



Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2022-23/017

Date: 04.08.2022

Minutes of Meeting

A meeting of **Internal Complaint Committee (ICC)** was held on 4th August, 2022 at 11:00 AM at the Conference Room, PG Building, TIAS. Following members were present in the meeting-

S.No	Name	Gender	Designation	Mobile Number
1	Dr. Namita Mishra	Female	Chair	9871416542
2	Dr. Sandeep Kumar	Male	Professor & Member Secretary	9818083607
3	Dr. Nivedita	Female	TPO	8882927696
4	Dr. Sachin Sabharwal	Female	Member	9817378331
5	Dr. Monu Singh	Female	Member	9999164812
6	Ms. Garima Singh	Female	Member	8059966969
7	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

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.

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



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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**
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