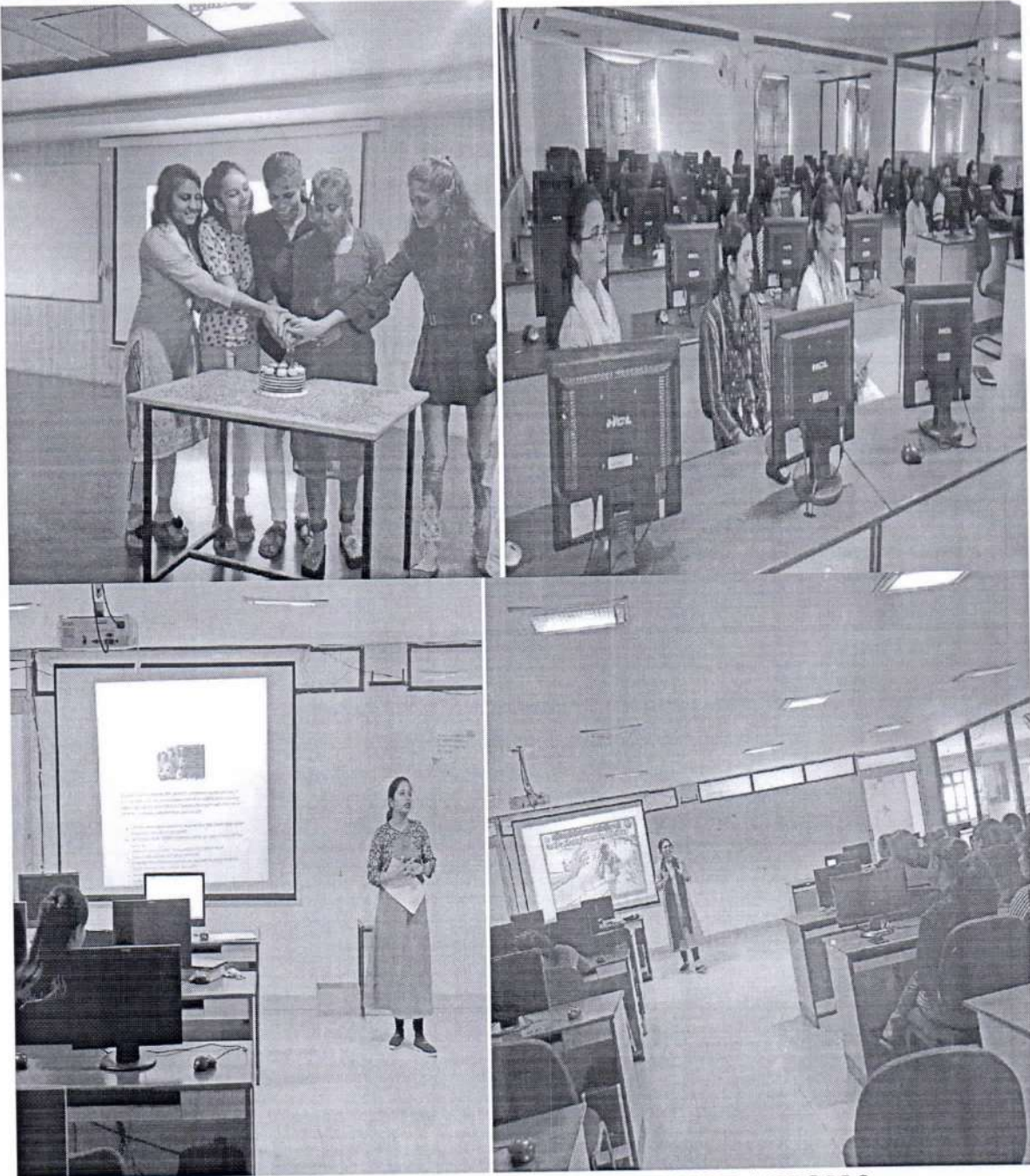




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WOMENS DAY CELEBRATION & MISSION SHAAKTI AWARENESS SESION





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Date:-08/03/2021

REPORT

On 8th March 2021, "International Women's Day" has organized in the premises of Institution. The program is started with enlightening of lamp & garlanding to "MaaSaraswati". In continuation a keynote speech has given by Director Sir, after that certificate have distributed to keynote speakers and first three winners of Essay writing & Debate competition. The program is validated with cake cutting by girl's student. The event pictures are attached.

