

Academic Year- 2023-24	Internal Complaint Committee(ICC)	Term-II
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Date: 09.02.2024

MINUTES OF MEETING

The meeting of the internal complaint committee (ICC) was held on 09.02.2024 at 3:00 pm in the board room.

The following members were present:

S. No.	Names	Positions
1.	Dr. Shraddha Chaudhary, Professor	Chairperson
2.	Ms. Shweta Chauhan, Assistant Professor	Member Secretary
3.	Ms. Neelam Sharma, Girls Hostel Warden	Representative of Non Teaching Staff, Member
4.	Mr. Ashwani Bara, Admin Officer	Representative of Non teaching Staff, Member
5.	Ms. Indu Goel, Unnati Sangathan, Chief Advisor	Representative of NGO, Member
6.	Ms. Neha Yadav, B.Tech(CSE), First Year	Student representative, Member
7.	Mr. Sundram Kumar, B.Tech(CSE), Second Year	Student representative, Member
8.	Mr. Naman Saluja, B.Tech(CSE), Third Year	Student representative, Member

Dr. Shraddha Chaudhary, Chairperson, welcomed all ICC members. Meeting started with reading of agenda. The Following agenda points were discussed during the course of the meeting:

1. Approval of the previous meeting minutes dated 11.08.2023

The minutes of the previous meeting held on 11.08.2023 were read out by the chairperson. All members acknowledged and took note of the contents.

2. Action taken report for the period August 2023 to January 2024

The chairperson informed to all ICC members about the actions taken between the period of August, 2023 to January 2024 and highlighted the following points:



- (i) The committee list, displaying the names, contact numbers, and email IDs of all members, was prominently displayed on every notice board across the campus. Additionally, the complaint registration link was shared with female staff, faculty, and students, ensuring easy access. The link was also made available on the college website for convenient registration of complaints.
- (ii) Awareness programs regarding workplace harassment and the complaint process were conducted for staff, faculty, and students. These sessions aimed to educate the campus community about their rights and the processes for filing complaints.
- (iii) **Complaint Status:** It was informed to the committee that no cases were registered related to the harassment of female faculty/staff/students on the campus.
- (iv) The following activities reports were presented

Sr. No.	Name of Activity	Date
1.	Sanitary Napkin Distribution	13.12.2023
2.	Awareness program on sexual harassment of Women at Workplace	18.12.2023
3.	Awareness program on "Save Girl Child"	06/11/2023
4.	National Integration Day	20.11.2023
5.	International Women's Day	08.03.2024
6.	Beti Bachao Beti Parhao	22.01.2024

"The committee extends its appreciation to all members."


(v) **Planed Activities:**

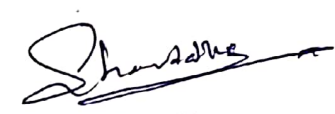
1.	International Women's Day	08.03.2024
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3. **Any other point with permission of chair**

No additional points were discussed during the meeting.

The meeting concluded with a vote of thanks to the Chairperson.


Ms. Shweta Chauhan
Member Secretary


Dr. Shraddha Chaudhary
Chairperson

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