

## Minutes of ICC Meetings

Date: 25-06-2024

The meeting of Internal Complaints Committee was held on 25-06-2024 at 2.30 pm in Principal's office. The following members were present in the meeting.

SR.NO	MEMBER	DESIGNATION
1	Dr. Vipin Kumar Gupta	Principal
2	Mrs. Archana Sharma	Member
3	Mrs. Vartika Katiyar	Member

### Agenda:

1. Review of the previous year's activities and cases handled.
2. Planning awareness programs for the academic year 2024-2025.
3. Review and update of the existing policy and guidelines.
4. Establishment of timelines for complaint redressal.
5. Allocation of responsibilities among members.

### Meeting Proceedings:

1. The Chairperson welcomed all the members and provided an overview of the meeting objectives.
2. The Secretary presented a summary of the cases handled and resolved during the previous academic year. Key achievements, challenges, and areas for improvement were discussed.
3. It was unanimously agreed to conduct at least two awareness workshops on sexual harassment laws and grievance mechanisms for students and staff.
4. The existing internal policy on sexual harassment was reviewed. Suggestions were made for amendments, including updating reporting timelines and simplifying complaint procedures.
5. Specific roles for awareness programs, case reviews, and policy updates were assigned to committee members.

The meeting ended with a formal vote of thanks by Dr. Vipin Kumar Gupta.



  
Principal  
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