



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-1)
Approved by AICTE, Ministry of Education Govt. of India,
Affiliated to G.G.S.I.P University & Recognized Under Sec. 2(f) of UGC Act 1956.
INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085

Ref. No.: TIAS/ICC/2024-25/23

Internal Complaint Committee (ICC)

Minutes of Meeting

Date: 13th February, 2025

Time: 11:00 AM

Venue: Conference Room, PG Building

Attendees:

S.No.	Name	Designation	Department
1.	Dr. Monisha	Chair- I/c Student Welfare	Faculty-Dept. of Mgt.
2	Dr. Pooja Sharma	Member Secretary	Faculty-Dept. of Mgt.
3	Dr. Sandeep Kumar	Member	IQAC, Coordinator
4	Ms. Preeti Batra	Member	PRO
5	Mr. Kunwar Deep Singh	Member	Academic Admin Officer
6	Mr. Rubal Narang	Student Representative	BBA Student
7	Ms. Sanya Chadha	Student Representative	BA(JMC) Student
8	Dr. Bharat Jha	Representative- NGO & Media (Indraprastha Shiksha - Evam Khel Vikash Sangathan, Geeta Prakashan News)	Representative- NGO

Agendas:

1. Review of Last Meeting Agendas
2. Discussion on the smooth functioning of the Internal Complaints Committee (ICC).
3. Initiatives to spread awareness among students about the ICC and its role.
4. Strategies to encourage reporting and support a safe, inclusive campus environment.

Minutes of Meeting

1. **Review of Last Meeting Agendas:** The committee reviewed the minutes of the previous meeting and assessed the progress of the assigned action items. No changes were noted.
2. **Discussion on the Smooth Functioning of the ICC**
 - The Chairperson opened the discussion by emphasizing the importance of ensuring a proactive and accessible ICC on campus.
 - Members reviewed existing processes for receiving and handling complaints, with a focus on improving response time and confidentiality measures.


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

- Suggestions were made to streamline documentation and case tracking to ensure efficiency and transparency in complaint resolution.

3. Initiatives to Spread Awareness Among Students About the ICC and Its Role

- Members discussed the need for greater visibility and understanding of the ICC's purpose, responsibilities, and the complaint process.
- Ideas included holding workshops, displaying informational flyers, and adding ICC information to the institute's website and student portals.

4. Strategies to Encourage Reporting and Support a Safe, Inclusive Campus Environment

- Members acknowledged that creating a supportive environment is the key to encourage students to report any issues without hesitation.
- Discussion highlighted the need for workshops on gender sensitivity, communication skills, and conflict resolution.



Dr. Pooja Sharma

Member Secretary

Internal Complaint Committee

Internal Complaint Committee
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