

# Shobhit University

EDUCATION EMPOWERS

Babu Vijendra Marg, Adarsh Institutional  
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247341, India  
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U.: [www.sug.ac.in](http://www.sug.ac.in)

**Date: 25.04.2020**

## Circular

All members of the Internal Complaints Committee are cordially invited to attend the meeting scheduled to be held on **28th April 2020 at 11:00 a.m.** in the **University's New Board Room**. The meeting will address key matters related to the committee's ongoing initiatives and responsibilities. Your presence and valuable input are highly important for productive discussions and effective decision-making. Kindly make it convenient to attend the meeting on time and contribute to the deliberations.

**Agenda: To discuss the action plan for the Academic year 2019-2020**

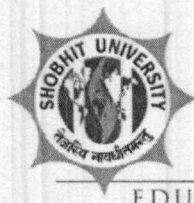
S. No	Name	School/Department/Organization	Appointment
1	Prof. (Dr.) Divya Prakash	School of Biological Engineering & Sciences	Chairperson
2	Dr. Trupti Dayinee Acharya, Associate Professor	School of Ayurveda-KSVAMC & RC	Member
3	Ms. Jyoti Saxena, Associate Professor	School of Pharmacy-AVIPS	Member
4	Dr. Abhimanyu Upadhyay, Associate Professor	School of Business Studies & Entrepreneurship	Member
5	Mr. Ankit Saini	Office Assistant	Member
6	Mr. Satish Kumar	Store I/C, KSVAMC	Member
7	Ms. Prabh Simran Kaur, Student	BBA 3 <sup>rd</sup> year	Member
8	Km. Bhawna, Student	BA LLB 2 <sup>nd</sup> Year	Member
9	Km. Aayushi Saini, Student	BAMS 3 <sup>rd</sup> Professional	Member
10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

Prof. (Dr.) Divya Prakash

Chairperson

## Copy to;

1. All the committee members
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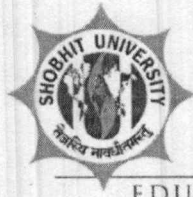
A meeting of the Internal Complaints Committee (ICC) was convened on Tuesday, 28th April 2020 at 11:00 a.m. in the University Board Room. The meeting was presided over by Prof. (Dr.) Divya Prakash, the Presiding Officer of the Committee.

At the outset, the Chairperson welcomed all the members present and initiated the meeting by reading the minutes of the previous ICC meeting, which were reviewed and unanimously approved by all members. This sets the stage for further discussions on key agenda items concerning the functioning and responsibilities of the ICC.

#### **Discussion Agenda-wise:**

1. **Gender Sensitization and Equality Initiatives:** The committee deliberated on the ongoing and proposed activities aimed at promoting gender sensitization and ensuring gender equality within the university campus. Members emphasized the importance of continuous engagement with students, faculty, and staff to create a more inclusive and gender-sensitive environment. Suggestions were made for conducting more awareness drives, seminars, online campaigns, and integration of gender equality themes into co-curricular engagements.
2. **Commendation of Committee Activities:** The Presiding Officer, Prof. (Dr.) Divya Prakash, acknowledged and commended the efforts of the ICC and its members in organizing various initiatives throughout the year. She appreciated the dedicated contributions made by the committee in fostering a respectful and harassment-free academic environment. She also expressed satisfaction with the smooth functioning and proactive approach of the ICC in upholding the objectives of the University's Gender Policy.
3. **Review of Gender Awareness Programmes Conducted:** In alignment with the plans discussed during the previous ICC meeting, the committee reviewed the gender sensitization programmes and outreach activities organized during the academic year. These initiatives were aimed at educating students and staff about gender rights, workplace conduct, and prevention of sexual harassment. Members expressed satisfaction with the successful execution of these programmes and recommended further





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strengthening of such efforts through collaboration with NGOs, legal professionals, and counselors.

4. **Inspection of Complaint Boxes:** As per the standard procedure, the complaint/suggestion boxes placed at key locations within the university campus were checked. It was noted that no complaints or grievances related to sexual harassment had been received during the reporting period. While this was seen as a positive sign reflecting the safe environment on campus, the committee also stressed the need to continue reinforcing awareness about the availability of complaint mechanisms and the importance of reporting incidents without fear or hesitation.

The meeting concluded with a formal vote of thanks proposed to the Chairperson, Prof. (Dr.) Divya Prakash, and all committee members for their valuable input, constructive suggestions, and active participation. The Presiding Officer appreciated the collective efforts in addressing gender concerns effectively and reaffirmed the university's commitment to upholding the principles of equality, safety, and dignity for all.

The next meeting of the Internal Complaints Committee will be scheduled in due course, and members will be informed accordingly.



