



GLOBAL
INSTITUTE OF
TECHNOLOGY

CIRCULAR

Date 01/08/2023

Subject: 12th Meeting of Internal Complaints Committee

Mode of Meeting: Offline

This is to inform that 12th meeting of the Internal Complaints Committee has been scheduled on 05/08/2023 at 3:00 P.M. in Board Room, GIT.

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: Confirmation of Minutes of the Meeting held on 17th Jan 2023.

Agenda 2: Gender Sensitization Workshops

Agenda 3: Poster Awareness Drive.

Agenda 4: Nomination of new members in the committee. .

Agenda 5: 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



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MINUTES OF MEETING OF INTERNAL COMPLAINTS COMMITTEE

Minutes of Meeting of Internal Complaints Committee

Date : 05/08/2023

Venue: Conference Room, Administrative Block

Meeting Number : 12th

The meeting was attended by following members on 05/08/2023

| Sr. No. | Name | Designation |
|---------|----------------------|------------------------|
| 1. | Mrs. Manju Mathur | Presiding Officer |
| 2. | Mrs. Rashmi Bhardwaj | Member |
| 3. | Mrs. Sushila Mahla | Member |
| 4. | Ms. Anantika Johari | Member |
| 5. | Mr. Pranay Sharma | Member |
| 6. | Ms. Deepa Kumari | Advocate |
| 7. | Mr. Usman Mohd. | Member |
| 8. | Ms. Akansha Tiwari | Member |
| 9. | Ms. Diya Sati | Student Representative |

Welcome Note:

Mrs. Manju Mathur initiated the 12th 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.

| Sr. No. | AGENDA | DISCUSSIONS |
|---------|---|--|
| 1. | Confirmation of Minutes of the Meeting held on 17 th Jan 2023. | The members of the committee confirmed the Minutes of the Meeting held on 17 th Jan 2023 and supplied the Action Taken Report to all Committee Members. |
| 2. | Gender Sensitization Workshops | Workshops were proposed to strengthen understanding of respectful conduct and reporting procedures among students. |
| 3. | Poster Awareness Drive | Posters were found to be an effective tool for messaging; committee decided on launching a fresh poster campaign. |
| 4. | Nomination of new members in the committee | Nomination of Mrs. Rashmi Bhardwaj, Ms. Anantika Johari and Mr. Usman Mohd. were proposed in place of Mrs. Shreya Agarwal, Ms. Dimple Bansal and Mr. Pankaj Jain. |
| 5. | 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 05/08/2023

| Sr. No. | Name | Designation | Signature |
|---------|----------------------|------------------------|-----------|
| 1. | Mrs. Manju Mathur | Presiding Officer | Manju |
| 2. | Mrs. Rashmi Bhardwaj | Member | Rashmi |
| 3. | Mrs. Sushila Mahla | Member | Sushila |
| 4. | Ms. Anantika Johari | Member | Anantika |
| 5. | Mr. Pranay Sharma | Member | ABSENT |
| 6. | Ms. Deepa Kumari | Advocate | Deepa |
| 7. | Mr. Usman Mohd. | Member | Usman |
| 8. | Ms. Akansha Tiwari | Member | Akansha |
| 9. | Ms. Diya Sati | Student Representative | Diya |



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ACTION TAKEN REPORT

Major action taken report of 12th Meeting of Internal Complaints Committee held on 05/08/2023

| Sr. No. | AGENDA | ACTION TAKEN |
|----------------|---|--|
| 1. | Confirmation of Minutes of the Meeting held on 17 th Jan 2023. | Action taken reports of the previous meeting were successfully shared with all members of the Committee. |
| 2. | Gender Sensitization Workshops | Workshops scheduled with external speakers |
| 3. | Poster Awareness Drive | Posters campaign was approved. |
| 4. | Nomination of new members in the committee | New members joined the committee. |