



# MUZAFFARPUR COLLEGE OF PROFESSIONAL EDUCATION

VPO. - Narsinghpur, Via- Ramna PO, Distt. - Muzaffarpur (Bihar)- 842002

Recognized By Pharmacy Council of India (PCI CODE-4603) & Affiliated to Bihar University Of Health Sciences Patna (Bihar)

Under the Aegis of

**"NUTAN RAJEEV EDUCATIONAL TRUST, VPO- NARSINGHPUR, VIA- RAMNA PO, DISTT. - MUZAFFARPUR"**

REG.NO. - 244, dated- 18 December 2019

PAN NO.- AADTN3935G

Website: [www.mcpe.co.in](http://www.mcpe.co.in), Email- [muzaffarpurpharmacy@gmail.com](mailto:muzaffarpurpharmacy@gmail.com), Mob. - 7677797000, 9955011700

Ref. No.: - MCPE/17.18

Date: 31/12/2025

## OFFICE ORDER

### Constitution of Internal Complaints Committee (ICC)

(As per UGC Regulations, 2015 & Sexual Harassment of Women at Workplace Act, 2013)

In compliance with the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the following Internal Complaints Committee (ICC) is hereby constituted at Muzaffarpur College of Professional Education for the academic year 2026-27:

S. No.	Name	Designation	Designation in ICC
1	Mrs. Moni Kumari	Associate Professor	Presiding Officer (Chairperson)
2	Miss. Pooja Sinha	Associate Professor	Member (Female)
3	Mr. Tarique Faheem	Head of Department	Member (Male)
4	Mr. Naitik Prashar	Office Superintendent	Member (Non-Teaching)
5	Miss. Sneha Kumari	Senior Student	member
6	Miss. Devyani	H.R - Head	External Member

### Roles & Responsibilities of ICC

1. To receive and address complaints related to sexual harassment.
2. To conduct fair, impartial, and confidential inquiries.
3. To recommend suitable action based on inquiry findings.
4. To ensure gender sensitization and create awareness among students and employees.
5. To submit annual reports to the college authority as per norms.

This Committee shall remain in effect from:

**01 January 2026 to 31 December 2026 (or until further orders / reconstitution).**

For any complaint or grievance, please contact:

Email id: [mcpegrievancecell@gmail.com](mailto:mcpegrievancecell@gmail.com)

Contact No. : +919031013200

ICC Office, Muzaffarpur College of Professional Education

Rohany

Mr. Rohan **Secretary**

Muzaffarpur College of Professional Education

VPO Narsinghpur, Distt. Muzaffarpur