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The following members were present

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1	Prof. (Dr.) Divya Prakash	School of Biological Engineering & Sciences	Chairperson	
2	Dr. Trupti Dayinee Acharya, Associate Professor	School of Ayurveda-KSVAMC & RC	Member	
3	Ms. Jyoti Saxena, Associate Professor	School of Pharmacy-AVIPS	Member	
4	Dr. Abhimanyu Upadhyay, Associate Professor	School of Business Studies & Entrepreneurship	Member	
5	Mr. Ankit Saini	Office Assistant	Member	
6	Mr. Satish Kumar	Store I/C, KSVAMC	Member	
7	Ms. Prabh Simran Kaur, Student	BBA 3 <sup>rd</sup> year	Member	
8	Km. Bhawna, Student	BA LLB 2 <sup>nd</sup> Year	Member	
9	Km. Aayushi Saini, Student	BAMS 3 <sup>rd</sup> Professional	Member	
10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	







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**Date: 20.07.2019**

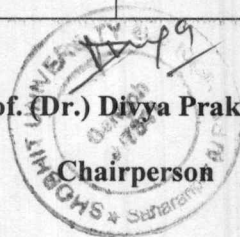
## Circular

All members of the Internal Complaint Committee are kindly requested to attend a scheduled meeting on **23rd July 2019 at 11:30 a.m.** in the **University Board Room**. Your presence is important to discuss key matters pertaining to the committee's responsibilities. Kindly make it convenient to attend the meeting on time and contribute to the deliberations.

### Agenda: To discuss the action plan for the Academic year 2019-2020

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1	Prof. (Dr.) Divya Prakash	School of Biological Engineering & Sciences	Chairperson
2	Dr. Trupti Dayinee Acharya, Associate Professor	School of Ayurveda-KSVAMC & RC	Member
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8	Km. Bhawna, Student	BA LLB 2 <sup>nd</sup> Year	Member
9	Km. Aayushi Saini, Student	BAMS 3 <sup>rd</sup> Professional	Member
10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

**Prof. (Dr.) Divya Prakash**  
**Chairperson**



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### **Minutes of the Meeting of Internal Complaint Committee (ICC)**

#### **Agenda Items Discussed:**

1. **Gender Sensitization and Promotion of Gender Equality:** The committee held a comprehensive discussion on the ongoing and future initiatives aimed at promoting gender sensitization and ensuring gender equality across the campus. The members emphasized the importance of cultivating a respectful and inclusive campus culture, and proposed additional workshops, awareness campaigns, and interactive sessions targeted at students, faculty, and administrative staff. These programs aim to enhance awareness on gender issues, promote respectful interpersonal conduct, and prevent instances of gender-based discrimination or harassment.
2. **Acknowledgement of ICC Activities:** The Presiding Officer, Prof. (Dr.) Divya Prakash, extended her heartfelt appreciation to the ICC members for their consistent efforts and commitment in maintaining a safe and dignified environment for all stakeholders within the university. She commended the committee's proactive role in organizing awareness activities and for fostering a culture of mutual respect and zero tolerance towards any form of sexual harassment.
3. **Review of Programmes Conducted During the Academic Year:** Referring to discussions held in the previous ICC meetings, the members reviewed the various programs and activities successfully conducted during the academic year. These included sensitization seminars, poster campaigns, guest lectures by legal and psychological experts, and orientation sessions for newly admitted students. The committee noted the positive reception of these programs among the university community and agreed to continue expanding the scope and reach of such initiatives in the forthcoming semesters.
4. **Inspection of the ICC Complaint Boxes:** As part of the committee's routine procedure, the designated complaint boxes installed at various locations across the campus were checked. Upon review, it was noted and recorded that no complaints of sexual harassment had been submitted during the period under review. This was seen as an encouraging sign, indicative of a secure and respectful academic environment. However, the committee reiterated the importance of maintaining





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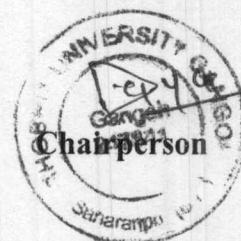
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vigilance and ensuring all members of the university remain aware of their rights and avenues for redressal.

The meeting concluded with a vote of thanks extended by the Presiding Officer to all committee members for their active participation, insightful suggestions, and continued dedication toward creating a gender-sensitive and harassment-free campus. The committee resolved to meet again later to review progress and plan future actions.

### The following members were present

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1	Prof. (Dr.) Divya Prakash	School of Biological Engineering & Sciences	Chairperson	
2	Dr. Trupti Dayinee Acharya, Associate Professor	School of Ayurveda-KSVAMC & RC	Member	
3	Ms. Jyoti Saxena, Associate Professor	School of Pharmacy-AVIPS	Member	
4	Dr. Abhimanyu Upadhyay, Associate Professor	School of Business Studies & Entrepreneurship	Member	
5	Mr. Ankit Saini	Office Assistant	Member	
6	Mr. Satish Kumar	Store I/C, KSVAMC	Member	
7	Ms. Prabh Simran Kaur, Student	BBA 3 <sup>rd</sup> year	Member	
8	Km. Bhawna, Student	BA LLB 2 <sup>nd</sup> Year	Member	
9	Km. Aayushi Saini, Student	BAMS 3 <sup>rd</sup> Professional	Member	
10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	



**Date: 10.04.2021**

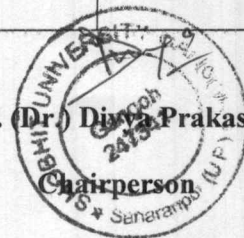
**Circular**

All members of the Internal Complaint Committee are requested to attend the meeting on 16.04.2021 at 11.30 a.m. at the University new Board room.

**Agenda: To discuss the action plan for the Academic year 2020-2021**

S. No	Name	School/Department/Organization	Appointment
1	Prof. (Dr.) Divya Prakash	School of Biological Engineering & Sciences	Chairperson
2	Dr. Trupti Dayinee Acharya, Associate Professor	School of Ayurveda-KSVAMC & RC	Member
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9	Km. Aayushi Saini, Student	BAMS 3 <sup>rd</sup> Professional	Member
10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

Prof. (Dr.) Divya Prakash



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## **Minutes of the Meeting of Internal Complaint Committee (ICC)**

The meeting of the Internal Complaint Committee (ICC) was convened on the above-mentioned date and time at the University's New Board Room. The meeting was chaired by Prof. (Dr.) Divya Prakash.

