



CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on 02/02/2023 at 2.30 PM principal office. 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 (02/07/2022)
- Review of existing complaints and resolutions
- 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	Pooja
2	Ms. Divya Rai	Member	7509780629	Divya
3	Mr. Rajeev saraswat	Member	8518831431	Rajeev
4	Mr. Ankit parashar	Member	9993464289	Ankit
5	Mr. Arun Kumar Shukla	Member	9993564703	Ashukla
6	Mr. R.K Rajak	Member	8770834693	R.K Rajak
7	Mr. Astutosh Goswami	Member	9407335444	Astutosh
8	Ms. Priya itoriya	Member	7000658357	Priya
9	Ms. Sejal Jain	Student	9340089065	Sejal
10	Shivam Viswakarma	Student	8815855027	Shivam
11	Stuti Tiwari	Student	9302074581	Stuti

Thank you for your cooperation.


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



Internal Complaint Committee

Minutes of Meeting

Agenda:

- Review of Internal Complaint Committee (ICC) last meeting (02/07/2022)
- Review of existing complaints and resolutions
- Discussion on any new complaints or concerns
- Strategies for improving communication and addressing issues effectively


The following point is discussed in the meeting:-

1. A meeting of member of the internal complains committee was held on 2/2.2023 at 2.30 PM in the principal's office the chairperson welcomed all the member of the committee.
2. The committee discusses and agreed to conduct a training and awareness program to educate student and staff about the complained handling producer & prevention of harassment.
3. It was noted that as the current date the committee had not received any complained.
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	Pooja
2	Ms. Divya Rai	Member	7509780629	Divya
3	Mr. Rajeev saraswat	Member	8518831431	Rajeev
4	Mr. Ankit parashar	Member	9993464289	Ankit
5	Mr. Arun Kumar Shukla	Member	9993564703	Ashukla
6	Mr. R.K Rajak	Member	8770834693	R.K Rajak
7	Mr. Astutosh Goswami	Member	9407335444	Astutosh
8	Ms. Priya itoriya	Member	7000658357	Priya
9	Ms. Sejal Jain	Student	9340089065	Sejal
10	Shivam Viswakarma	Student	8815855027	Shivam
11	Stuti Tiwari	Student	9302074581	Stuti

The meeting comes to an end at 3.30 M.


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

CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on 07/08/2023 at 3.00 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 (02/02/2023)
- Review of existing complaints and resolutions
- Discussion on any new 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	Pooja
2	Ms. Divya Rai	Member	7509780629	Divya
3	Mr. Rajeev saraswat	Member	8518831431	Rajeev
4	Mr. Ankit parashar	Member	9993464289	Ankit
5	Mr. Arun Kumar Shukla	Member	9993564703	Ashukla
6	Mr. R.K Rajak	Member	8770834693	R.K Rajak
7	Mr. Astutosh Goswami	Member	9407335444	Astutosh
8	Ms. Priya itoriya	Member	7000658357	Priya
9	Ms. Sejal Jain	Student	9340089065	Sejal
10	Shivam Viswakarma	Student	8815855027	Shivam
11	Stuti Tiwari	Student	9302074581	Stuti

Thank you for your cooperation.


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



Internal Complaint Committee

Minutes of Meeting

Agenda:

- Review of Internal Complaint Committee (ICC) last meeting (02/02/2023)
- Discussion on any new concerns
- Strategies for improving communication and addressing issues effectively

The following point is discussed in the meeting held in 04/08/2023 at 3.00 PM in SCE library:-

Review:

The committee noted that no complaint of sexual harassment has been received from any girl's student and woman employee of this institution either in written form or mail.

- The ICC member was motivated to participate in Sexual Harassment Awareness Program/ Workshop/ Short Term Training etc.
- Plan to conduct orientation program about the sexual harassment and gender sensitization to non-teaching staff, housekeeping, gardening and security service provider.

The following faculty member, staff and student representative 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	
7	Mr. Astutosh Goswami	Member	9407335444	
8	Ms. Priya itoriya	Member	7000658357	
9	Ms. Sejal Jain	Student	9340089065	
10	Shivam Viswakarma	Student	8815855027	
11	Stuti Tiwari	Student	9302074581	

The meeting comes to an end at 4.30 M.

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



CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on **05/02/2024** at 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 (04/08/2023)
- Review of existing complaints and resolutions
- Discussion on any new concerns
- Strategies for improving communication and addressing issues effectively

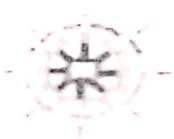
Your participation and input are crucial in fostering a positive workplace culture. Please make every effort to attend this meeting. If you are unable to attend, please notify as soon as possible.

The following faculty member and staff are attending the meeting.

S.No	Name	Designation	Mobile No	Sign
1	Ms. Pooja Vishwakarma	Chairman	7566910140	
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	
7	Mr. Astutosh Goswami	Member	9407335444	
8	Ms. Priya itoriya	Member	7000658357	
9	Ms. Sejal Jain	Student	9340089065	
10	Shivam Viswakarma	Student	8815855027	
11	Stuti Tiwari	Student	9302074581	

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:

- Review of Internal Complaint Committee (ICC) last meeting (04/08/2023)
- Discussion on any new concerns
- Strategies for improving communication and addressing issues effectively

The following point is discussed in the meeting held in 05/02/2024 at 3.00 PM in GSCE library:-

Review:

Orientation program was postponed to conduct in the month due to university sports activity

The committee noted that no complaint of sexual harassment has been received from any girl's student and woman employee of this institution either in written form or mail.

- The committee has planned to conduct a awareness program on self defense, cyber crime and security & sexual harassment of women at workplace.
- The convener asked the members to find the best resource person for the awareness program & informed well in advance

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	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	
7	Mr. Astutosh Goswami	Member	9407335444	
8	Ms. Priya itoriya	Member	7000658357	
9	Ms. Sejal Jain	Student	9340089065	
10	Shivam Viswakarma	Student	8815855027	
11	Stuti Tiwari	Student	9302074581	

The meeting comes to an end at 4.10 M.

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