Sweta Rai

**Presiding Officer
Internal Complain Committee**





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Date:-08/03/2021

Report on Mission Shakti

As per Notice from Technical Education Department UP, office order no. praship/parisad/2021/7261-64 to organize an event "Mission Shakti" in the college campus for the girl's students and female employee of Institution during the period of 26th Feb to 8th March 2021 on the occasion of "International Women Day" at 8th March, 2021. The day's wise report is as,

S.No.	Day	Date	Program
1.	I st Day	26/02/2021	To provide the Information about women safety laws, their rights, government & non- government organizations which are working in this direction and creation of a dedicated page on U-Rise portal.
2.	II nd Day	27/02/2021	Information on Act-509
3.	III rd Day	28/02/2021	Information on Act-354A and 354D
4.	IV th Day	1/3/2021	Information on Act-376
5.	V th Day	2/3/2021	Information Act on POSCO Act
6.	VI th Day	3/3/2021	The law that every women should know
7.	VII th Day	4/3/2021	Rule to keep in mind while using social media
8.	VIII th Day	5/3/2021	Suggestion to maximize personal safety
9.	IX th Day	6/3/2021	Know about the safety rule at public, personal, and office place.
10.	X th Day	7/3/2021	Know how to control the mind soul and mind
11.	XI th Day	8/3/2021	Organize event (Essay, Writing, and debate competition)& "International women's day" celebration and Distribution of prize & certificate.

Sweta Rai

Presiding Officer
Internal Complain Committee





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Ref. No.: Kashi (IP)/ Office Order /2019-20/04

Date 12/07/2019

OFFICE ORDER

The Internal Complain Committee as per details-given below has been formed for the session 2019-20 to resolve the problems as per section 4 of Sexual Harassment of Women at the Institute (Prevention, Prohibition and Redressal) Act, 2013 to resolve the problems of all the students & staff members of each discipline.

S.No	Name	Department	Designation	Contact No
1.	Mrs. Sweta Rai	Pharmacy	Presiding officer	8957772496
2.	Prof.(Dr.) Ashutosh Mishra	Pharmacy	Member	9457246044
3.	Mr. Vivek Keshari	Pharmacy	Member	7970798454
4.	Ms. Priyanka singh	Pharmacy	Member	7398746947
5.	Ms. Smarika Pandey	Pharmacy	Member	8209147150

In case of any problem/issues, the students are feel free to contact the above said members or directly to the Presiding Officer.



Copy to:-

1. Vice Chairman
2. Director Kashi IP
3. Registrar
4. HOD
5. Hostel Warden(Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Board



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Ref. No. KIP/ICC/2019-20/Aug/

Date 01/08/2019

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was called on 01/08/2019. The venue and time of this meeting was director's office at 3:30 PM.

Present Member:

S.No	Name	Remark
1.	Mrs. Sweta Rai	Sweta Rai
2.	Prof.(Dr.) Ashutosh Mishra	Ashutosh Mishra
3.	Mr. Vivek Keshari	
4.	Ms. Priyanka singh	Priyanka Singh
5.	Ms. Smarika Pandey	Smarika Pandey

Agenda of the meeting

- 1) Planning for creating & maintaining the safe, secure and free environment in the campus.
- 2) Planning to raise awareness among the students that how to reach ICC committee for nuisance if any?
- 3) Other Point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Female employee and students of Kashi Institute of Technology Varanasi can lodge the complaint via email, written application or phone call to any member of ICC committee.
3. The identity of the complainant will not be revealed to all.
4. Committee will work in such a way that needy person can reach to ICC committee without any hesitation.
5. Meeting has concluded after votes of thanks given by presiding officer

Sweta Rai

Presiding Officer
Internal Complain Committee





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Ref. No. KIP/ICC/2019-20/Oct/

Date: 21/10/2019

Minutes of Meeting

The meeting of Internal Complaints Committee (ICC) was called on 21/10/2019. The venue and time of this meeting was at director's office at 2:30 PM.