### **Proceedings of the Meeting:**

#### **1. Approval of Previous Minutes**

- The meeting commenced with the reading of the minutes from the previous ICC meeting.
- The members unanimously approved the minutes after reviewing the documented points and actions taken.

#### **2. Review of Gender Sensitization Activities**

- The Committee discussed the various activities conducted for promoting gender sensitization and gender equality during the academic year.
- These initiatives were aimed at raising awareness among students and staff regarding gender rights and respectful workplace conduct.

#### **3. Acknowledgment by Presiding Officer**

- The Presiding Officer, Prof. (Dr.) Divya Prakash, expressed appreciation for the Committee's continuous efforts.
- She congratulated the ICC Cell for effectively carrying out its responsibilities and for contributing to a safe and inclusive environment on campus.

#### **4. Implementation of Programs as per Previous Meeting**

- The Committee reviewed the list of programs and activities that had been planned and executed following recommendations made in the previous meeting.
- Members expressed satisfaction with the range and impact of these activities in sensitizing the university community.

#### **5. Status of Complaint Box Review**

- The complaint boxes installed across campus were opened and reviewed as part of routine monitoring.



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- It was noted that no complaints regarding sexual harassment had been reported during the reviewed period.
- The members appreciated the positive environment being maintained within the university campus.

#### **6. Feedback and Suggestions**

- The Committee members shared valuable feedback and suggestions for further strengthening the ICC's functioning.
- Emphasis was placed on organizing more workshops, awareness campaigns, and interactive sessions with students.

The meeting concluded with a formal vote of thanks extended to the Chairperson and all Committee members. The Chairperson thanked everyone for their active participation, insightful contributions, and dedication toward upholding the dignity and safety of all members of the university.





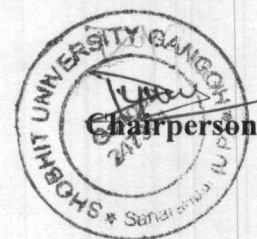
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**Date: 20.07.2020**

**Circular**

All esteemed members of the Internal Complaint Committee are hereby cordially requested to attend the meeting scheduled to be held on **25th July 2020 at 10:30 a.m.** The venue for the meeting is the **new Board Room** of the University. Your presence and active participation in this meeting are essential for fruitful deliberation and for ensuring the continued effectiveness of the Committee's efforts.

**Agenda: To discuss the action plan for the Academic year 2020-2021**

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10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

**Prof. (Dr.) Divya Prakash**

**Chairperson**

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## Minutes of Meeting

A meeting of the Internal Complaints Committee (ICC) of the University was convened on 25th July 2020 at 10:30 a.m. in the New Board Room of the University premises. The meeting was chaired by Prof. (Dr.) Divya Prakash, Presiding Officer of the Committee.

The meeting commenced with a warm welcome to all committee members present. As a customary practice, the minutes of the previous ICC meeting were read aloud, reviewed, and formally approved by consensus. The committee acknowledged the progress made since the last meeting and proceeded with the scheduled agenda items.

### Matters Discussed During the Meeting:

- 1. Gender Sensitization and Promotion of Gender Equality:** The committee deliberated the necessity and ongoing efforts for promoting gender sensitization and fostering an environment of gender equality within the campus. Members emphasized that continuous awareness and sensitization efforts are integral to maintaining a safe and respectful educational environment. The discussion also included planning upcoming workshops, guest lectures, student engagement activities, and campaigns to encourage open dialogue and gender-sensitive behavior among the university community.
- 2. Appreciation of ICC Activities:** The Presiding Officer, Prof. (Dr.) Divya Prakash, extended heartfelt appreciation to the ICC and its members for their consistent and proactive role in upholding the mandate of the committee. She congratulated the team on the successful implementation of various initiatives that have contributed significantly to promoting safety, equity, and inclusion within the university. She acknowledged the diligent efforts made to ensure a harassment-free academic space and emphasized the need to continue this momentum.
- 3. Review of Gender-related Programmes Conducted During the Academic Year:** The committee reviewed the various awareness programmes and sensitization activities that were conducted in alignment with the goals discussed in the previous



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meeting. These activities included seminars, student orientation sessions, capacity-building workshops, and dissemination of informational materials. The members expressed satisfaction with the outcomes of these initiatives and discussed methods to further enhance outreach and participation in future programmes.

4. **Inspection of ICC Complaint Boxes:** The designated complaint boxes installed at multiple strategic locations across the campus were checked and evaluated. It was reported that no complaints related to sexual harassment had been received during the period under review. While this was seen as an encouraging indicator of the safe and respectful campus climate, the committee reaffirmed the importance of continuing awareness efforts to ensure that all stakeholders remain informed about their rights and the procedures available for grievance redressal.

The meeting concluded with a formal vote of thanks delivered by the Presiding Officer. Prof. (Dr.) Divya Prakash expressed her gratitude to all the committee members for their meaningful contributions, insightful suggestions, and active participation in the deliberations. She reiterated the university's steadfast commitment to upholding the values of gender justice, dignity, and equal opportunity for all. The collaborative spirit and commitment of the committee were acknowledged as essential to the continued success of ICC initiatives.

