Office of the Principal
Govt. Polytechnic Sheikhpura
(At-Khuriya, Sheikhopur Sarai, Sheikhpura – 811103)
Email ID-principal.gpsheikhpura@gmail.com www.gpsheikhpura.in Mobile No:- 9525878211

Letter No:- 309 Date:- 16/11/27

Office Order

CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE (ICC)

As per the Gazette Notification by Govt. of India vide F. No.. 19-5/ 2013 -WW dated 09TH December 2013, a Internal Complaint Committee (ICC) of **Govt. Polytechnic, Sheikhpura** has been constituted as per AICTE norms.

The following persons are appointed as member of **Internal Complaint Committee (ICC): -**

Sl. No.	Name of the Committee Member	Designation	Address	Contact No./E-mail
1.	Mr. Basant Kumar	Principal	Govt. Polytechnic, Sheikhpura	Email: principal.gpsheikhpura@gmail.com Mob: 9525878211
2.	Mr. Kunal Gautam	Lecturer	Govt. Polytechnic, Sheikhpura	Email: kunalgautam729@gmail.com Mob: 9911706758
3.	Mr. Prabhat Kumar	Lecturer	Govt. Polytechnic, Sheikhpura	Email: prabhat.101914@gmail.com Mob:9682323143
4.	Mr. Kundan Kumar	Lecturer	Govt. Polytechnic, Sheikhpura	Email: kundankrishnan007@gmail.com Mob: 7275068793
5.	Mr. Pintu Kumar	Lecturer	Govt. Polytechnic, Sheikhpura	Email: pin2n420@gmail.com Mob: 9661942356
6.	Smt. Kumari Surabhi	Lecturer	Govt. Polytechnic, Sheikhpura	Email: surabhi.jiit@gmail.com Mob: 9717840966
7.	Ms. Priti Kumari	Lecturer	Govt. Polytechnic, Sheikhpura	Email: pritikri5247@gmail.com Mob:7979905247
8.	Mr. Abhishek Bihari	Lecturer	Govt. Polytechnic, Sheikhpura	Email: abhishek.bihari321@gmail.com Mob: 8249057416

Principal, Incharge
Govt. Polytechnic Sheikhpura

Date – 19/01/2024

Time – 3:00 PM – 4:30 PM

ICC/01

A meeting of the Internal Complaint Committe (ICC) was held on 19/01/2024 under the chairmanship of the Principal. The members discussed the constitution and functions of the committee, the procedure for submitting complaints and the importance of maintaining confidentiality. It was decided to display ICC details & complain procedures on the college notice board and ensure confidentiality in handling all complaints. The meeting concluded with a vote of thanks.

Next meeting date – 16/04/2024

19/01/24

19/01/2024

Principal
Govt. Polytechnic
Sheikhpura

Date – 16/04/2024

ICC/02

दिनांक 16/04/2024 को प्राचार्य की अध्यक्षता में आंतरिक शिकायत समिति (ICC) की बैठक आयोजित की गई। बैठक में छात्र-छात्राओं एवं कर्मचारियों को उत्पीड़न की शिकायत एवं उनके अधिकारों के प्रति जागरूक करने पर चर्चा की गई। यह सूचित किया गया कि पिछली बैठक के बाद समिति को कोई शिकायत प्राप्त नहीं हुई है। समिति द्वारा निर्णय लिया गया कि कक्षाओं एवं बैठकों के माध्यम से जागरूकता कार्यक्रम आयोजित किए जाएंगे तथा ICC सदस्यों के संपर्क विवरण संस्थान के Notice board एवं website पर प्रदर्शित किए जाएंगे। धन्यवाद ज्ञापन के साथ बैठक समाप्त हुई।

