



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Date: November 16, 2020

Time: 11:00 AM– 12:00 noon

Venue: Admin Block 1st floor.

Attendees:

- Dr. Vinay Khatri (Presiding Officer, ICC)
- Ms. Shreya Midda (NGO representative, ICC)
- Er. Swati Gupta (Faculty Member, ICC)
- Dr. Rachna Khurana (Faculty member, ICC)
- Mr. Mukesh Vashisth (Non-teaching staff, ICC)
- Mr. Reema Tyagi (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:

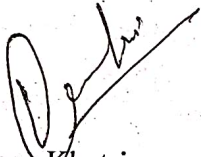
- Incorporating ICC information into Student Induction Programs.

- Utilizing digital platforms such as the Institute website and social media.
- Assigned responsibilities to Dr. Rachna khurana and Er. Swati 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. Vinay Khatri

Presiding Officer

Internal Complaint Committee