The date and agenda for the next ICC meeting will be communicated in due course.





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**Date: 23.04.2022**

### Circular

All members of the Internal Complaint Committee are hereby requested to attend the scheduled meeting on **26th April 2022 at 11:30 a.m.** in the **University's New Board Room**. The presence of all committee members is essential to discuss important agenda items related to gender sensitization activities and review of institutional mechanisms. Kindly make it convenient to attend.

#### Agenda Points

1. Review and Approval of Minutes from the Previous Meeting.
2. Assessment of Current Complaint Redressal Mechanism.
3. Discussion on Recent Complaints and Action Taken (if any).
4. Planning Gender Sensitization and Awareness Programs.
5. Feedback from Stakeholders (Students/Faculty/Staff).
6. Review and Update of University Policy on Sexual Harassment.

S. No	Name	School/Department/Organization	Appointment
1	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson
2	Dr. Meenakshi Chaudhary	School of Ayurveda-KSVAMC & RC	Member
3	Dr. Himani Bajaj, Associate Prof.	School of Pharmacy-AVIPS	Member
4	Dr. Naveen Kumar, Assist. Prof.	School of Biological Engineering & Sciences	Member
5	Mr. Virendra Kumar	Office Assistant	Member
6	Mr. Satish Kumar	Store I/C, KSVAMC	Member
7	Ms. Kritika Singhal, Student	BBA 3 <sup>rd</sup> year	Member
8	Ms. Inayat Rehmani, Student	B.A., LL. B 2 <sup>nd</sup> year	Member
9	Ms. Swati Rana, Student	BAMS 2 <sup>nd</sup> Professional	Member
10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

Prof. (Dr.) Gunjan Aggarwal  
Chairperson  
247341

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## **Minutes of the Meeting of Internal Complaint Committee (ICC)**

A meeting of the Internal Complaint Committee was held on the above-mentioned date and time in the University's New Board Room. The meeting was chaired by Prof. (Dr.) [Insert Name] and attended by all committee members. The following agenda items were discussed:

### **1. Review and Approval of Minutes from the Previous Meeting**

- The minutes of the previous ICC meeting were presented and reviewed by all members.
- After brief deliberation and minor corrections, the minutes were approved unanimously.
- The Chairperson acknowledged the timely circulation and clarity of the recorded minutes.

### **2. Assessment of Current Complaint Redressal Mechanism**

- The functioning of both physical complaint boxes and the online complaint portal was discussed.
- It was noted that the redressal system is operational and user-friendly, but more awareness is needed to ensure all stakeholders are informed.
- The committee proposed the development of posters and digital materials highlighting steps to report a complaint confidentially.
- Members agreed on conducting periodic checks and ensuring that response timelines are being adhered to.

### **3. Discussion on Recent Complaints and Action Taken (if any)**

- The Chairperson confirmed that no new complaints of sexual harassment had been received since the last meeting.
- Past resolved cases were briefly reviewed to ensure that appropriate follow-ups had been conducted.
- Members reiterated the importance of confidentiality and a non-judgmental approach in complaint redressal.



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#### **4. Planning Gender Sensitization and Awareness Programs**

- A calendar of events was proposed for the upcoming academic session to enhance gender sensitivity and inclusivity on campus.
- Activities proposed include:
  - Workshops on POSH (Prevention of Sexual Harassment) Act for faculty and staff.
  - A student-led seminar on “Gender Respect and Campus Culture.”
  - Street plays and poster-making competitions around Women’s Safety Week.
- It was agreed that each department will nominate coordinators to assist in organizing these activities.

#### **5. Feedback from Stakeholders (Students/Faculty/Staff)**

- A feedback summary collected through anonymous suggestion forms and digital surveys was presented.
- The feedback indicated that most students feel the campus is safe but need better awareness of the ICC’s role and contact points.
- It was proposed to hold ICC orientation sessions during student induction programs and faculty onboarding.
- The committee decided to develop a FAQ section on the university website for easy access to information.

#### **6. Review and Update of University Policy on Sexual Harassment**

- The committee discussed aligning the existing University Policy with the latest UGC Regulations and the Sexual Harassment of Women at Workplace Act (2013).
- A sub-committee was formed to draft revisions, including clearer guidelines on timelines, roles of ICC members, and protection from retaliation.
- It was also agreed to include the revised policy in the University Handbook and circulate it via email to all stakeholders once finalized.





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## Conclusion

The meeting concluded with a formal vote of thanks to the Chairperson and members for their active participation and valuable input. The next meeting is tentatively scheduled for [Insert Tentative Date], with a focus on reviewing the progress of awareness campaigns and policy updates.

## The following members were present

S. No	Name	School/Department/Organization	Appointment	Signature
1	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson	
2	Dr. Meenakshi Chaudhary	School of Ayurveda-KSVAMC & RC	Member	
3	Dr. Himani Bajaj, Associate Prof.	School of Pharmacy-AVIPS	Member	
4	Dr. Naveen Kumar, Assist. Prof.	School of Biological Engineering & Sciences	Member	
5	Mr. Virendra Kumar	Office Assistant	Member	
6	Mr. Satish Kumar	Store I/C, KSVAMC	Member	
7	Ms. Kritika Singhal, Student	BBA 3 <sup>rd</sup> year	Member	
8	Ms. Inayat Rehmani, Student	B.A., LL. B 2 <sup>nd</sup> year	Member	
9	Ms. Swati Rana, Student	BAMS 2 <sup>nd</sup> Professional	Member	
10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	

Chairperson



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**Date: 30.07.2021**

**Circular**

All members of the Internal Complaint Committee are requested to attend the meeting on 02.08.2021 at 11.30 a.m. at the University new Board room.

