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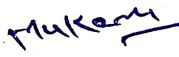
Minutes of the Meeting of the Internal Complaints Committee (ICC)

Date: 05, October, 2021

Time: 11:00 AM– 12:00 noon

Venue: Admin Block 1st floor

Attendees:

- Dr. Anita Malik (Presiding Officer, ICC) 
- Ms. Savita Arya (NGO representative, ICC)
- Dr. Bhawna Singla (Faculty Member, ICC)
- Dr. Parveen Kumar Goel (Faculty member, ICC)
- Mr. Mukesh Vashisth (Non-teaching staff, ICC) 
- Ms. Twinkle (Non-teaching staff, ICC)
- Ms. Lavanya Batra (Student Member, ICC)
- Ms. Radha Patel (Student Member, ICC)
- Ms. Sneha (Student Member, ICC)

Agenda:

1. Discussion about smooth functioning of Internal Complaint Committee.
2. To spread awareness among students Online as well as offline.

Proceedings:

The meeting commenced with Dr. Vinay Khatri welcoming everyone and outlining the importance of the agenda items.

Item 1: Spreading Awareness among Students about ICC

Discussed various methods to raise awareness, including:

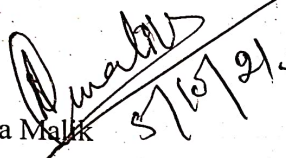
- Incorporating ICC information into Student Induction Programs.

- Utilizing digital platforms such as the Institute website and social media.
- Assigned responsibilities to Dr. Bhawna Singla and D. Parveen Kumar Goel to organize training sessions and Awareness program.

Item 2: Smooth Functioning of ICC

Reviewed current procedures and identified areas for improvement:

- Emphasized the need for regular training sessions for ICC members.
- Discussed establishing clear communication channels for complainants and respondents.
- Agreed to develop a feedback mechanism to assess the effectiveness of ICC processes.


Dr. Anita Malik

Presiding Officer

Internal Complaint Committee