
	MGM SCHOOL OF PHYSIOTHERAPY AURANGABAD	Doc No.	DC/MGMSOP/IQAC/ICC/01
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Roles and Responsibilities of ICC Committee Members

1. The faculty members can take the help of the member students as and when required and can also involve them in different activities relating to Internal Complaint Committee.
2. To keep record of any complaint from faculty or student
3. Communicate to students and faculties regularly for any complaint regarding disciplinary behaviour.
4. Arranging for enquiry meetings for internal complaints for any faculty or students and maintaining record
5. Publicize the contact numbers of ICC Committee members in faculty and students regularly
6. Liasoning with authorities for updated changes in rules and regulations of the college and university
7. Resolving any student or faculty complain regarding academic or co-academic issues through discussion with authorities within appropriate duration and keep record of the ATR
9. Organize disciplinary visits to classrooms and labs for maintain the awarenessa about discipline in students
10. For each reported incident, the member person is supposed to prepare and submit a complete report including their remarks about the incident for further action to the Head of ICC Committee.
11. The member person will also try to collect the information Oral and Written from the witnesses and will put remarks of the witness in the report.
14. Since the gravity of the incident will be decided by the report which will get reflected into the decision of the degree of punishment for the defaulter, it is expected from the each member person that they make/develop the report with utmost sincerity and care.
18. Each nominated member of the committee is expected to abide by the SOP.


 IQAC Coordinator




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