**Agenda Points**

1. Review and Approval of Minutes from the Previous ICC Meeting.
2. Report on Gender Sensitization Activities Conducted.
3. Monitoring Complaint Mechanisms and Review of Complaint Box.
4. Planning of Future Initiatives and Sensitization Programs.
5. Discussion on Institutional Policies and Suggestions for Improvement.

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3	Dr. Himani Bajaj, Associate Prof.	School of Pharmacy-AVIPS	Member
4	Dr. Naveen Kumar, Assist. Prof.	School of Biological Engineering & Sciences	Member
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10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

Prof. (Dr.) Gunjan Aggarwal  
Gangoh  
Chairperson  
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Saharanpur (U.P.)

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### **Minutes of the Meeting of Internal Complaint Committee (ICC)**

A meeting of the Internal Complaint Committee (ICC) was convened to discuss key matters related to gender sensitization and institutional mechanisms to address sexual harassment. The meeting was presided over by Prof. (Dr.) [Insert Name] and attended by all committee members.

**The following matters were discussed during the meeting:**

#### **Agenda Item 1: Review and Approval of Minutes from the Previous ICC Meeting**

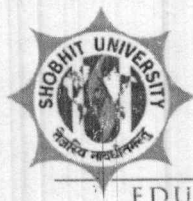
- The meeting commenced with the reading of the minutes from the previous ICC meeting.
- The minutes were reviewed thoroughly by all members.
- After minor clarifications, the committee approved the minutes unanimously.
- The Chairperson appreciated the timely circulation of the minutes and documentation of action points.

#### **Agenda Item 2: Report on Gender Sensitization Activities Conducted**

- The Committee reviewed a comprehensive report on gender sensitization programs conducted over the last quarter.
- Activities included awareness sessions, workshops on sexual harassment laws, and interactive discussions with students and faculty.
- A special session conducted on "Gender Equality in Higher Education" received positive feedback from participants.
- It was noted that participation rates had increased, particularly among first-year students.
- Members commended the organizing team for effective outreach and communication.

#### **Agenda Item 3: Monitoring Complaint Mechanisms and Review of Complaint Box**

- The complaint boxes installed at various campus locations were opened and checked.
- It was confirmed that no new complaints were received since the last meeting.



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- The online complaint portal was also monitored, and no reports had been lodged through digital channels.
- The committee expressed satisfaction with the positive environment on campus and resolved to continue monitoring at regular intervals.
- Members also suggested enhanced visibility of the complaint mechanism to ensure accessibility.

#### **Agenda Item 4: Planning of Future Initiatives and Sensitization Programs**

- The committee proposed organizing the following future events:
  - A poster-making competition on the theme “Stop Gender-Based Violence”
  - A self-defense training workshop for girl students
  - A legal awareness session in collaboration with local police/legal experts
  - A webinar series on workplace ethics and respectful communication
- The proposed timeline for these initiatives was discussed and approved.
- Budget and logistic arrangements were delegated to the sub-committee.

#### **Agenda Item 5: Discussion on Institutional Policies and Suggestions for Improvement**

- The members revisited the University's policy on the prevention of sexual harassment.
- Suggestions were made to:
  - Include a simplified summary of the ICC guidelines in the student handbook.
  - Conduct an orientation session for newly joined students and staff on the ICC's role and redressal mechanisms.
  - Set up a feedback system to anonymously assess campus safety and inclusivity.
- The committee decided to recommend these changes to the university administration for further implementation.





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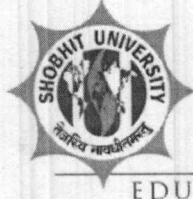
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**The following members were present**

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2	Dr. Meenakshi Chaudhary	School of Ayurveda-KSVAMC & RC	Member	
3	Dr. Himani Bajaj, Associate Prof.	School of Pharmacy-AVIPS	Member	
4	Dr. Naveen Kumar, Assist. Prof.	School of Biological Engineering & Sciences	Member	
5	Mr. Virendra Kumar	Office Assistant	Member	
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10	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	





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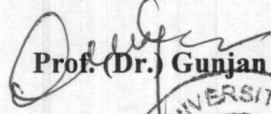
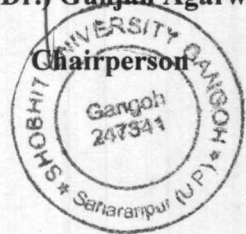
**Date: 29.04.2023**

## Circular

All members of the Internal Complaint Committee are hereby requested to attend a scheduled meeting on May 2, 2023, at 11:00 a.m. in the University Board Room. Your presence is essential for discussing important matters related to the functioning of the committee. Kindly make it convenient to attend.