Present Member:

S.No	Name	Remark
1.	Mrs. Sweta Rai	Sweta Rai
2.	Prof.(Dr.) Ashutosh Mishra	mishra
3.	Mr. Vivek Keshari	✓
4.	Ms. Priyanka singh	Priyanka
5.	Ms. Smarika Pandey	Smarika Pandey

Agenda of the meeting

1. Planning for awareness through essay writing and debate competition.
2. Other invited points from member..

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Topic has decided for essay writing and debate competition.
3. Certificate will be distributed to winners of each event.
4. All students will be participating in the competition.
5. Date and time has decided for the event
6. Distribution of responsibility for smooth conduction of program.
7. No other point has been raised in the meeting.
8. Meeting has concluded after votes of thanks given by presiding officer.

Sweta Rai

Presiding Officer
Internal Complain Committee





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Ref No.-KIP/ICC/2019-2020/March-

Date-02/03/2020

NOTICE

It is notified for information of all concern that "International Women's Day" will be celebrating on 8 March 2020 in the premises of Kashi Institute of Pharmacy, Varanasi. All the Female employee and girls Student of Kashi Institute of Pharmacy Varanasi are cordially invited to attend the program.

Venue:

Girls Hostel Basement Hall

Time: 10:00 AM

Sweta Rai

Presiding Officer
Internal Complain Committee

Copy to-

1. Vice Chairman
2. Director Kashi IP
3. Registrar
4. HOD
5. Hostel Warden(Boy's & Girl's)
6. Security Officer
7. Administrative Officer
8. All Notice Board

