



TECNIA INSTITUTE OF ADVANCED STUDIES – CDL

(Standalone Institute)

(Approved by AICTE, Ministry of Education, Govt. of India)

B-71/2, Wazirpur Industrial Area, Wazirpur, New Delhi - 110 052

Website: www.cdl.tecna.in; E-Mail: directorcdl@tecna.in

Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2023-24/ 10

Date: 20.09.2023

Minutes of Meeting

A meeting of **Internal Complaint Committee (ICC)** was held on 20th September, 2023 at 11:00 am in Board Room. Following members were present in the meeting-

S.No	Name	Gender	Designation	Signature
1	Ms. Bharti Aggarwal	Female	Chair	9871066460
2	Ms. Aashima Sharma	Female	Member Secretary	9560081911
3	Mr. Vikas Katariya	Male	Member	9711148848
4	Mr. Anmol	Male	Member	8929134301
5	Aditya Gupta	Male	Student	8368927978
6	Pankaj Kumar	Male	Student	9056170105
6	Gunjan	Female	Student	9871522123

Following meeting agenda were taken up in the meeting-

Item No. 1: Re-constitution of the **Internal Complaint Committee (ICC)**

Resolved 1: Internal Complaint Committee (ICC) was reconstituted.

Item No. 2: Review of previous meeting agenda

Resolved 2: Review of Previous meeting agenda: All agenda are complied.

Item No. 3: Functions of **Internal Complaint Committee (ICC)**

Resolved 3: As per the guidelines on "Handbook on Sexual Harassment of Women At workplace (Prevention, Prohibition and Redressal Act 2013), the key responsibilities and functions were discussed which are as follows:



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1. Be thoroughly prepared
2. Know the Act, policy and/or relevant service rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint.
5. Prepare relevant interview questions.
6. Conduct necessary interviews.
7. Ensure parties are made aware of the process and their rights/ responsibilities with it.
8. Analyse information gathered.
9. Prepare the report with findings /recommendations

Item No. 4: To sensitize students and staff on gender issues

Resolved 4: Online meeting was done with Students and staff for sensitizing the gender issues.

Item No. 5: Cases Reported, if any

Resolved 5: No major or minor case was reported to the Institute.

Item No. 6: Proceedings of ICC meticulous and verifiable contents

Resolved 6: *The Student and Stake Holders are appraised and notify about Proceedings of the meeting of ICC.*

Item No. 7: Maintenance of **Complaint Form** "Online Student Complaint" link on Institute website.

Resolved 7: *The Student and Stake Holders are appraised and notify about "Online Student Complaint" link on Institute website.*

Item No. 8: Student complaint if any

Resolved 8: No major or minor complaint was observed and received from students.

Item No. 9: Student Feedback

Resolved 9: The Student and Stake Holders are appraised about the "Online Student Feedback" link on Institute website.

Aashu

Member Secretary

Internal Complaint Committee

Nodal Officer, ICC

Tecnia Institute of Advanced Studies - CDL

Copy to:

1. All Committee Members
2. HOD- Respective Program
3. In-Charge- Student Welfare
4. ITC Head-for Uploading on Institute Website
5. Student Notice Board
6. Training and Placement cell
7. Library Cell
8. Admin Officer