**Agenda: To discuss the action plan for the Academic year 2022-2023**

S. No	Name	School/Department/Organization	Appointment
01	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson
02	Dr. Meenakshi Chaudhary	School of Ayurveda-KSVAMC & RC	Member
03	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member
04	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member
05	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member
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07	Mr. Satish Kumar	Store I/C, KSVAMC	Member
08	Ms. Riya Verma, Student	B. Pharm 2 <sup>nd</sup> year	Member
09	Ms. Inayat Rehmani, Student	B.A., LL. B 3 <sup>rd</sup> year	Member
10	Ms. Priya Nasker, Student	BAMS 2 <sup>nd</sup> Professional	Member
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

  
Prof. (Dr.) Gunjan Aggarwal  
Chairperson  


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## **Minutes of the Meeting**

The meeting of the Internal Complaint Committee (ICC) was convened on 02nd May 2023 at 11:00 a.m. in the University Board Room under the chairpersonship of Prof. (Dr.) Gunjan Aggarwal.

### **1. Confirmation of Minutes of the Previous Meeting**

At the commencement of the meeting, the minutes of the previous ICC meeting were presented for review. The committee members read through the recorded proceedings and unanimously approved them without any changes.

### **2. Review of Gender Sensitization Activities**

The committee reviewed the activities carried out for gender sensitization and the promotion of gender equality within the campus. It was noted that several programs had been successfully conducted, including awareness seminars, workshops, poster-making competitions, and interactive sessions aimed at creating awareness among students and staff about gender sensitivity, respect, and inclusiveness. The members discussed the importance of such initiatives in building a gender-just and inclusive academic environment.

### **3. Appreciation of ICC Activities**

The Chairperson, Prof. (Dr.) Gunjan Aggarwal, acknowledged the diligent efforts of all ICC members and university stakeholders in executing various programs and maintaining a safe, respectful, and gender-sensitive environment. She appreciated the enthusiasm and commitment shown by the members and volunteers in carrying out the initiatives effectively throughout the academic year. The proactive approach of the ICC in addressing concerns and promoting awareness was widely applauded.



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#### **4. Review of Programs Organized During the Academic Year**

The committee discussed the key programs and outreach efforts undertaken since the last meeting, which included lectures on women's rights, self-defense training for female students, panel discussions on gender equality, and collaboration with local NGOs. The positive participation of students and faculty was highlighted, and it was agreed that such events should continue and be further expanded in scope and outreach.

#### **5. Future Recommendations**

The members proposed to organize more collaborative events with external agencies and experts to broaden the impact of the committee's efforts. It was also suggested to intensify visibility of ICC functions and to encourage anonymous digital reporting mechanisms for enhanced accessibility.

#### **Conclusion and Vote of Thanks**

The meeting concluded with a vote of thanks proposed by the Chairperson. Prof. (Dr.) Gunjan Aggarwal expressed gratitude to all committee members for their active participation, constructive feedback, and valuable inputs. She emphasized the importance of continued commitment to the committee's mission and encouraged members to keep up their efforts in ensuring a safe, inclusive, and respectful campus culture.





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**The following members were present**

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3	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member	
4	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member	
5	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member	
6	Mr. Virendra Kumar	Office Assistant	Member	
7	Mr. Satish Kumar	Store I/C, KSVAMC	Member	
8	Ms. Riya Verma, Student	B. Pharm 2 <sup>nd</sup> year	Member	
9	Ms. Inayat Rehmani, Student	B.A., LL. B 3 <sup>rd</sup> year	Member	
10	Ms. Priya Nasker, Student	BAMS 2 <sup>nd</sup> Professional	Member	
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	





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**Date: 30.07.2022**

**Circular**

All the esteemed members of the Internal Complaint Committee are hereby cordially requested to attend an important meeting scheduled to be held on **03rd August 2022 at 11:00 a.m.** The meeting will take place in the **New Board Room of the University**. Kindly make it convenient to attend the meeting on time to ensure effective participation and meaningful discussions.

**Agenda Points**

1. Review of ICC Constitution and Member Responsibilities
2. Planning and Scheduling Gender Sensitization Programs
3. Orientation on Sexual Harassment Redressal Mechanism
4. Evaluation and Placement of Complaint/Suggestion Boxes

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01	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson
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10	Ms. Priya Nasker, Student	BAMS 2 <sup>nd</sup> Professional	Member
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

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*Prof. (Dr.) Gunjan Aggarwal*  
**Prof. (Dr.) Gunjan Aggarwal**  
**Chairperson**  
Gangoh  
247341  
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Saharanpur (U.P.) \* HOS





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### **Minutes of the Meeting of Internal Complaint Committee (ICC)**

A meeting of Internal Complaint Committee was held on 03.08.2022 at 11.00 a.m. at the University new Board room. Prof. (Dr.) Gunjan Aggarwal presided over the meeting. In the starting of the meeting, minutes of the previous meeting were read out and approved.

#### **Agenda 1: Review of ICC Constitution and Member Responsibilities**

The meeting commenced with a welcome note by the Presiding Officer, who initiated a review of the existing constitution of the Internal Complaint Committee. Each member's responsibilities were reiterated in accordance with UGC and university guidelines. New members, if any, were formally introduced. It was emphasized that all members should remain proactive in maintaining a harassment-free academic and workplace environment. Suggestions were invited for any required updates to the constitution, but no changes were proposed at this time.

#### **Agenda 2: Planning and Scheduling Gender Sensitization Programs**

The committee discussed the importance of organizing gender sensitization sessions at the beginning of the academic session. It was proposed that at least one major awareness program per quarter be conducted in collaboration with relevant departments and external experts.

