

CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on 08/02/2021 at GSCE library at 11.AM. The purpose of this meeting is to address any concerns or grievances that employees may have and to ensure a healthy and respectful work environment for all.

Agenda:

- Events and programs to be organized.
- Discussion on any new complaints or concerns
- Strategies for improving communication and addressing issues effectively

Your participation and input are crucial in fostering a positive workplace culture. Please make every effort to attend this meeting. If you are unable to attend, please notify as soon as possible. The following faculty member and staff are attending the meeting.

S.No	Name	Designation	Mobile No	Sign
1	Ms. Pooja Vishwakarma	Chairman	7566910140	Togha
2	Ms. Divya Rai	Member	7509780629	Divya
3	Ms. Arti Rakwar	Member	8989908327	Arti
4	Mr. Rajeev saraswat	Member	8518831431	Rajeev
5	Mr. Ankit parashar	Member	9993464289	Ankit
6	Mr. Arun Kumar Shukla	Member	9993564703	Ashukla
7	Mr. R.K Rajak	Member	8770834693	R.K Rajak
8	Mr. Astutosh Goswami	Member	9407335444	Astutosh
9	Ms. Priya itoriya	Member	7000658357	Priya
10	Ms. Prathana Patel	Student	7297878783	P.Patel
11	Ms. Poonam rathore	Student	8269421291	Poonam
12	Ms sejal Jain	Student	9340089065	Sejal

Thank you for your cooperation.


Principal
Gyan Sagar College of Engineering
Sagar (M.P.)

**Internal Complaint Committee
 Minutes of Meeting**

The Agenda:

- Events and programs to be organized.
- Discussion on any new complaints or concerns
- Strategies for improving communication and addressing issues effectively

The following point is discussed in the meeting conducted on 08/02/2021 at GSCE library at 11.AM.

- The chairperson welcoming all attendees and thanking them for their participation in the formation of the Internal Complaint Committee.
- The chairperson provided an overview of the Internal Complaint policies and regulations applicable to our institution, emphasizing the zero-tolerance approach towards any form of Internal Complaint harassment.
- Suggestion regarding the handling of complaints under ICC came up. It was decided to call the complaints individually and hear her/his side of the story and take it in writing. The accused will be called to listen to her/him without biases. This to shell to taken in writing and then the proccer according to **"As per section 4 all India council of technical education"** would be followed.
- Distribute Committee member's roles and responsibilities were discussed, including their duties in handling reports, conducting investigations, and implementing preventive measures.

Handling and make brief report: -
 Mr. Ankit parashar
 Mr. Arun Kumar Shukla

Investigation of complaints: -
 Mr. R.K Rajak
 Ms. Divya Rai
 Ms. Arti Rakwar

Preventive measures: -
 Ms. Priya itoriya
 Mr. Astutosh Goswami

- Action Items:
 Chairperson: Circulate a summary of the meeting minutes to all Committee members.
 Faculty Representative: Compile relevant Internal Complaint policies and regulations for distribution.
 Student Representatives: Assist in organizing awareness campaigns and training sessions.
 Staff Representative: Coordinate with relevant departments to ensure adherence to Internal Complaint protocols

The following faculty member, staff and student representative are attend the meeting

S.No	Name	Designation	Mobile No	Sign
1	Ms. Pooja Vishwakarma	Chairman	7566910140	<i>Pooja</i>
2	Ms. Divya Rai	Member	7509780629	<i>Divya</i>
3	Ms. Arti Rakwar	Member	8989908327	<i>Arti</i>
4	Mr. Rajeew saraswat	Member	8518831431	<i>Rajeew</i>
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7	Mr. R.K Rajak	Member	8770834693	<i>R.K Rajak</i>
8	Mr. Astutosh Goswami	Member	9407335444	<i>Astutosh</i>
9	Ms. Priya itoriya	Member	7000658357	<i>Priya</i>
10	Ms. Prathana Patel	Student	7297878783	<i>Prathana</i>
11	Ms. Poonam rathore	Student	8269421291	<i>Poonam</i>
12	Ms. Sejal Jain	Student	9340089065	<i>Sejal</i>

The meeting ended at 12:15 pm

CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on 03/08/2021 at 2.00 PM Staff Room. The purpose of this meeting is to address any concerns or grievances that employees may have and to ensure a healthy and respectful work environment for all.

Agenda:


- Review of Internal Complaint Committee (ICC) last meeting (08/02/2021)
- Events and programs to be organized.
- Discussion on any new complaints or concerns
- Strategies for improving communication and addressing issues effectively
- Review of existing complaints and resolutions

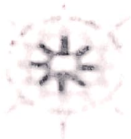
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3	Ms. Arti Rakwar	Member	8989908327	Arti
4	Mr. Rajeev saraswat	Member	8518831431	Rajeev
5	Mr. Ankit parashar	Member	9993464289	Ankit
6	Mr. Arun Kumar Shukla	Member	9993564703	Ashukla
7	Mr. R.K Rajak	Member	8770834693	R.K. Rajak
8	Mr. Astutosh Goswami	Member	9407335444	Astutosh
9	Ms. Priya itoriya	Member	7000658357	Priya
10	Ms. Sejal Jain	Student	9340089065	Sejal
11	Ms. Sectu prajapati	Student	9617587576	Sectu
12	Ms. Anjali Chourasiya	Student	9098432849	Anu.

Thank you for your cooperation.


Principal
Gyan Sagar College of Engineering
Gyan Sagar College of
Engineering, Sagar (M.P.)



Internal Complaint Committee

Minutes of Meeting

Agenda

1. Review of Internal Complaint Committee (ICC) last meeting (08/02/2021)
2. Discussion on any complaint received.
3. Any other matter with the permission of the chair.

Minutes of the meeting

A meeting of the ICC was held on 03/08/2021 at 2 PM in the staff Room. The following discussion and decisions were made:

1. It was made clear to the members to be aware and alert to any discomfort of a student or staff member and to immediately bring it to the notice of the ICC so that it can be appropriately handled.
2. Ms. Pooja Vishwakarma informed the members present that the college has to encourage a supportive environment for all including the complainant if any, and timely resolution is to be ensured.
3. It was decided to conduct awareness workshops on Anti-Harassment for the students and staff.

Till date no such complaint was received.

The following faculty member, staff and student representative are attend the meeting

S.No	Name	Designation	Mobile No	Sign
1	Ms. Pooja Vishwakarma	Chairman	7566910140	
2	Ms. Divya Rai	Member	7509780629	
3	Ms. Arti Rakwar	Member	8989908327	
4	Mr. Rajeev saraswat	Member	8518831431	
5	Mr. Ankit parashar	Member	9993464289	
6	Mr. Arun Kumar Shukla	Member	9993564703	
7	Mr. R.K Rajak	Member	8770834693	
8	Mr. Astutosh Goswami	Member	9407335444	
9	Ms. Priya itoriya	Member	7000658357	
10	Ms. Sejal Jain	Student	9340089065	
11	Ms. Seetu prajapati	Student	9617587576	
12	Ms. Anjali Chourasiya	Student	9098432849	

The meeting ended at 3:00 pm.