अगली बैठक की तिथि – 13/07/2024

16/04/2024

Principal
Govt. Polytechnic
Sheikhpura

Date – 13/07/2024

ICC/03

दिनांक 13/07/2024 को प्राचार्य की अध्यक्षता में आंतरिक शिकायत समिति (ICC) की बैठक आयोजित की गई। बैठक में संस्थान परिसर एवं छात्रावास में छात्राओं एवं महिला कर्मचारियों की सुरक्षा पर चर्चा की गई। यह सूचित किया गया कि पिछली बैठक के बाद समिति को कोई शिकायत प्राप्त नहीं हुई है। समिति द्वारा प्राचार्य एवं छात्रावास अधीक्षकों के समन्वय से सुरक्षा की नियमित निगरानी करने तथा किसी भी शिकायत की स्थिति में त्वरित सुधारात्मक कार्रवाई करने का निर्णय लिया गया। पिछली बैठक के ~~निर्णयों~~ निर्णयों की भी समीक्षा की गई। धन्यवाद ज्ञापन के साथ बैठक समाप्त हुई।

अगली बैठक की तिथि – 02/12/2024

13/07/2024

Principal
Govt. Polytechnic
Sheikhpura

Date – 02/12/2024

ICC/04

A meeting of the Internal Complaint Committe (ICC) was held on 02/12/2024 under the Chairmanship of the Principal. The members discussed introducing new Students to the ICC and its complaints procedures. It was reported that no complaints had been received Since the last meeting. The committee decided to include ICC information in the orientation programme for new Students and organise awareness campaigns against harassment. Student representatives were also advised to communicate any concerns raised by Students to the committee. The meeting concluded with a vote of thanks.

Next meeting date – 13/01/2025

02/12/2024

Principal
Govt. Polytechnic
Sheikhpura

Date – 13/01/2025

Letter No. – ICC 25/ dated – 08/01/2025

Meeting Timing :– 3:00 PM – 4:30 PM

दिनांक 13/01/2025 को प्राचार्य की अध्यक्षता में आंतरिक शिकायत समिति (ICC) की बैठक आयोजित की गई। बैठक में पिछली बैठक के बाद प्राप्त शिकायतों की समीक्षा की गई तथा सूचित किया गया कि समिति को कोई शिकायत प्राप्त नहीं हुई है। छात्र-छात्राओं एवं कर्मचारियों को मेंटर एवं शिक्षकों के माध्यम से परामर्श सहायता उपलब्ध कराने पर चर्चा की गई। परिसर, छात्रावास, कैंटीन एवं परिवहन क्षेत्रों का नियमित निरीक्षण कर सुरक्षित वातावरण सुनिश्चित करने का निर्णय लिया गया। प्राप्त शिकायतों एवं उन पर की गई कार्रवाई का उचित रिकॉर्ड संधारित करने का भी निर्णय लिया गया। धन्यवाद ज्ञापन के साथ बैठक समाप्त हुई।

अगली बैठक की तिथि – 03/05/2025

13/01/2025

Principal
Govt. Polytechnic
Sheikhpura

Date – 03/05/2025

Letter No. – ICC/06 dated 29/04/2025

Timing – 3:00 PM – 4:30 PM

A meeting of the Internal Complaint Committee (ICC) was held on 03/05/2025 under the Chairmanship of the Principal. The members discussed awareness of legal provisions related information on the college notice boards. It was reported that no complaints had been received since the last meeting. The committee also discussed proper maintainance of complaint records and decided to maintain a register of complaints and action taken. Feedback regarding campus safety and the institutional environment was discussed and it was decided to review the suggestions and share them with the Principal Sir. The meeting concluded with a vote of thanks.

03/05/2025

Principal
Govt. Polytechnic
Sheikhpura

Date - 15/07/25

Icc/07

As per letter order

Minutes of Meeting - Icc/07 dated 11/07/25

Date - 15/07/2025

Time - 3:00 PM to 4:30 PM

Venue - Conference hall

Chaired by - Principal (G.P. Sheikhpura)

Discussion and Proceedings -

1) Arrangements for new academic session and orientation of newly admitted Students were discussed.

2) The Committee reviewed the implementation Status of decisions taken in previous meetings.

3) A written complaint received on 14/07/25 (one day before the meeting) regarding misuse of a Student's photographs/videos and a fake (Cloned) instagram account was taken up.

