



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085

Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/017

Date: 1.10.2021

Minutes of Meeting

A meeting of **Internal Complaint Committee (ICC)** was held on 1st October, 2021 at 11:00 AM at the Conference Room, PG Building, TIAS. Following members were present in the meeting-

S.No	Name	Gender	Designation	Mobile No.
1	Dr. Namita Mishra	Female	Associate Professor & Head of ICC	9871416542
2	Dr. Sandeep Kumar	Male	Professor & Member Secretary	9818083607
3	Dr. Nivedita	Female	TPO	8882927696
4	Ms. Seema Pradanani	Female	Admin Officer	9817378331
5	Mr. Dipesh Chaudhary	Male	Student, MBA 1 st Shift	9870214060
6	Mr. Swayam Gupta	Male	Student, BBA 1 st Shift	9205532621
7	Ms. Swati Chandola	Female	Student, BCA 2 nd Shift	9166566462
8	Mr. Pankaj Kumar	Male	Representative member from NGO	0977324949

Following meeting agenda were taken up in the meeting-

Item No. 1: Re-constitution of the **Internal Complaint Committee (ICC)**

Resolved 1: Internal Complaint Committee (ICC) was reconstituted.

Item No. 2: Review of previous meeting agenda

Resolved 2: Review of Previous meeting agenda : All agenda are complied.

Item No. 3: Functions of **Internal Complaint Committee (ICC)**

Resolved 3: As per the guidelines on "Handbook on Sexual Harassment of Women At workplace (Prevention, Prohibition and Redressal Act 2013), the key responsibilities and functions were discussed which are as follows:

1. Be thoroughly prepared
2. Know the Act, policy and/or relevant service rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint.
5. Prepare relevant interview questions.
6. Conduct necessary interviews.
7. Ensure parties are made aware of the process and their rights/ responsibilities with it.
8. Analyse information gathered.
9. Prepare the report with findings /recommendations



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Item No. 4: To sensitize students and staff on gender issues

Resolved 4: Online meeting was done with Students and staff for sensitizing the gender issues.

Item No. 5: Cases Reported, if any

Resolved 5: Some cases of indiscipline and misbehavior with female teachers during online classes were reported as students have shared the link with outsider students and they created the nuisance. So, those outsider students were identified and blocked by the administrator and all the students were strictly instructed for not repeating such type of acts.

Item No. 6: Proceedings of ICC meticulous and verifiable contents

Resolved 6: *The Student and Stake Holders are appraised and notify about Proceedings of the meeting of ICC.*

Item No. 7: Maintenance of **Complaint Form** "Online Student Complaint" link on Institute website

Resolved 7: *The Student and Stake Holders are appraised and notify about "Online Student Complaint" link on Institute website.*

Item No. 8: Student complaint if any

Resolved 8: No major or minor complaint was observed and received from students.

Item No. 9: Student Feedback

Resolved 9: The Student and Stake Holders are appraised about the "Online Student Feedback" link on Institute website.

Meeting ended with the thanks to the head, Dr. Namita Mishra, Internal Complaint Committee (ICC)

Member Secretary,
Internal Complaint Committee

Copy to:

- 1) Prof. Ajay Kumar, Director, Tecnia Institute of Advanced Studies
- 2) Dr. Namita Mishra, Head, Student Welfare Committee, ICC
- 3) HoD, BBA
- 4) HoD, MBA
- 5) HoD, MCA
- 6) HoD, BA(J&MC)