

## INTERNAL COMPLAINT COMMITTEE

### Purpose:

With a view to weigh the internal complaint, with equity, law and justice, the SAL education campus, has decided to form an Internal Complaint Committee to deal with any complaint by any staff member or student as far as it breaches the law and order of the campus or it results into perceived damage to the self respect/self or assets of the complainant

### Items to be included:

- Allegation of injustice to the staff/student per submission of alligator
- Allegation of discrimination on the ground of caste/creed or religion of the alligator
- Threat or man-handling of any staff or student in the campus.
- Complaint of alleged indiscipline by student/staff by the official reporting authority.
- Allegation about attempted theft or damage or intentional act/s resulting into pecuniary loss to the Institution.

### CONSTITUTION OF COMMITTEE:

Ms. Ramanjyot Patel	Presiding Officer	Education
Dr. Bhavna Soni	Member	Education
Dr. Monika Swami	Member	Education
Ms. Chaula Shah Mudaliar	Member	Non. Teaching
Prof. Roshni Rawal	Member	Education
Ms. Chaudhary Divya P	Member	Student
Ms. Rishita Rajiv Adlakha	Member	Student
Ms. Bhuva Perti Girishbhai	Member	Student

In the meeting only Principals of Concerned college, where the alligator and accused are studying/working will remain present from all Principal of the Colleges.

### Procedure/Records

Committee members will meet upon receipt of complaint and a quorum of 35% of members eligible would be minimum required to conduct the business. It will study evidences, can call for witnesses, can study and investigate the past conduct of accused etc and will submit report to Director sir or Management for due action.



*N. J. Shah*  
**Neelima Shah**  
General Manager