#### **Suggested Programs Include:**

- Workshops on gender equity and inclusiveness
- Panel discussions on legal awareness related to gender rights
- Student-led awareness campaigns and role-play activities

A tentative calendar was proposed and will be finalized in the next meeting.

#### **Agenda 3: Orientation on Sexual Harassment Redressal Mechanism**

Members unanimously agreed on the need to include a compulsory orientation session for newly admitted students and faculty during induction programs. The orientation will include:

- Introduction to ICC and its objectives
- Explanation of complaint procedures



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- Emphasis on confidentiality and non-retaliation policy (Information, Education, and Communication) materials such as brochures and posters will also be prepared and distributed.

**Resolution:** Orientation sessions will be organized during the upcoming induction programs for students and staff.

#### **Agenda 4: Evaluation and Placement of Complaint/Suggestion Boxes**

The committee reviewed the current placement of complaint/suggestion boxes. It was observed that some of them were either inaccessible or inadequately labeled. A subcommittee was formed to inspect existing locations and recommend suitable spots ensuring privacy and visibility.

**Resolution:** The complaint boxes will be relocated or clearly labeled where necessary. Monthly checks will be scheduled to ensure regular monitoring.

#### **Agenda 5: Preparation of Annual Report Format and Documentation Strategy**

The committee discussed the standard format required for preparing the annual report. It was decided to include the following components:

- Summary of meetings conducted
- Details of sensitization programs organized
- Number and nature of complaints received and resolved
- Recommendations and follow-up actions

Each member was assigned documentation responsibilities for their respective areas.

**Resolution:** The format for the annual report was approved. The documentation process will begin immediately with data collection assigned to designated members.

The meeting concluded with a vote of thanks to the Chairperson and all members for their active participation and valuable suggestions. The next meeting will be scheduled in October 2022 to review progress on the discussed items.





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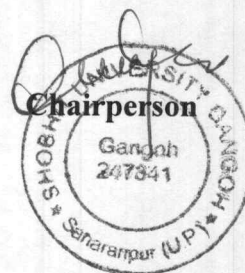
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03	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member	
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05	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member	
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**Date: 27.04.2024**

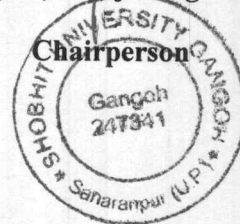
**Circular**

All members of the Internal Complaint Committee are requested to attend the meeting on 02.05.2024. at 2.30 p.m. at the University new Board room.

**Agenda: To discuss the action plan for the Academic year 2023-2024**

S. No	Name	School/Department/Organization	Appointment
1	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson
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5	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member
6	Mr. Virendra Kumar	Office Assistant	Member
7	Mr. Satish Kumar	Store I/C, KSVAMC	Member
8	Ms. Riya Verma, Student	B. Pharm 3 <sup>rd</sup> year	Member
9	Ms. Inayat Rehmani, Student	B.A., LL. B 4 <sup>th</sup> year	Member
10	Ms. Priya Nasker, Student	BAMS 3 <sup>rd</sup> Professional	Member
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

*Prof. (Dr.) Gunjan Aggarwal*



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## **Minutes of the Meeting of Internal Complaint Committee (ICC)**

### **Opening of the Meeting**

The meeting of the Internal Complaint Committee was convened on 02nd May 2024 at 2:30 p.m. in the New Board Room of the University. Prof. (Dr.) Gunjan Aggarwal, Chairperson of the ICC, welcomed all members and presided over the meeting.

### **2. Confirmation of Minutes of the Previous Meeting**

The minutes of the previous meeting were presented before the committee for review. After thorough reading, the members approved the minutes without any amendments, affirming that the action points discussed earlier had been appropriately addressed.

### **3. Discussion on Gender Sensitization Initiatives**

The committee deliberated on the ongoing and proposed activities related to gender sensitization and the promotion of gender equality within the university. It was noted that several impactful sessions had been conducted in recent months, including interactive workshops, film screenings on gender issues, group discussions, and seminars focused on women's rights, workplace ethics, and inclusive behavior. These initiatives aimed to foster a culture of respect and equality among students, faculty, and staff.

### **4. Appreciation for Cell Activities and Institutional Climate**

The Presiding Officer appreciated the proactive efforts of the ICC and the Gender Sensitization Cell in maintaining a harassment-free, inclusive, and respectful campus environment. She specifically acknowledged strategic planning, smooth execution of awareness events, and the collaborative spirit of the team that has contributed to building a safe and supportive ecosystem for all stakeholders.

### **5. Review of Annual Programs and Implementation Status**

The committee revisited the action plan set forth in the previous meetings and assessed the implementation of proposed activities during the academic year. It was reported that multiple programs were successfully conducted, including gender equality campaigns during orientation week, poster presentations on legal provisions related to sexual harassment, and sensitization lectures delivered by external legal and psychological experts. Participation by students and faculty was found to be highly encouraging.

### **6. Status of Grievance Redressal Mechanism**



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As part of the standard monitoring process, the committee conducted a review of the complaint/suggestion boxes installed at various locations across the university. Upon inspection, it was found that no complaints had been lodged pertaining to sexual harassment or related misconduct during the reporting period. While this was taken as a positive sign, the members unanimously agreed that continued efforts must be made to ensure that students and staff remain aware of the grievance redressal mechanism and feel confident in accessing it without fear or hesitation.

