

Academic Year- 2023-24	Internal Complaint Committee	Term-I
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Date: 11.08.2023

MINUTES OF MEETING

The meeting of the internal complaint committee (ICC) was held on 11.08.2023 at 11:00 am 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 03.08.2022

The minutes of the previous meeting dated 03.08.2022, were readout by the chairperson. All members took note of the same.

2. Presenting annual report of Internal Complaint Committee for academic year 2022-23

The chairperson presented the annual report of ICC for the academic year 2022-23 and highlighting the following points:



- (i) **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.
- (ii) **Policy & Documentation:** The updated committee list and the zero tolerance policy documents are available at our institutional website, demonstrating our commitment to ensuring women's safety.
- (iii) **Safety Measures Update:** According to the report provided by Admin Officer, the CCTV cameras installed at key locations across the institute campus are functioning properly.
- (iv) **Activities organized in AS 2022-23:** The member secretary tabled the list along with the reports organized by the ICC. A suggestion was also given to sensitize the society as well through outreach activities.
The houses applauded the efforts of ICC and showed their satisfaction.

3. Cases Reported and Resolved

No incidents were reported during the academic year 2022-23.

4. Action Plan for academic year 2023-24

The action plan for the academic session 2023-24 was shared with the ICC members and reviewed in meetings. After a detailed discussion, following activities were approved for the academic session 2023-24:

Sr. No.	Name of Activity
1.	Sanitary Napkin Distribution
2.	Awareness program on sexual harassment of Women at Workplace
3.	Awareness program on "Save Girl Child"
4.	National Integration Day
5.	Beti Bachao Beti Parhao

The committee also decided to revisit the circulation of list of ICC members on all departmental notice boards, institute's Website, flex boards in the mess, hostels and other places of campus along with functioning of CCTVs particularly at the vulnerable places.



5. 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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