



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085

Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



Ref. No. : TIAS/ICC/2021-22/015

Date: 28th Sep. '2021

Meeting Notice

Subject: ICC meeting to be held on 1.10.2021

It has been decided that Internal Complaint Committee (ICC) meeting to be held with all committee members to appraise all stakeholders about ICC reconstitutions/regulations/policy/awareness programmes/functions and cases if any. We request you to kindly make yourself available for smooth conduct of ICC meeting on 1.10.2021 at 11:00 AM at the Conference Room, PG Building, TIAS.

Nandini Mishra

Member Secretary

**Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi -85**

Copy to:

1. All Committee Members
2. Head of the Deptt. MBA, BBA, BA(J&MC), MCA & BCA
3. In-Charge- Students Welfare.
4. ITC Head-for uploading on institute website.
5. Student Notice Board



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Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/016

Date: 28.09.2021

MEETING AGENDA

Following AGENDA ITEMS had been taken up for the ICC Meeting to be held on 01.10.2021

- Item No. 1:** Re-constitution of the Internal Complaint Committee (ICC)
- Item No. 2:** Review of previous meeting agenda.
- Item No. 3:** Functions of Internal Complaint Committee (ICC)
- Item No. 4:** To sensitize students and staff on gender issues.
- Item No. 5:** Cases Reported, if any
- Item No. 6:** Proceedings of ICC meticulous and verifiable contents
- Item No. 7:** Maintenance of Complaint Form "Online Student Complaint" link on Institute website
- Item No. 8:** Student complaint if any
- Item No. 9:** Student Feedback

Any other item with the permission of the the head, Dr. Namita Mishra, Internal Complaint Committee (ICC)

Namita Mishra

Member Secretary,

Internal Complaint Committee

Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi 110085

Copy to:

- 1) Prof. Ajay Kumar, Director, Tecnia Institute of Advanced Studies
- 2) Dr. Namita Mishra, Head, Student Welfare Committee, ICC
- 3) HoD, BBA
- 4) HoD, MBA
- 5) HoD, MCA
- 6) HoD, BA(J&MC)



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Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/017

Date: 1.10.2021

Minutes of Meeting

A meeting of **Internal Complaint Committee (ICC)** was held on 1st October, 2021 at 11:00 AM at the Conference Room, PG Building, TIAS. Following members were present in the meeting-

S.No	Name	Gender	Designation	Mobile No.
1	Dr. Namita Mishra	Female	Associate Professor & Head of ICC	9871416542
2	Dr. Sandeep Kumar	Male	Professor & Member Secretary	9818083607
3	Dr. Nivedita	Female	TPO	8882927696
4	Ms. Seema Pradanani	Female	Admin Officer	9817378331
5	Mr. Dipesh Chaudhary	Male	Student, MBA 1 st Shift	9870214060
6	Mr. Swayam Gupta	Male	Student, BBA 1 st Shift	9205532621
7	Ms. Swati Chandola	Female	Student, BCA 2 nd Shift	9166566462
8	Mr. Pankaj Kumar	Male	Representative member from NGO	0977324949

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:

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



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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: Some cases of indiscipline and misbehavior with female teachers during online classes were reported as students have shared the link with outsider students and they created the nuisance. So, those outsider students were identified and blocked by the administrator and all the students were strictly instructed for not repeating such type of acts.

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.

Meeting ended with the thanks to the head, Dr. Namita Mishra, Internal Complaint Committee (ICC)

Member Secretary,
Internal Complaint Committee

Copy to:

- 1) Prof. Ajay Kumar, Director, Tecnia Institute of Advanced Studies
- 2) Dr. Namita Mishra, Head, Student Welfare Committee, ICC
- 3) HoD, BBA
- 4) HoD, MBA
- 5) HoD, MCA
- 6) HoD, BA(J&MC)



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Internal Complaint Report

Period – 2021-22

S. No.	Particular	Department	Status	Remark
1	Number of complaints of sexual harassment received in this Year		1	
2	Number of complaints disposed-off during this Year		1	
3	Number of cases pending		NIL	
4	Action Taken			Some cases of indiscipline and misbehavior with female teachers during online classes were reported as students have shared the link with outsider students and they created the nuisance. So, those outsider students were identified and blocked by the administrator and all the students were strictly instructed for not repeating such type of acts.

Namita Mishra

**Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi -85**



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Date : 1.10.2021

Internal Complain Committee

Meeting Attendance Sheet

Attendance of Internal Complain Committee of Tecnia Institute of Advanced Studies held on 2nd June, 2022 at 11:00 AM at Conference Room, PG Building, TIAS :-

S.No	Name	Designation	Signature
1	Dr. Namita Mishra	Associate Professor & Head of ICC	Namita Mishra
2	Dr. Sandeep Kumar	Professor & Member Secretary	Sandeep Kumar
3	Dr. Nivedita	TPO	Nivedita
4	Ms. Seema Pradanani	Admin Officer	Seema P.
5	Mr. Dipesh Chaudhary	Student, MBA 1 st Shift	Dipesh Chaudhary
6	Mr. Swayam Gupta	Student, BBA 1 st Shift	Swayam Gupta
7	Ms. Swati Chandola	Student, BCA 2 nd Shift	Swati Chandola
8	Mr. Pankaj Kumar	Representative member from NGO	Pankaj

Namita Mishra

Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi -85



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Ref. No. : TIAS/ICC/2021-22/ 02

Date: 28th March'2022

Meeting Notice

Subject: ICC meeting to be held on 04.04.2022

It has been decided that Internal Complaint Committee (ICC) meeting to be held with all committee members to appraise all stakeholders about ICC reconstitutions/regulations/policy/awareness programmes/functions and cases if any. We request you to kindly make yourself available for smooth conduct of ICC meeting on 4th April'2022 at 11:00 AM at the Conference Room, PG Building, TIAS.