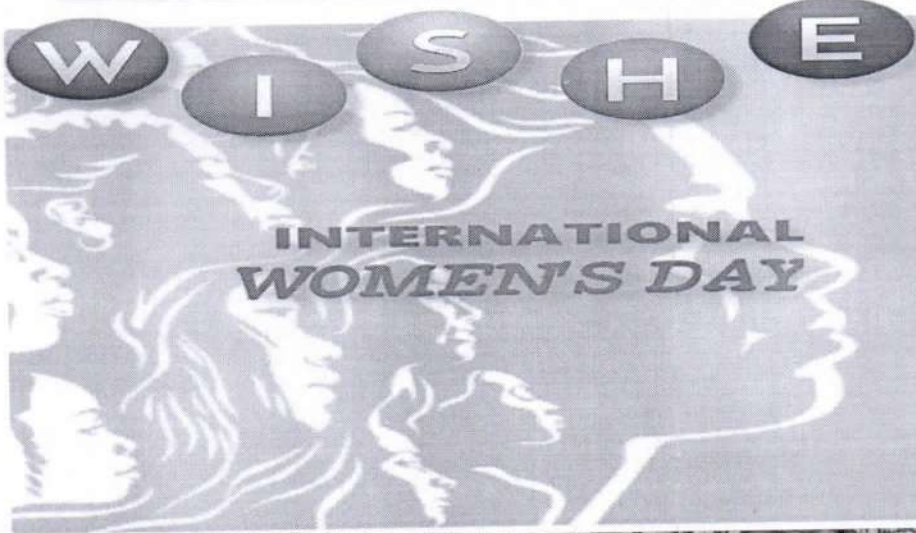




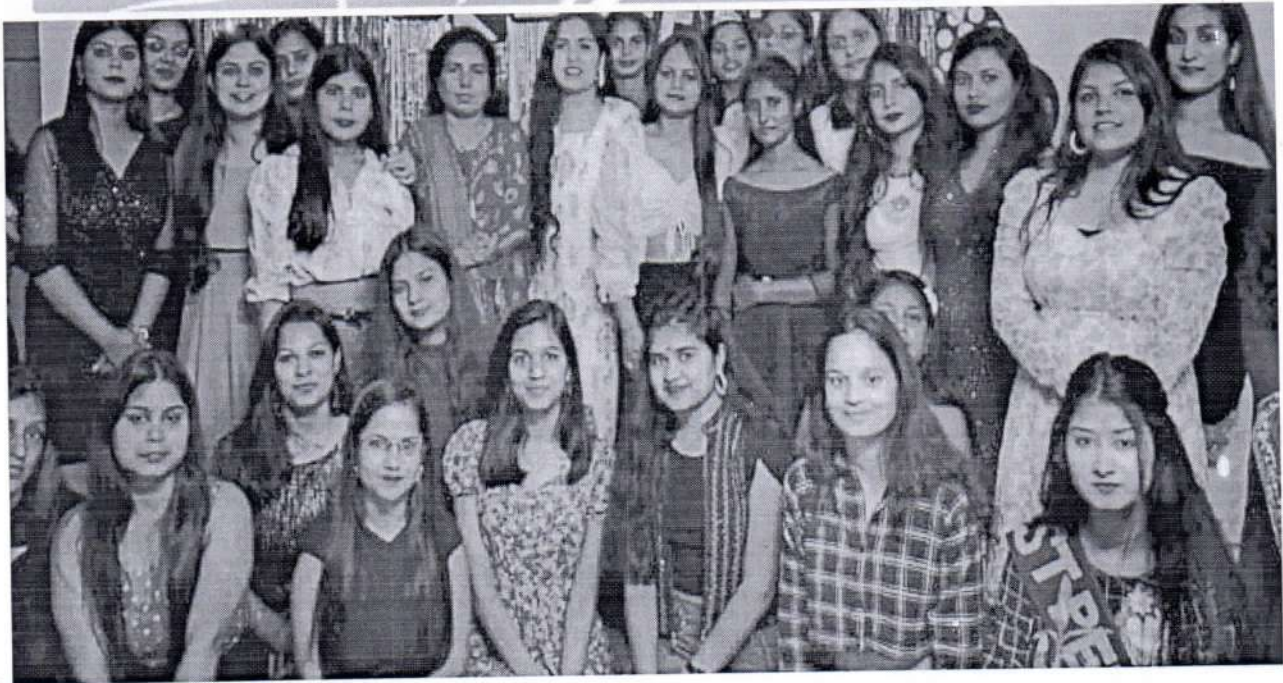

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INTERNATIONAL WOMENS DAY CELEBRATION





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Date-08/03/2020

Reports of Women's Day Celebration

The International Women's Day was celebrated at Kashi Institute of Pharmacy Varanasi on 8 March, 2020. The purpose of this program is to enlighten the work of women in society and to motivate younger girls that they can grown up and participate in every aspect of life in society. The program was organized in the Girl's hostel basement in presence of girl's hostel warden and resident of the girl's hostel. The Event Picture as

Swela Kai

Presiding Officer
Internal Complain Committee





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Ref. No.: Kashi (IP)/ Office Order /2018-19/01

Date 07/08/2018

OFFICE ORDER

The Internal Complain Committee as per details given below has been formed for the session 2018-19 to resolves the problems as per section 4 of Sexual Harassment of Women at the Institute (Prevention, Prohibition and Redressal) Act, 2013 to resolve the problems of all the students & staff members of each discipline.

S.No	Name	Department	Designation	Contact No
1.	Mrs. Sweta Rai	Pharmacy	Presiding officer	8957772496
2.	Prof.(Dr.) Ashutosh Mishra	Pharmacy	Member	9457246044
3.	Mr. Vivek Keshari	Pharmacy	Member	7970798454
4.	Ms. Nitija Jaiswal	Pharmacy	Member	7398746947
5.	Ms. Sushma Chauhan	Pharmacy	Member	8209147150

In case of any problem/issues, the students are feel free to contact the above said members or directly to the Presiding Officer.



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2. Director Kashi IP
3. Registrar
4. HOD
5. Hostel Warden(Boy's & Girl's)
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Ref. No. KIP/ICC/2018-19/Oct-04

Date 10/10/2018

The meeting of Internal Complaints Committee (ICC) was called on 10/10/2018. The venue and time of this meeting was director's office at 2:30 PM.

Present Member:

S.No	Name	Remark
1.	Mrs. Sweta Rai	Sweta Rai
2.	Prof.(Dr.) Ashutosh Mishra	(m)
3.	Mr. Vivek Keshari	
4.	Ms. Nitija Jaiswal	Nitija jaiswal
5.	Ms. Sushma Chauhan	Sushma Chauhan

Agenda of the meeting

- 1) Effective Implementation of ICC rules.
- 2) Other Point if any.

Following Points were discussed in the meeting:-

1. Presiding officer welcomed the entire member present in the meeting.
2. Discussion has made on safe and secure environment of college.
3. No complain has arisen yet.
4. Committee members have suggested by director sir to take the round in campus also, so that students can feel free to approach.
5. No other point has been raised in the meeting.
6. Meeting has concluded after votes of thanks given by presiding officer.

Sweta Rai

Presiding Officer
Internal Complain Committee

