



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Date: August 17, 2023

Time: 11:00 AM – 12:00 noon

Venue: Admin Block 1st floor

Attendees:

1. Dr. Anita Malik, Professor, Department of Applied Sciences and Humanities, – Presiding Officer
2. Dr. Parveen Goyal, Associate Professor, Department of Pharmacy – Member
3. Ms. Preeti Dahiya, Assistant Professor, BBA Department – Member
4. Mr. Suresh Tyagi, Superintendent, Academics – Member
5. Ms. Twinkle, Lab Technician, TE – Member
6. Mr. Achintya, B. Tech - CSE (AIML)
7. Ms. Sejal, MBA

Agenda:

1. Discussion regarding the Internal Complaint Committee's efficient operation.
2. To raise awareness among students.

Proceedings:

The meeting commenced with Dr. Anita Malik welcoming everyone and outlining the importance of the agenda items.

Item 1: Raising Awareness among Students about ICC

Discussed various methods to raise awareness, including:

- Accompanying Student Orientation Programs with ICC Information.
- Making use of social media and other digital venues like the university website.

Item 2: Smooth Functioning of ICC

Analyzed the current practices and noted areas that needed improvement.

- Highlighted the need of ICC members attending frequent training sessions.
- Developed detailed procedures for filing, investigating, and resolving complaints. This includes timelines, confidentiality protocols, and steps for appeals.

Anita Malik
17/08/23

Dr. Anita Malik

Presiding Officer

Internal Complaint Committee