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INSTITUTE OF
TECHNOLOGY

CIRCULAR

Date 08/09/2025

Subject: 16th Meeting of Internal Complaints Committee

Mode of Meeting: offline

This is to inform that the 16th meeting of the Internal Complaints Committee has been scheduled on 13/09/2025 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: To confirm the minutes of the Meeting of the Internal Complaints Committee held on 22/02/2025

Agenda 2: Women's Safety Week Planning

Agenda 3: ICC Capacity-Building for Faculty.

Agenda 4: Case Review

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

Manju

**Dr. 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: 13/09/2025	Venue: Board Room, GIT
Meeting Number: 16th	

The meeting was attended by following members on 13/09/2025

The meeting was attended by following members on 15/09/2023		
Sr. No.	Name	Designation
1.	Dr. 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:

Dr. Manju Mathur initiated the 16th 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.	To confirm the minutes of the Meeting of the Internal Complaints Committee held on 22/02/2025	The committee reviewed the minutes of the previous meeting. No objections or modifications were raised. The minutes were unanimously approved and confirmed.
2.	Women's Safety Week Planning	Women's Safety Week was proposed to include sessions on legal rights and personal safety techniques.
3.	ICC Capacity-Building for Faculty.	Faculty capacity-building modules were suggested to improve awareness of responsibilities under POSH..
4.	Case Review	No cases were reported.
5.	Any other point to discuss with permission of chair.	No other point to discuss.

Meeting Adjournment:

Dr. 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.

May

**Dr. Manju Mathur
Presiding Officer**



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ATTENDANCE

The meeting was attended by the following members on 13/09/2025

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



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ACTION TAKEN REPORT

Major action taken report of 16th Meeting of Internal Complaints Committee held on 13/09/2025

Sr. No.	AGENDA	ACTION TAKEN
1.	To confirm the minutes of the Meeting of the Internal Complaints Committee held on 22/02/2025	The minutes of the previous meeting were recorded and archived for future reference. Copies were circulated among the committee members to ensure transparency and continuity in decision-making.
2.	Women's Safety Week Planning	Safety Week plan finalized
3.	ICC Capacity-Building for Faculty.	Faculty training modules created.
4.	Case Review	No cases requiring action.