

## **From the office of the Principal**

### **SWAMI DAYANAND COLLEGE OF PHARMACY, LEHRA BEGA (BATHINDA)**

**Memo No.: SDCP/2021/07**

**Dated: 21/09/2021**

As per the regulations received from the office of PCI, New Delhi all the teaching, Non-Teaching staff members and students of Swami Dayanand College of Pharmacy, Lehra Bega (Bhucho Mandi) are hereby informed that the management/Governing body of this institute has taken decision to establish Internal Complaint Committee (ICC).

Following will be the duties of the committee:

- 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 solutions to settle the problems faced by the women staff/students in regard to matters relating to sexual harassment within 10 days after thorough investigation.

Following will be members of this committee:

S. No.	Name	Position	Qualification	Present Professional/position Occupation	Telephone Numbers	E-mail
01.	Ms. Kumad Bansal	Coordinator	M.Pharm	Principal	94161-44124	<a href="mailto:goyalkumud@rediffmail.com">goyalkumud@rediffmail.com</a>
02.	Ms. Meenakshi Singla	Member	M.Pharm	HOD/Educationist	95411 - 78321	<a href="mailto:Single.meen@gmail.com">Single.meen@gmail.com</a>

*K. D. V.*  
Principal 21/9/21

Swami Dayanand College of Pharmacy  
Lehra Bega (Bathinda)

**Endst.No.: SDCP/2021/08-12**

**Dated: 21/09/2021**

A copy of the above is forwarded to the following:

1. Mr. Parveen Goyal, Chairman, Swami Dayanand College of Pharmacy, Lehra Bega
  2. Ms. Meenakshi Singla, HOD, Swami Dayanand College of Pharmacy, Lehra Bega
  3. All Teaching Staff, Swami Dayanand College of Pharmacy, Lehra Bega
  4. All Non-Teaching Staff, Swami Dayanand College of Pharmacy, Lehra Bega
  5. Students/Notice Board, Swami Dayanand College of Pharmacy, Lehra Bega
- for information and necessary action.

*Principal*  
Principal

Swami Dayanand College of Pharmacy  
Lehra Bega (Bathinda)

*Sim2*  
21/9/21

*Ms*  
21/9/21

*Himanshu*  
21/9/21

*Opus*  
21/9/21