4) The Committee conducted an inquiry on 15/07/2025 and heard the complainant and the Students concerned. Their Statements were recorded.

5) The concerned Students were strictly instructed to respect the privacy

P.T.O

and dignity of others and refrain from taking & sharing photographs/ videos without consent.

6.) The committee decided to examine the matter further and take appropriate action as per institutional rules.

15/07/2025

Principal
Govt. Polytechnic
Sheikhpura

Date - 02/12/25

ICC/08

Minutes of Meeting
Date - 02/12/2025
Time - 3:00PM to 4:30 PM
Venue - Conference hall
Chaired by - Principal

Discussion & Proceedings -

1) The committee reviewed the activities carried out during the year and discussed preparation of the annual report

2) The committee reviewed the earlier complaints and action taken. No fresh complaints were received.

3) In many subsequent earlier meetings the earlier complaint (filed on date - 14/07/25) was resolved. The students concerned submitted written apology letters, requested forgiveness and assured the committee that such incidents would not be repeated.

4) The students also personally apologised

to the complainant (girl student), sought her forgiveness and assured her that such activities would never be repeated.

5) The committee accepted the apologies and allowed the students to leave with a strict warning against repetition of such misconduct.

6) Awareness activities for students and staff regarding gender sensitivity, mutual respect and maintaining a safe institutional environment were discussed.

02/12/2025

Principal
Govt. Polytechnic
Sheikhpura

ICC/09

Date – 10/01/2026

दिनांक 10/01/2026 को प्राचार्य की अध्यक्षता में आंतरिक शिकायत समिति (ICC) की बैठक आयोजित की गई। बैठक में संस्थान परिसर एवं छात्रावास की सुरक्षा व्यवस्थाओं की समीक्षा तथा पूर्व में आयोजित जागरूकता अभियानों की प्रगति पर चर्चा की गई। यह सूचित किया गया कि पिछली बैठक के बाद समिति को कोई शिकायत प्राप्त नहीं हुई है। निर्णय लिया गया कि सुरक्षा संबंधी आवश्यकताओं से प्राचार्य को अवगत कराया जाएगा तथा आवश्यकतानुसार अतिरिक्त जागरूकता कार्यक्रम आयोजित किए जाएंगे। धन्यवाद ज्ञापन के साथ बैठक समाप्त हुई।

अगली बैठक की तिथि – 13/04/26

10/01/2026

Principal
Govt. Polytechnic
Sheikhpura

Date – 13/04/2026

ICC/10

दिनांक 13/04/2026 को प्राचार्य की अध्यक्षता में आंतरिक शिकायत समिति (ICC) की बैठक आयोजित की गई। बैठक में नए सत्र के लिए छात्र-छात्राओं एवं कर्मचारियों हेतु Orientation एवं awareness program आयोजित करने पर चर्चा की गई। यह सूचित किया गया कि पिछली बैठक के बाद समिति को कोई शिकायत प्राप्त नहीं हुई है। समिति के अभिलेखों की समीक्षा कर उन्हें नियमित रूप से अद्यतन रखने का निर्णय लिया गया। साथ ही, ICC (Updated) सदस्यों के संपर्क विवरण संस्थान के सूचना पट्ट एवं website पर अद्यतन करने का निर्णय लिया गया। धन्यवाद ज्ञापन के साथ बैठक समाप्त हुई।

अगली बैठक की तिथि – 20/07/2026

13/04/2026

Principal
Govt. Polytechnic
Shahpura

Date – 20/07/26

Icc/11

A meeting of the Internal Complaint Committee (Icc) was held on 20/07/2026 under the Chairmanship of the Principal. The members reviewed the activities carried out by the committee during the year. It was reported that no complaints had been received and no pending complaints were found. The committee discussed the plan for the next Semester, including awareness activities and measures to ensure a safe campus environment. It was decided that the convener would prepare the annual activity report and circulate the plan for the next Semester. The meeting concluded with a vote of thanks.

→ Student's representatives names updated.

Next meeting date – 01/12/2026

20/07/2026

Principal
Govt. Polytechnic
Sheikhpura