

**Administration (tab which must have all these options and pages/redirection as described below)**

1. Chancellor - <https://www.rmlau.ac.in/New/chancellor.aspx>
2. Pro Chancellor : <https://www.rmlau.ac.in/New/vicechancellor.aspx>
3. Registrar : <https://www.rmlau.ac.in/New/registrar.aspx>
4. Finance Officer : <https://www.rmlau.ac.in/New/financeofficer.aspx>
5. Controller of Examination : <https://www.rmlau.ac.in/New/ControllerofExaminaton.aspx>
6. Chief Vigilance Officer : <https://www.rmlau.ac.in/New/DeansofFaculties.aspx>
7. Ombudsperson :

## About the Ombudsperson

At **City College, Barabanki**, we are committed to maintaining a campus environment grounded in **fairness, transparency, accountability, and student-centered governance**. The Ombudsperson serves as a neutral and independent authority to ensure that every member of the college community—**students, faculty, staff, and parents**—feels respected, supported, and heard.

**Mr. Deshraj**, Assistant Professor and appointed Ombudsperson of City College, plays a crucial role in safeguarding these values. With his professional experience in higher education and commitment to ethical conduct, he provides a confidential, unbiased platform for addressing concerns and resolving disputes in a constructive and compassionate manner.

## Responsibilities of the Ombudsperson

The Ombudsperson works to:

- Address student and staff grievances **fairly, responsibly, and confidentially**
- Promote **ethical practices, transparency, and respectful communication** within the institution
- Offer guidance on college **policies, rights, responsibilities, and grievance procedures**
- Facilitate **informal resolution**, mediation, and dialogue between parties
- Identify systemic issues affecting student welfare and recommend improvements to the administration

## When Should You Contact the Ombudsperson?

You may reach out to the Ombudsperson if:

- You are facing an unresolved concern with faculty, staff, or peers
- You believe your complaint has not been adequately addressed

- You want an **impartial listener** to understand your situation
- You seek conflict resolution without immediately filing a formal complaint
- You need clarity on policies, rights, or institutional processes

All conversations with the Ombudsperson are handled with **confidentiality, empathy, and integrity.**

## Contact Details

### **Mr. Deshraj**

Ombudsperson, City College, Barabanki

Email: [citycollegebbk@gmail.com](mailto:citycollegebbk@gmail.com)

Phone: **+91-8177001081**

Office Hours: **Monday to Friday, 10:00 AM – 4:00 PM**

Location: Ombudsperson's Office, City College Campus, Barabanki

**“Educational justice is not just about rules—it's about relationships, responsibility, and respectful resolution.”**

— **Mr. Deshraj, Assistant Professor**

## 8. Executive Council

# **Executive Council – City College, Barabanki**

At **City College, Barabanki**, our Executive Council embodies the institution's commitment to academic excellence, ethical leadership, and progressive educational values. The Council is composed of dedicated leaders who provide strategic direction, uphold institutional integrity, and ensure that the college continues to serve students and the community with distinction.

## **Our Leadership Team**

### **Dr. Meeta Srivastava**

#### **Principal, City College Barabanki**

Dr. Meeta Srivastava provides visionary academic leadership and oversees all educational and administrative activities of the college. With her deep experience in higher education and commitment to quality teaching, she ensures that City College maintains high academic standards, fosters innovation in learning, and nurtures a student-centric educational environment.

### **Mr. Mrityunjay Nath Garg**

#### **Administrative Head**

As the Administrative Head, Mr. Mrityunjay Nath Garg manages the operational and infrastructural functions of the institution. His responsibility includes overseeing campus administration, coordinating departmental activities, and ensuring smooth day-to-day functioning to support both faculty and students effectively.

### **Mr. Huzaifa Afzal**

#### **Finance & Compliance Officer**

Mr. Huzaifa Afzal is responsible for managing the financial operations of the college, including budgeting, audits, financial planning, and regulatory compliance. His commitment to transparency and systematic financial management supports the long-term stability and growth of the institution.

### **Mr. Deshraj**

#### **HR Officer**

As the HR Officer, Mr. Deshraj oversees human-resource management, staff coordination, and faculty support systems. He plays a key role in recruitment, professional development, workplace communication, and maintaining a positive and productive institutional culture.

