



## CIRCULAR

Date 13/09/2021

Subject: 8<sup>th</sup> Meeting of Internal Complaints Committee

Mode of Meeting: Offline

This is to inform that 8<sup>th</sup> meeting of the Internal Complaints Committee has been scheduled on 18/09/2021 at 2:00 P.M. in Conference Room, Administrative Block.

All the Members are requested to attend the meeting.

The purpose of this meeting is to discuss on discussion on below mention agendas.

### Agenda      Particulars

Agenda 1: Confirmation of Minutes of the Meeting held on 5<sup>th</sup> Feb 2021.

Agenda 2: Planning Sensitization Session for New Students

Agenda 3: Review of Campus Safety Signage

Agenda 4: Any other point to discuss with permission of chair.

*Manju Mathur*

**Manju Mathur**  
**Presiding Officer**

Copy to:

1. Principal
2. IQAC
3. Internal Complaints Committee Members

### Meeting Adjournment

Mr. Manju Mathur, expressed gratitude to all members for their participation and contribution. He emphasized the importance of collaboration in achieving the organization's goals and adjourned the meeting with thanks to everyone for their time and participation.



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**MINUTES OF MEETING OF INTERNAL COMPLAINTS COMMITTEE**

**Minutes of Meeting of Internal Complaints Committee**

**Date : 18/09/2021**

**Meeting Number : 8<sup>th</sup>**

**Venue: Conference Room, Administrative Block**

**The meeting was attended by following members on 18/09/2021**

Sr. No.	Name	Designation
1.	Mrs. Manju Mathur	Presiding Officer
2.	Mrs. Shreya Agarwal	Member
3.	Mrs. Sushila Mahla	Member
4.	Ms. Dimple Bansal	Member
5.	Mr. Pranay Sharma	Member
6.	Ms. Deepa Kumari	Advocate
7.	Mr. Pankaj Jain	Member
8.	Ms. Shaista Khan	Member
9.	Ms. Diya Sati	Student Representative

**Welcome Note:**

The Presiding Officer welcomed all members and highlighted the importance of ensuring accessible and reliable complaint mechanisms as the campus transitioned back to regular academic activities.

S. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 5 <sup>th</sup> Feb 2021.	The members of the committee confirmed the Minutes of the Meeting held on 5 <sup>th</sup> Feb 2021 and supplied the Action Taken Report to all Committee Members.
2.	Planning Sensitization Session for New Students	The committee discussed the need for an early-semester sensitization session to familiarize students with ICC procedures, rights, and responsibilities.
3.	Review of Campus Safety Signage	Members reviewed existing awareness boards and noted that some signage required replacement due to fading. Suggestions included placing posters in high-visibility areas
4.	Any other point to discuss with permission of chair.	No other point to discuss.

**Meeting Adjournment:**

Mrs. Manju Mathur, expressed gratitude to all members for their participation and commitment. She emphasized the importance of collaboration in achieving the committee's goals and officially adjourned the meeting with thanks to everyone for their time and efforts.

**Manju Mathur  
Presiding Officer**



### ATTENDANCE

The meeting was attended by following members on 18/09/2021

Sr. No.	Name	Designation	Signature
1.	Mrs. Manju Mathur	Presiding Officer	<i>Manju</i>
2.	Mrs. Shreya Agarwal	Member	<i>Shreya</i>
3.	Mrs. Sushila Mahla	Member	<i>Sushila</i>
4.	Ms. Dimple Bansal	Member	<i>Dimple</i>
5.	Mr. Pranay Sharma	Member	<i>Pranay</i>
6.	Ms. Deepa Kumari	Advocate	<i>Deepa</i>
7.	Mr. Pankaj Jain	Member	<i>Pankaj</i>
8.	Ms. Shaista Khan	Member	<i>Shaista</i> — ABSENT —
9.	Ms. Diya Sati	Student Representative	<i>Diya</i>



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**ACTION TAKEN REPORT**

Major action taken report of 8<sup>th</sup> Meeting of Internal Complaints Committee held on 18/09/2021

Sr.No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 5 <sup>th</sup> Feb 2021.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Planning Sensitization Session for New Students	Seminar scheduled for early September.
3.	Review of Campus Safety Signage	New posters designed and queued for installation.