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## CIRCULAR

**Date 01/08/2022**

**Subject: 10<sup>th</sup> Meeting of Internal Complaints Committee**

**Mode of Meeting: Offline**

This is to inform that 10<sup>th</sup> meeting of the Internal Complaints Committee has been scheduled on 06/08/2022 1:30 P.M. in EE Seminar Room.

All the Members are requested to attend the meeting.

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

**Agenda      Particulars**

Agenda 1: To confirm the minutes of the Meeting of Internal Complaints Committee held on 26/02/2022.

Agenda 2: Planning of Expert Lecture for all the Students of UG and PG Programs

Agenda 3: Planning and discussion on Student Security and Safety Measures in College Premises

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

A handwritten signature in blue ink, which appears to read 'Manju Mathur'.

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

**Copy to:**

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



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**MINUTES OF MEETING OF INTERNAL COMPLAINTS COMMITTEE**

**Minutes of Meeting of Internal Complaints Committee**

**Date : 06/08/2022**

**Venue: Conference Room, Administrative Block**

**Meeting Number : 10<sup>th</sup>**

**The meeting was attended by following members on 06/08/2022**

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. Akansha Tiwari	Member
9.	Ms. Diya Sati	Student Representative

**Welcome Note:**

Mrs. Manju Mathur initiated the 10<sup>th</sup> Internal Complaints Committee meeting, warmly welcomed all the participants. She expressed gratitude for their presence and highlighted the significance of the discussions ahead. She further presented the agenda for this meeting.

S. No.	AGENDA	DISCUSSIONS
1.	To confirm the minutes of the Meeting of Internal Complaints Committee held on 26/02/2022.	The committee reviewed and confirmed the minutes of the last meeting. No modifications or objections were raised.
2.	Planning of Expert Lecture for all the Students of UG and PG Programs.	During the discussion it was decided that an Expert Lecture should be scheduled for all the students of UG and PG Students. The tentative lecture is scheduled in Second Week of March 2022 by Advocate Deepa Kumari.
3.	Planning and discussion on Student Security and Safety Measures in College Premises	Committee recommended installation of CCTV camera on different locations for the security and safety for all students and Staff.
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*  
**Manju Mathur**  
**Presiding Officer**



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ATTENDANCE

The meeting was attended by following members on 06/08/2022

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. Akansha Tiwari	Member	<i>Akansha</i>
9.	Ms. Diya Sati	Student Representative	<i>Diya</i>



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**ACTION TAKEN REPORT**

Major action taken report of 10<sup>th</sup> Meeting of Internal Complaints Committee held on 06/08/2022

Sr. No.	AGENDA	ACTION TAKEN
1.	To confirm the minutes of the Meeting of Internal Complaints Committee held on 26/02/2022.	Action taken reports of the previous meeting were successfully shared with all members of the Internal Complaints Committee.
2.	Planning of Expert Lecture for all the Students of UG and PG Programs	lecture on the POSH Act will be delivered by Advocate Deepa Kumari, focusing on the Prevention of Sexual Harassment (POSH) Act in workplaces
3.	Planning and discussion on Student Security and Safety Measures in College Premises	Committee recommended marking the locations for the installation of CCTV cameras.