



**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](mailto:directortias@tecnia.in), Website: [www.tiaspg.tecnia.in](http://www.tiaspg.tecnia.in)



Ref. No. : TIAS/ICC/2021-22/015

Date: 28<sup>th</sup> Sep. '2021

### Meeting Notice

Subject: ICC meeting to be held on 1.10.2021

It has been decided that Internal Complaint Committee (ICC) meeting to be held with all committee members to appraise all stakeholders about ICC reconstitutions/regulations/policy/awareness programmes/functions and cases if any. We request you to kindly make yourself available for smooth conduct of ICC meeting on 1.10.2021 at 11:00 AM at the Conference Room, PG Building, TIAS.

*Nandini Mishra,*

Member Secretary

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

Copy to:

1. All Committee Members
2. Head of the Deptt. MBA, BBA, BA(J&MC), MCA & BCA
3. In-Charge- Students Welfare.
4. ITC Head-for uploading on institute website.
5. Student Notice Board



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## Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/016

Date: 28.09.2021

### MEETING AGENDA

*Following AGENDA ITEMS had been taken up for the ICC Meeting to be held on 01.10.2021*

- Item No. 1:** Re-constitution of the **Internal Complaint Committee (ICC)**
- Item No. 2:** Review of previous meeting agenda.
- Item No. 3:** Functions of **Internal Complaint Committee (ICC)**
- Item No. 4:** To sensitize students and staff on gender issues
- Item No. 5:** Cases Reported, if any
- Item No. 6:** Proceedings of ICC meticulous and verifiable contents
- Item No.7:** Maintenance of **Complaint Form** "Online Student Complaint" link on Institute website
- Item No. 8:** Student complaint if any
- Item No. 9:** Student Feedback

*Any other item with the permission of the the head, Dr. Namita Mishra, Internal Complaint Committee (ICC)*

*Namita Mishra*

Member Secretary,

Internal Complaint Committee

**Internal Complaint Committee**  
**Tecnia Institute of Advanced Studies**  
**Madhuban Chowk, Rohini, Delhi 110085**

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)



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## 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 1<sup>st</sup> 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 <sup>st</sup> Shift	9870214060
6	Mr. Swayam Gupta	Male	Student, BBA 1 <sup>st</sup> Shift	9205532621
7	Ms. Swati Chandola	Female	Student, BCA 2 <sup>nd</sup> 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





**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
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## Internal Complaint Report

Period – 2021-22

S. No.	Particular	Department	Status	Remark
1	Number of complaints of sexual harassment received in this Year		1	
2	Number of complaints disposed-off during this Year		1	
3	Number of cases pending		NIL	
4	Action Taken			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.

*Namita Mishra*

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



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Date : 1.10.2021

## Internal Complain Committee

### Meeting Attendance Sheet

Attendance of Internal Complain Committee of Tecnia Institute of Advanced Studies held on 2<sup>nd</sup> June, 2022 at 11:00 AM at Conference Room, PG Building, TIAS :-

S.No	Name	Designation	Signature
1	Dr. Namita Mishra	Associate Professor & Head of ICC	<i>Namita Mishra</i>
2	Dr. Sandeep Kumar	Professor & Member Secretary	<i>Sandeep Kumar</i>
3	Dr. Nivedita	TPO	<i>Nivedita</i>
4	Ms. Seema Pradanani	Admin Officer	<i>Seema P.</i>
5	Mr. Dipesh Chaudhary	Student, MBA 1 <sup>st</sup> Shift	<i>Dipesh Chaudhary</i>
6	Mr. Swayam Gupta	Student, BBA 1 <sup>st</sup> Shift	<i>Swayam</i>
7	Ms. Swati Chandola	Student, BCA 2 <sup>nd</sup> Shift	<i>Swati Chandola</i>
8	Mr. Pankaj Kumar	Representative member from NGO	<i>Pankaj</i>

*Namita Mishra*

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





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Ref. No. : TIAS/ICC/2021-22/02

Date: 28<sup>th</sup> March'2022

### Meeting Notice

Subject: ICC meeting to be held on 04.04.2022

It has been decided that Internal Complaint Committee (ICC) meeting to be held with all committee members to appraise all stakeholders about ICC reconstitutions/regulations/policy/awareness programmes/functions and cases if any. We request you to kindly make yourself available for smooth conduct of ICC meeting on 4<sup>th</sup> April'2022 at 11:00 AM at the Conference Room, PG Building, TIAS.

Member Secretary

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

Copy to:

1. All Committee Members
2. Head of the Deptt. MBA, BBA, BA(J&MC), MCA & BCA
3. In-Charge- Students Welfare.
4. ITC Head-for uploading on institute website.
5. Student Notice Board



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## Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/03(A)

Date: 01.04.2022

### MEETING AGENDA

Following AGENDA ITEMS had been taken up for the ICC Meeting to be held on 04.04.2022

- Item No. 1: Re-constitution of the Internal Complaint Committee (ICC)
- Item No. 2: Review of previous meeting agenda.
- Item No. 3: Functions of Internal Complaint Committee (ICC)
- Item No. 4: To sensitize students and staff on gender issues
- Item No. 5: Cases Reported, if any
- Item No. 6: Proceedings of ICC meticulous and verifiable contents
- Item No.7: Maintenance of Complaint Form "Online Student Complaint" link on Institute website
- Item No. 8: Student complaint if any
- Item No. 9: Student Feedback

Any other item with the permission of the the head, Dr. Namita Mishra, Internal Complaint Committee (ICC)

Member Secretary, Internal Complaint Committee

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

Copy to:

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- 2) Dr. Namita Mishra, Head, Student Welfare Committee, ICC
- 3) HoD, BBA
- 4) HoD, MBA
- 5) HoD, MCA
- 6) HoD, BA(J&MC)







## Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/03CB)

Date: 04.04.2022

### Minutes of Meeting

A meeting of **Internal Complaint Committee (ICC)** was held on 4th April 2022 at 11:00 AM at

S.No	Name	Gender	Designation	Mobile Number
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 <sup>st</sup> Shift	9870214060
6	Mr. Swayam Gupta	Male	Student, BBA 1 <sup>st</sup> Shift	9205532621
7	Ms. Swati Chandola	Female	Student, BCA 2 <sup>nd</sup> Shift	9166566462
8	Mr. Pankaj Kumar	Male	Representative member from NGO	0977324949

the Conference Room, PG Building, TIAS. Following members were present in the meeting-

**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
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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

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



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**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

*(Signature)*  
Internal Complaint Committee  
Tecnia Institute of Advanced Studies  
Madhuban Chowk, Rohini, Delhi - 110085

Copy to:

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- 2) Dr. Namita Mishra, Head, Student Welfare Committee, ICC
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*(Signature)*





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## Internal Complaint Report

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*[Signature]*  
Internal Complaint Committee  
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Madhuban Chowk, Rohini, Delhi - 85





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Date : 04.04.2022

## Internal Complain Committee

### Meeting Attendance Sheet

Attendance of Internal Complain Committee of Tecnia Institute of Advanced Studies held on 4th April 2022 at 11:00 AM at Conference Room, PG Building, TIAS :-

S.No	Name	Designation	Signature
1	Dr. Namita Mishra	Head	
2	Dr. Sandeep Kumar	Member	
3	Dr. Nivedita	Member	
4	Dr. Sachin Sabharwal	Member	
5	Dr. Monu Singh	Member	
6	Ms. Garima Singh	Member Secretary	
7	Mr. Pankaj Kumar	Representative member from NGO	

Internal Complain Committee  
Tecnia Institute of Advanced Studies  
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