



VESTOR COLLEGE OF MANAGEMENT

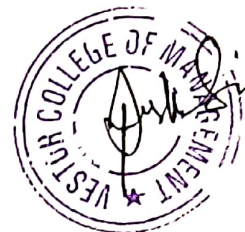
(An Affiliated Unit of Patliputra University, Patna, College Code -468)

Address: Patna Zero Mile, near Krishna Niketan, Vestor College of Management, Jakaripur, Patna – 800007

Email-ID: info@vestorcollege.com Mob. No : +91 9354260331

INTERNAL COMMITTEE (IC)

OFFICE ORDER



Order No.: VCM/IC/205

Date: 17/09/2025

(As per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

In compliance with the provisions of **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the following **Internal Committee (IC)** is hereby constituted for **Vestor College of Management, Patna, BIHAR** with immediate effect to prevent, prohibit and redress complaints of sexual harassment at workplace.

Objectives of the Internal Committee

1. To prevent incidents of sexual harassment at workplace.
2. To create awareness about gender sensitization.
3. To provide a safe, secure and healthy working environment.
4. To receive and redress complaints of sexual harassment in a time-bound manner.

Composition of the Internal Committee

S. No	Name & Designation	Role in IC	Contact No.	Email ID
1	Ms. Shreya Singh	Chairperson & Presiding Officer (Woman Faculty)	9905515080	principal@vcm.edu.in
2	Ms. Trishla Yadav	Member	9262697038	trishla@vcm.edu.in
3	Ms. Shweta Singh	Member	8585970043	shweta@vcm.edu.in
4	Mr. Rahul Tiwari	Member	9971931245	rahultiwari@vcm.edu.in
5	Ms. Prachi Sinha	Student Member (BBA)	9006859092	unamita540@gmail.com
6	Ms. Mahima Singh	Student Member (BCA)	9263614499	nikita0108singh@gmail.com

(Minimum 50% women members as per Act)

VESTOR COLLEGE OF MANAGEMENT

A Unit of Vestor Education Trust Registered with Serial No. 6012. Deed No.283 in the Year 2020
Registered Address: Mukhtartoli, Kadamkuan, Patna - 800003





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Tenure

The Internal Committee shall hold office for a period of **three (3) years** from the date of this order.

Powers & Functions

1. To receive complaints of sexual harassment.
2. To conduct inquiry in accordance with the Act and Rules.
3. To recommend appropriate action to the Management.
4. To submit annual reports to the Management and District Officer.
5. To organize awareness and sensitization programmes.

Procedure for Filing Complaint

Any aggrieved woman may submit a written complaint to the Presiding Officer of the Internal Committee within **three months** from the date of incident.

This order is issued with the approval of the Competent Authority.

By Order of the Management

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal of the Institution



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