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INSTITUTE OF
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CIRCULAR

Date 19/02/2024

Subject: 13th Meeting of Internal Complaints Committee

Mode of Meeting: Offline

This is to inform that the 13th meeting of the Internal Complaints Committee has been scheduled for 23/02/2024 at 2:30 P.M. in the Board Room, GIT.

All the Members are requested to attend the meeting.

The purpose of this meeting is to discuss the items on the mentioned agenda.

Agenda Particulars

Agenda 1: Confirmation of Minutes of the Meeting held on 05th Aug 2023.

Agenda 2: Student Feedback Review

Agenda 3: Any Other Business

Agenda 4: Nomination of new members in the committee.

Agenda 5: Any other point to discuss with permission of chair.

A handwritten signature in black ink, appearing 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 : 23/02/2024	Venue: Board Room, GIT
Meeting Number : 13th	

The meeting was attended by following members on 23/02/2024

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. Chavi Gupta	Student Representative

Welcome Note:

Mrs. Manju Mathur initiated the 13th 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 05 th Aug 2023.	The members of the committee confirmed the Minutes of the Meeting held on 05 th Aug 2023 and supplied the Action Taken Report to all Committee Members.
2.	Student Feedback Review	Student feedback indicated good awareness of ICC, though more visibility was recommended
3.	Any Other Business	No complaints were reported
4.	Nomination of new members in the committee.	Ms. Chavi Gupta was nominated as student representative in place of Ms. Diya Sati.
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
Presiding Officer



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ATTENDANCE

The meeting was attended by following members on 23/02/2024

Sr. No.	Name	Designation	Signature
1.	Mrs. Manju Mathur	Presiding Officer	<i>Manju</i>
2.	Mrs. Rashmi Bhardwaj	Member	<i>Rashmi</i>
3.	Mrs. Sushila Mahla	Member	<i>Sushila</i>
4.	Ms. Anantika Johari	Member	<i>Anantika</i>
5.	Mr. Pranay Sharma	Member	<i>Pranay</i>
6.	Ms. Deepa Kumari	Advocate	<i>Deepa</i>
7.	Mr. Usman Mohd.	Member	<i>Usman</i>
8.	Ms. Akansha Tiwari	Member	<i>— AB —</i>
9.	Ms. Chavi Gupta	Student Representative	<i>Chavi</i>



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ACTION TAKEN REPORT

Major action taken report of 13th Meeting of Internal Complaints Committee held on 23/02/2024

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 05 th Aug 2023.	Action taken reports of the previous meeting were successfully shared with all members of the Committee.
2.	Student Feedback Review	Feedback summary documented.
3.	Any Other Business	No complaints pending.
4.	Nomination of new members in the committee.	Ms. Chavi Gupta joined the committee.