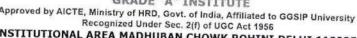
TECNIA INSTITUTE OF ADVANCED STUDIES









Internal Complaint Committee (ICC)

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

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	Mahila N
1	Dr. Monisha	Female	Chair	Mobile Number
2	Dr.Pooja Sharma	Female	Member Secretary	9467926449
3	Dr. Sandeep Kumar	Male	Member	9779212140
4	Dr. Nivedita	Female	Member	9818083607
5	Ms. Preeti Batra	Female	Academic Co-ordinator, Member	8882927696
6	Dr. Shaheen Bano	Female	Member	9250408934
7	Ms. Chesta Agarwal	Female	Member	7263049228 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 agendat

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

Territories Institute of Advanced Studies

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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

Tecris Institute of Advanced Studies

Madnuban Chowk, Robins, Delbi -83

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