## **9. Internal Complaint Committee**

# **Internal Complaint Committee (ICC) – City College, Barabanki**

As per the guidelines of **UGC, NAAC, and the Supreme Court**, City College, Barabanki has established an **Internal Complaint Committee (ICC)** to ensure a safe, respectful, and gender-sensitive learning and working environment. The ICC upholds a **zero-tolerance policy** towards sexual harassment and is committed to protecting the dignity and rights of **women students, faculty, and staff**.

The Committee functions as a statutory body under the **Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (POSH Act, 2013)** and is entrusted with drafting principles, procedures, and preventive measures to address and eliminate all forms of sexual harassment.

on campus.

To promote gender equality and awareness, the ICC regularly organizes **workshops, orientation programs, and sensitization campaigns** for the benefit of the entire college community.

## Committee Formation

In accordance with the provisions of the **POSH Act, 2013**, the Internal Complaint Committee (ICC) has been constituted at **City College, Barabanki** as follows:

## Committee Members

### **1. Chairperson (Presiding Officer)**

**Mrs. Meeta Srivastava**

Assistant Professor

(Senior Woman Faculty Member)

### **2. Members**

➤ **Mrs. Devanshi Tripathi**

Assistant Professor

(Woman Faculty Member)

➤ **Mr. Ram Prakash Maurya**

Assistant Professor – Chemistry

(Male Faculty Member)

➤ **Mr. Mrityunjay Nath Garg**

Administrative Staff

(Non-teaching Staff Member)

➤ **Mr. Huzaifa Afzal**

Finance & Compliance Officer

(Non-teaching Staff Member)

➤ **Ms. Shivangi**

B.Sc Student

➤ **Mr. Akash Rai**

B.Sc Agriculture Student

## Important Legal Points Regarding ICC

- The ICC is formed under the provisions of the **POSH Act, 2013**.
- Its primary purpose is the **prevention, prohibition, and redressal** of sexual harassment of women at the workplace.
- Any woman student or employee experiencing sexual harassment may file a **written complaint within 3 months** of the incident.
- The ICC must complete the inquiry within **90 days** and submit its report promptly.
- The Committee maintains **strict confidentiality**, and the identity of the complainant will not be disclosed.
- The ICC may recommend **disciplinary, administrative, or corrective action** if required.
- Recommendations of the ICC are **binding on the college administration**.
- Awareness sessions, training workshops, and sensitization programs will be organized regularly.

## **Internal Complaint Committee Policy**

City College, Barabanki follows UGC, NAAC, and Supreme Court directives in establishing a safe environment that protects the **human rights of gender equality** and ensures freedom from sexual harassment.

The objectives of the ICC are:

- To create a **healthy, safe, and gender-sensitive environment** for students and staff.
- To **prevent** any form of gender-based violence, exploitation, or harassment.
- To develop **policy measures and procedures** to address sexual harassment cases effectively.
- To handle grievances with **confidentiality, sensitivity, and fairness**.
- To promote awareness through **seminars, outreach programs, and sensitization sessions**.

## **Procedure, Roles & Responsibilities**

- If any student or staff member submits a complaint through the **complaint box**, by **telephone**, or directly to any ICC member, the Committee will take immediate action.
- Counseling or conciliatory measures will be attempted first, wherever possible.
- If a formal inquiry is required, it will be conducted promptly, and the matter will be resolved **within one week** from the date of the complaint.
- The Committee will ensure that no such incidents occur on campus and that preventive measures are enforced.

## **Procedure to Register a Grievance**

1. A meeting of the ICC will be convened upon receiving a complaint.
2. A written complaint is recorded, and a detailed statement of incidents is prepared within **two days**.
3. An official inquiry is conducted with all ICC members.

4. The issue is discussed, investigated, and resolved within **seven days**.
5. Final minutes of the inquiry are documented and filed.

## Action Plan

- Provide counseling to the affected student or staff to overcome trauma.
- Display laws and information regarding **sexual harassment and gender discrimination** at key locations on campus.
- Conduct awareness programs, workshops, and campaigns for students and staff.
- Ensure timely documentation and reporting of all complaints and actions taken.

### **UGC Regulations 2015 Harassment**

- [Link pdf](#)

### **Sexual Harrashment Handbook**

- [Link pdf](#)

### **Vishaka Guidelines**

- [Link pdf](#)

### **Sexual Harrashment Electronic Box**

- [Link pdf](#)

## 10. Academic Leadership

<https://www.rmlau.ac.in/New/DeansoffFaculties.aspx>