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## CIRCULAR

**Date 17/02/2025**

**Subject: 15<sup>th</sup> Meeting of Internal Complaints Committee**

**Mode of Meeting: offline**

This is to inform that the 15<sup>th</sup> meeting of the Internal Complaints Committee has been scheduled for 22/02/2025 at 2:00 P.M at EE Seminar Hall.

All the Members are requested to attend the meeting.

The agenda's of this meeting are mentioned below.

**Agenda      Particulars**

Agenda 1: Confirmation of Minutes of the Meeting held on 07<sup>th</sup> Sep 2024.

Agenda 2: Orientation Planning for Freshers.

Agenda 3: Review of Response Time.

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



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**MINUTES OF MEETING OF INTERNAL COMPLAINTS COMMITTEE**

**Minutes of Meeting of Internal Complaints Committee**

**Date: 22/02/2025**

**Venue: Board Room, GIT**

**Meeting Number: 15<sup>th</sup>**

**The meeting was attended by following members on 22/02/2025**

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

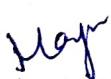
**Welcome Note:**

Mrs. Manju Mathur initiated the 15<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.

Sr. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 07 <sup>th</sup> Sep 2024.	The members of the committee confirmed the Minutes of the Meeting held on 07 <sup>th</sup> Sep 2024 and supplied the Action Taken Report to all Committee Members.
2.	Orientation Planning for Freshers.	Orientation planning included adding practical examples and interactive sessions to make students aware of ICC roles.
3.	Review of Response Time.	Response time was evaluated; members agreed that response guidelines were being met effectively.
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



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ATTENDANCE

The meeting was attended by the following members on 22/02/2025

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	Pranay
6.	Ms. Deepa Kumari	Advocate	Deepa
7.	Mr. Usman Mohd.	Member	Usman
8.	Ms. Akansha Tiwari	Member	Akansha
9.	Ms. Chavi Gupta	Student Representative	ABSENT



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### **ACTION TAKEN REPORT**

Major action taken report of 15<sup>th</sup> Meeting of Internal Complaints Committee held on 22/02/2025

<b>Sr. No.</b>	<b>AGENDA</b>	<b>ACTION TAKEN</b>
1.	Confirmation of Minutes of the Meeting held on 07 <sup>th</sup> Sep 2024.	Action taken reports of the previous meeting were successfully shared with all members of the Committee.
2.	Orientation Planning for Freshers.	Orientation schedule finalized
3.	Review of Response Time.	Response time monitoring guidelines reviewed.