



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 environment for all.

Agenda:

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

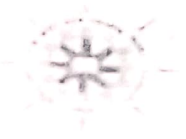
Your participation and input are crucial in fostering a positive workplace culture. Please make every effort to attend this meeting. If you are unable to attend, please notify as soon as possible.

The following faculty member and staff are attending the meeting.

S.No	Name	Designation	Mobile No	Sign
1	Ms. Pooja Vishwakarma	Chairman	7566910140	
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	

Thank you for your cooperation.

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



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 complaints or concerns
- Strategies for improving communication and addressing issues effectively
- Take a report of awareness workshops on Anti-Harassment for the students and staff.
Conduct in last session. & plan new awareness program like presentation & seminars.

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

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

Action Items:- 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	
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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 3:30 pm.

CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on 02/07/2022 at 2.30 PM in the 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 environment for all.

Agenda:

- Review of Internal Complaint Committee (ICC) last meeting (04/01/2022)
- Review of existing complaints and resolutions
- Discussion on any new complaints or concerns

Ms. Arti Raikwar leaving the college so as per chairperson gives an added responsibility 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 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	
2	Ms. Divya Rai	Member	7509780629	
3	Mr. Rajeev saraswat	Member	8518831431	
4	Mr. Ankit parashar	Member	9993464289	
5	Mr. Arun Kumar Shukla	Member	9993564703	
6	Mr. R.K Rajak	Member	8770834693	
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Thank you for your cooperation.

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



Internal Complaint Committee

Minutes of Meeting

Agenda:

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

The following point is discussed in the meeting which is held in GSCE library at 2.30 PM on the date of 2/7/2022

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

Action Items:- 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	
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The meeting ended at 3:30 pm.

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