



Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2023-24/ 48

Date: 30.01.2024

Minutes of Meeting

A meeting of **Internal Complaint Committee (ICC)** was held on 30th January, 2024 at 10:30 AM at the Conference Room, PG Building, TIAS. Following members were present in the meeting-

S.No	Name	Gender	Designation	Mobile Number
1	Dr. Monisha	Female	Chair	9467926449
2	Dr. Pooja Sharma	Female	Member Secretary	9779212140
3	Dr. Sandeep Kumar	Male	Member	9818083607
4	Dr. Nivedita	Female	Member	8882927696
5	Ms. Preeti Batra	Female	Academic Co-ordinator, Member	9250408934
6	Dr. Shaheen Bano	Female	Member	7263049228
7	Ms. Chesta Agarwal	Female	Member	9871234503
8	Dr. Bharat Jha	Male	Representative- NGO & Media (Indraprastha Shiksha - Evam Khel Vikash Sangathan, Geeta Prakashan News)	7982570849

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.


Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi -85



TECNIA INSTITUTE OF ADVANCED STUDIES
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

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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

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: No major or minor case was reported to the Institute.

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.

Member Secretary

Internal Complaint Committee

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Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi -85

Copy to:

- 1) All Committee Member(As stated above)
- 2) Head of Deptt. MBA,BBA ,BA(J&MC),MCA & BCA
- 3) I/c- Student Welfare
- 4) ITC-Head for uploading on Institute website
- 5) Student Notice Board