Member Secretary

Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi

Copy to:

1. All Committee Members
2. Head of the Deptt. MBA, BBA, BA(J&MC), MCA & BCA
3. In-Charge- Students Welfare.
4. ITC Head-for uploading on institute website.
5. Student Notice Board



Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/03(A)

Date: 01.04.2022

MEETING AGENDA

Following AGENDA ITEMS had been taken up for the ICC Meeting to be held on 04.04.2022

- Item No. 1: Re-constitution of the Internal Complaint Committee (ICC)
- Item No. 2: Review of previous meeting agenda.
- Item No. 3: Functions of Internal Complaint Committee (ICC)
- Item No. 4: To sensitize students and staff on gender issues
- Item No. 5: Cases Reported, if any
- Item No. 6: Proceedings of ICC meticulous and verifiable contents
- Item No. 7: Maintenance of Complaint Form "Online Student Complaint" link on Institute website
- Item No. 8: Student complaint if any
- Item No. 9: Student Feedback

Any other item with the permission of the the head, Dr. Namita Mishra, Internal Complaint Committee (ICC)

Member Secretary, Internal Complaint Committee

(Signature)
Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi - 85

Copy to:

- 1) Prof. Ajay Kumar, Director, Tecnia Institute of Advanced Studies
- 2) Dr. Namita Mishra, Head, Student Welfare Committee, ICC
- 3) HoD, BBA
- 4) HoD, MBA
- 5) HoD, MCA
- 6) HoD, BA(J&MC)

(Signature)



Internal Complaint Committee (ICC)

Ref. No. : TIAS/ICC/2021-22/03CB)

Date: 04.04.2022

Minutes of Meeting

A meeting of **Internal Complaint Committee (ICC)** was held on 4th April 2022 at 11:00 AM at

S.No	Name	Gender	Designation	Mobile Number
1	Dr. Namita Mishra	Female	Associate Professor & Head of ICC	9871416542
2	Dr. Sandeep Kumar	Male	Professor & Member Secretary	9818083607
3	Dr. Nivedita	Female	TPO	8882927696
4	Ms. Seema Pradanani	Female	Admin Officer	9817378331
5	Mr. Dipesh Chaudhary	Male	Student, MBA 1 st Shift	9870214060
6	Mr. Swayam Gupta	Male	Student, BBA 1 st Shift	9205532621
7	Ms. Swati Chandola	Female	Student, BCA 2 nd Shift	9166566462
8	Mr. Pankaj Kumar	Male	Representative member from NGO	0977324949

the Conference Room, PG Building, TIAS. Following members were present in the meeting-

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:

1. Be thoroughly prepared
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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

[Signature]

[Signature]
 Internal Complaint Committee
 Tecnia Institute of Advanced Studies
 Madhuban Chowk, Rohini, Delhi



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

Item No. 5: Cases Reported, if any

Resolved 5: Some cases of indiscipline and misbehavior with female teachers during online classes were reported as students have shared the link with outsider students and they created the nuisance. So, those outsider students were identified and blocked by the administrator and all the students were strictly instructed for not repeating such type of acts.

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

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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.

Meeting ended with the thanks to the head, Dr. Namita Mishra, Internal Complaint Committee (ICC)

Member Secretary, Internal Complaint Committee

[Signature]
Internal Complaint Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi - 110085

Copy to:

- 1) Prof. Ajay Kumar, Director, Tecnia Institute of Advanced Studies
- 2) Dr. Namita Mishra, Head, Student Welfare Committee, ICC
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[Signature]

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Internal Complaint Report

Period – 2021-22

S. No.	Particular	Department	Status	Remark
1	Number of complaints of sexual harassment received in this Year		1	
2	Number of complaints disposed-off during this Year		1	
3	Number of cases pending		NIL	
4	Action Taken			Some cases of indiscipline and misbehavior with female teachers during online classes were reported as students have shared the link with outsider students and they created the nuisance. So, those outsider students were identified and blocked by the administrator and all the students were strictly instructed for not repeating such type of acts.

[Signature]
Internal Complaint Committee
Technia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi - 110085



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Date : 04.04.2022

Internal Complain Committee

Meeting Attendance Sheet

Attendance of Internal Complain Committee of Tecnia Institute of Advanced Studies held on 4th April 2022 at 11:00 AM at Conference Room, PG Building, TIAS :-

S.No	Name	Designation	Signature
1	Dr. Namita Mishra	Head	
2	Dr. Sandeep Kumar	Member	
3	Dr. Nivedita	Member	
4	Dr. Sachin Sabharwal	Member	
5	Dr. Monu Singh	Member	
6	Ms. Garima Singh	Member Secretary	
7	Mr. Pankaj Kumar	Representative member from NGO	

Internal Complaints Committee
Tecnia Institute of Advanced Studies
Madhuban Chowk, Rohini, Delhi 110085