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

<u>CIRCULAR</u>

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on (2/02/2023 at 2.30 PM principal office. The purpose of this meeting is to address any concerns or grievances that employees may have and to ersure a healthy and respectful work environ ent for all.

Agenda:

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

Your participation and input are c ucial in fostering a positive workplace culture. Please make every effort to attend this meeti g. 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 | 7699 |
| 2 | Ms. Divya Rai | Member | 7509780629 | Divige |
| 3 | Mr. Rajeev saraswat | Member | 8518831431 | noten |
| 4 | Mr. Ankit parashar | Member | 9993464289 | A |
| 5 | Mr. Arun Kumar Shukla | Member | 9993564703 | Ashukla |
| 6 | Mr. R.K Rajak | Member | 8770834693 | - |
| 7 | Mr. Astutosh Goswami | Member | 9407335444 | 767 |
| 8 | Ms. Priya itoriya | Member | 7000658357 | () |
| 9 | Ms. Sejal Jain | Student | 9340089065 | <u>Selal</u> |
| 10 | Shivam Viswakarma | Student | 8815855027 | Thomas |
| 11 | Stuti Tiwari | Student | 9302074581 | Stuti |

Thanl you for your cooperation.

GYAN SAGAR COLLEGE OF ENGINEERING, SAGAR

GSCE Compus. AH-44, Narsinghpur Road, Near DPS Makronia, Sironja, Sagar (M.P.) 470001 Contact - 9425171402 - 9752498471 - 9425171258 - 07582-281335

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 compl ints or concerns
- Strategies for improving comr unication and addressing issues effectively

The following point is discussed in the meeting:-

- 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.
- 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 curren 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 | Şign |
|------|-----------------------|-------------|------------|---------|
| 1 | Ms. Pooja Vishwakarma | Chairman | 7566910140 | 7009 |
| 2 | Ms. Divya Rai | Member | 7509780629 | Divya, |
| 3 | Mr. Rajeev saraswat | Member | 8518831431 | orageer |
| 4 | Mr. Ankit parashar | Member | 9993464289 | - Pe |
| 5 | Mr. Arun Kumar Shukla | Member | 9993564703 | Ashukla |
| 6 | Mr. R.K Rajak | Member | 8770834693 | AR |
| 7 | Mr. Astutosh Goswami | Member | 9407335444 | XII. |
| 8 | Ms. Priya itoriya | Member | 7000658357 | |
| 9 | Ms. Sejal Jain | Student | 9340089065 | sejal_ |
| 10 | Shivam Viswakarma | Student | 8815855027 | Shower |
| 11 | Stuti Tiwari | Student | 9302074581 | Stutt |

The meeting comes to an end at 3.30 M.

Principal

Gyan Gyan Sagle Extlégen mineering

Engine Grigger (ALP.)



Contact - 9425171402 - 9752498471 - 9425171258 - 07582-281336

CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting r_0 garding internal complaints will be held on $0^c/08/2023$ at 3.00 PM GSCE library. The purpose c f this meeting is to address any concerns or g ievances 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 comr unication and addressing issues effectively

Your participation and input are c ucial 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 | 70019 |
| 2 | Ms. Divya Rai | Member | 7509780629 | Divya |
| 3 | Mr. Rajeev saraswat | Member | 8518831431 | orajeer |
| 4 | Mr. Ankit parashar | Member | 9993464289 | AP |
| 5 | Mr. Arun Kumar Shukla | Member | 9993564703 | Ashukla |
| 6 | Mr. R.K Rajak | Member | 8770834693 | TAB |
| 7 | Mr. Astutosh Goswami | Member | 9407335444 | = B. |
| 8 | Ms. Priya itoriya | Member | 7000658357 | Did |
| 9 | Ms. Sejal Jain | Student | 9340089065 | Sejal |
| 10 | Shivam Viswakarma | Student | 8815855027 | 2 waling |
| 11 | Stuti Tiwari | Student | 9302074581 | Stutt. |

Than you for your cooperation.

