



#### CIRCULAR

#### Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on 04/01/2022 at 2.30 PM GSCE library. The purpose of this meeting is to address any concerns or grievances that employees may have and to ensure a healthy and respectful work environnent for all.

#### Agenda:

- Review of Internal Complaint Committee (ICC) last meeting (03/08/2021)
- Events and programs to be organized.
- Discussion on any new compl ints or concerns
- Strategies for improving comr unication and addressing issues effectively
- Take a report of awareness workshops on Anti- Harassment for the stude ts and staff. Conduct in last session. & plan new awareness program like presentation & eminars.

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 notity 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	7099
2	Ms. Divya Rai	Member	7509780629	DRuga
3	Ms. Arti Rakwar	Member	8989908327	Afair K
4	Mr. Rajeev saraswat	Member	8518831431	gazen
5	Mr. Ankit parashar	Member	9993464289	AR
6	Mr. Arun Kumar Shukla	Member	9993564703	Ashukla
7	Mr. R.K Rajak	Member	8770834693	+4
8	Mr. Astutosh Goswami	Member	9407335444	B.
9	Ms. Priya itoriya	Member	7000658357	Richard
10	Ms. Sejal Jain	Student	9340089065	Sejal.
11	Ms. Seetu prajapati	Student	9617587576	Seeler
12	Ms. Anjali Chourasiya	Student	9098432849	Sh

That k you for your cooperation.





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GACE Campus: AH-44 Narsinghpur Road Near DPS Makronia, Sironja, Sagar (M.R.) 470001 Contact - 9425171402 - 9752498471 - 9425171258 - 07582-281336

Internal Complaint Committee

#### Minutes of Meeting

#### Agenda:

- Review of Internal Complaint Committee (ICC) last meeting (03/08/2021)
- Events and programs to be organized.
- Discussion on any new compl ints or concerns
- Strategies for improving comr unication and addressing issues effectively
- Take a report of awareness werkshops on Anti-Harassment for the students and staff. Conduct in last session. & plainew awareness program like presentation & eminars.

The following point is discussed in the meeting which is held in GSCE library at 2.30 PM cn the date of 4/1/2022

- Take report of planning and execution of training sessions and awareness programs vere discussed in early meeting & what are outcome of the session.
- The Committee also discussed the possibility of conducting of seminar and prese tation of the Internal Complaint policies.

### Action Items:- Till date no such complaint was received.

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

S.No	Name	Designation	Mobile No	Sign
1	Ms. Pooja Vishwakarma	Chairman	7566910140	70019
2	Ms. Divya Rai	Member	7509780629	Diver
3	Ms. Arti Rakwar	Member	8989908327	Alaik,
4	Mr. Rajeev saraswat	Member	8518831431	mojeen
5	Mr. Ankit parashar	Member	9993464289	Ape
6	Mr. Arun Kumar Shukla	Member	9993564703	Ashukla
7	Mr. R.K Rajak	Member	8770834693	+64
8	Mr. Astutosh Goswami	Member	9407335444	Son,
9	Ms. Priya itoriya	Member	7000658357	Due
10	Ms. Sejal Jain	Student	9340089065	Sejal
11	Ms. Seetu prajapati	Student	9617587576	Seely
12	Ms. Anjali Chourasiya	Student	9098432849	Alma

The meeting ended at 3:30 pm.

Principal Principal Gyan Gyan Sable College gincering Engineering Cabbr)(M.P.)

#### GYAN SAGAR COLLEGE OF ENGINEERING, SAGAR

GSCE Campus: AH-44, Narsinghpur Road, Near DPS Makronia, Sironja, Sagar (M.F.) 470001 Contact - 9425171402 - 9752498471 - 9425171258 - 07582-281336

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Agenda:

- Review of Internal Complaint Committee (ICC) last meeting (04/01/2022)
- Review of existing complaints at d resolutions
- Discussion on any new complaints or concerns
   Ms. Arti Raikwar leaving the college so as per chairperson gives a added responsib lity to Mr. Arun kumar Shukla.

Your participation and input are crucial in fostering a positive workplace culture. Please make every effort to attend this meeting. If you are us able to attend, please notify as soon as possible.

The following faculty member and staff: re attending the meeting.

S.No	Name	Designation	Mobile No	Sign
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2	Ms. Divya Rai	Member	7509780629	Divya.
3	Mr. Rajeev saraswat	Member	8518831431	orgeon
4	Mr. Ankit parashar	Member	9993464289	ARE-
5	Mr. Arun Kumar Shukla	Member	9993564703	Ashikla
6	Mr. R.K Rajak	Member	8770834693	
7	Mr. Astutosh Goswami	Member	9407335444	An.
8	Ms. Priya itoriya	Member	7000658357	Don
9	Ms. Sejal Jain	Student	9340089065	Seal.
10	Ms. Seetu prajapati	Student	9617587576	Seety
11	Ms. Anjali Chourasiya	Student	9098432849	Jun

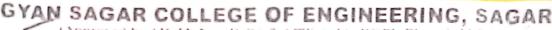
Thank you for your cooperation.

Pr ncipal

Gyan Saga Principal Engineering

Gyan Sagar Gollege of

Engineering, Sagar (M P)



OECE Campus: AH-44, Narsinghpur Road. Near DPS Makronia, Sironja, Sagar (M.P.) 478081 Cantact - 9425171402 - 9752498471 - 9425171258 - 07582-281336 www.gsce.edu.in. | E-mail.gsce2008@gmail.co

# Internal Complaint Committee

## Minutes of Meeting

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- Review of existing complaints at d resolutions
- Discussion on any new complaints or concerns Ms. Arti Raikwar leaving the college so as per chairperson gives a added responsib lity to Mr. Arun kumar Shukla.

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6	Mr. R.K Rajak	Member	8770834693	-
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The meeting ended at 3:30 pm.

Gyan Sagar (Gollagen of ring Engineering, Sagar (M.P.)