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GYAN SAGAR COLLEGE OF ENGINEERING, SAGAR

(Approved by AICTE New Delhi & Affiliated to RGPV Bhopal (M.P.)

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

Website, www.gsce.edu.in | E-mail_gsce2008@igmail.com

Interi al 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 comr unication and addressing issues effectively

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

Review:

The committee noted that no complained 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 Aware ess 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 ser ice provider.

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 | 75019 |
| 2 | Ms. Divya Rai | Member | 7509780629 | Dillie . |
| 3 | Mr. Rajeev saraswat | Member | 8518831431 | orgeen |
| 4 | Mr. Ankit parashar | Member | 9993464289 | # |
| 5 | Mr. Arun Kumar Shukla | Member | 9993564703 | Ashykler |
| 6 | Mr. R.K Rajak | Member | 8770834693 | |
| 7 | Mr. Astutosh Goswami | Member | 9407335444 | 2071 |
| 8 | Ms. Priya itoriya | Member | 7000658357 | (Poper |
| 9 | Ms. Sejal Jain | Student | 9340089065 | <u>Sejal</u> |
| 10 | Shivam Viswakarma | Student | 8815855027 | Shran |
| 11 | Stuti Tiwari | Student | 9302074581 | Stuti |

The meeting comes to an end at 4.30 M.

Principal

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Engineering, Sagar (M.P.)



(Approved to AICTF New Delhi & Affiliated to RCPV Bhopal (M.P.)
GSCE Campus- AH-44, Narsinghpur Road, Near DPS Makronia, Sironja, Sagar (M.P.) 479001
Contact - 9425171402 • 9752498471 • 9425171258 • 07582-281336

CIRCULAR

Internal Complaint Committee

This is to inform you that a meeting regarding internal complaints will be held on **0**5/02/2024 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 environn ent 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 comr unication and addressing issues effectively

Your participation and input are c ucial in fostering a positive workplace culture. Please make every effort to attend this meeti g. 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 | 7009 |
| 2 | Ms. Divya Rai | Member | 7509780629 | Divie |
| 3 | Mr. Rajeev saraswat | Member | 8518831431 | Labor |
| 4 | Mr. Ankit parashar | Member | 9993464289 | AP. |
| 5 | Mr. Arun Kumar Shukla | Member | 9993564703 | Ashukla |
| 6 | Mr. R.K Rajak | Member | 8770834693 | |
| 7 | Mr. Astutosh Goswami | Member | 9407335444 | SP1 |
| 8 | Ms. Priya itoriya | Member | 7000658357 | A D |
| 9 | Ms. Sejal Jain | Student | 9340089065 | sejal |
| 10 | Shivam Viswakarma | Student | 8815855027 | Showing |
| 11 | Stuti Tiwari | Student | 9302074581 | Stuti_ |

Than you for your cooperation.

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

AN SAGAR COLLEGE OF ENGINEERING, SAGAR

Second

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

Interi al 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 comr unication and addressing issues effectively

The following point is discussed i $\,$ the meeting held in 05/02/2024 at 3.00 PM (SCE library:-

Review:

Orientation program was post_| one to conduct in the moth due to university sports activity

The committee noted that no complained 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 aw reness program & informed well in a vance

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 | 1699 |
| 2 | Ms. Divya Rai | Member | 7509780629 | Drugo |
| 3 | Mr. Rajeev saraswat | Member | 8518831431 | Topan |
| 4 | Mr. Ankit parashar | Member | 9993464289 | AR |
| 5 | Mr. Arun Kumar Shukla | Member | 9993564703 | Askukla |
| 6 | Mr. R.K Rajak | Member | 8770834693 | 大 |
| 7 | Mr. Astutosh Goswami | Member | 9407335444 | ST. |
| 8 | Ms. Priya itoriya | Member | 7000658357 | 202 |
| 9 | Ms. Sejal Jain | Student | 9340089065 | Sch |
| 10 | Shivam Viswakarma | Student | 8815855027 | Shrawe |
| 11 | Stuti Tiwari | Student | 9302074581 | Stuti |

The meeting comes to an end at 4.10 M.

Principal

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