### **7. Suggestions for Future Actions**

The committee recommended the following measures to further strengthen the ICC framework and awareness on campus:

- Organizing targeted workshops for newly joined faculty and non-teaching staff on POSH (Prevention of Sexual Harassment) guidelines.
- Integrating gender-sensitization modules in student orientation and professional development programs.
- Enhancing visibility of complaint mechanisms through digital boards, posters, and online communication tools.
- Conducting quarterly reviews of feedback from stakeholders to assess and improve ICC functioning.

### **8. Conclusion and Vote of Thanks**

The meeting concluded with a formal vote of thanks extended by the Chairperson, Prof. (Dr.) Gunjan Aggarwal, to all committee members for their valuable insights, participation, and dedication to the cause of gender justice and campus safety. She emphasized the importance of collective responsibility in sustaining a gender-sensitive academic environment.





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U.: [www.sug.ac.in](http://www.sug.ac.in)

**The following members were present**

S. No	Name	School/Department/Organization	Appointment	Signature
1	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson	
2	Dr. Meenakshi Chaudhary	School of Ayurveda-KSVAMC & RC	Member	
3	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member	
4	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member	
5	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member	
6	Mr. Virendra Kumar	Office Assistant	Member	
7	Mr. Satish Kumar	Store I/C, KSVAMC	Member	
8	Ms. Riya Verma, Student	B. Pharm 3 <sup>rd</sup> year	Member	
9	Ms. Inayat Rehmani, Student	B.A., LL. B 4 <sup>th</sup> year	Member	
10	Ms. Priya Nasker, Student	BAMS 3 <sup>rd</sup> Professional	Member	
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	

Prof. (Dr.) Gunjan Aggarwal





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**Date: 22.07.2023**

**Circular**

All members of the Internal Complaint Committee are hereby requested to attend the scheduled meeting on 25th July 2023 at 10:30 a.m. in the University Board Room. Your presence and active participation in the discussion will be highly appreciated.

**Agenda: To discuss the action plan for the Academic year 2023-2024**

S. No	Name	School/Department/Organization	Appointment
01	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson
02	Dr. Meenakshi Chaudhary	School of Ayurveda-KSVAMC & RC	Member
03	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member
04	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member
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09	Ms. Inayat Rehmani, Student	B.A., LL. B 4 <sup>th</sup> year	Member
10	Ms. Priya Nasker, Student	BAMS 3 <sup>rd</sup> Professional	Member
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

Prof. (Dr.) Gunjan Agarwal  
Chairperson

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## **Minutes of the Meeting**

### **Opening Remarks and Confirmation of Previous Minutes**

The meeting of the Internal Complaint Committee (ICC) commenced at 10:30 a.m. in the University Board Room. Prof. (Dr.) Gunjan Aggarwal, the Presiding Officer of the Committee, welcomed all members present. The meeting began with the reading of the minutes of the previous ICC meeting. The committee reviewed and unanimously approved the minutes without any corrections or modifications.

### **2. Review of Gender Sensitization and Equality Activities**

The committee discussed the activities undertaken to promote gender sensitization and gender equality across the campus. A series of workshops, awareness programs, and student-led initiatives were acknowledged as effective tools in spreading awareness about gender sensitivity and inclusivity.

### **3. Appreciation of ICC and Cell Efforts**

The Presiding Officer, Prof. (Dr.) Gunjan Aggarwal, lauded the efforts of the ICC members and the Gender Sensitization Cell for their active involvement in maintaining a safe, inclusive, and respectful environment on campus. The committee's consistent engagement and commitment to upholding the dignity and rights of individuals were highly appreciated.

### **4. Review of Annual Programs Conducted**

The committee revisited the discussions from the previous meeting, especially regarding the action plan for the academic year. It was noted with satisfaction that a number of proposed programs—seminars, poster-making competitions, interactive talks, and outreach activities—had been successfully implemented during the academic session. These events were well-received by students and staff alike and contributed to building awareness about issues related to gender and workplace safety.



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## 5. Monitoring and Status of Complaint Boxes

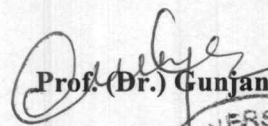
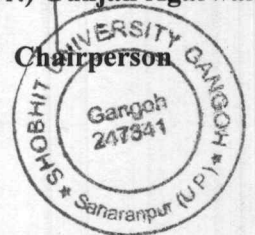
The ICC members conducted a review of the complaint/suggestion boxes installed across various locations in the university premises. Upon examination, it was confirmed that no complaints regarding sexual harassment or related grievances were reported during the review period. This was seen as a positive indicator of a safe and respectful institutional environment, though members emphasized the need to continue vigilance and awareness.

## 6. Recommendations and Future Course of Action

The committee recommended maintaining the momentum of awareness activities and proposed expanding outreach to newly admitted students through orientation sessions and departmental briefings. Members also suggested periodic training sessions for faculty, administrative staff, and support staff on gender sensitivity and redressal procedures.

## 7. Conclusion and Vote of Thanks

The meeting concluded with a formal vote of thanks extended by the Presiding Officer to all committee members for their valuable input, continued support, and dedication to the objectives of the ICC. Members were encouraged to continue working collaboratively to uphold the university's commitment to gender equality, safety, and zero tolerance towards harassment.

  
**Prof. (Dr.) Gunjan Agarwal**  
**Chairperson**  






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**The following members were present**

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2	Dr. Meenakshi Chaudhary	School of Ayurveda-KSVAMC & RC	Member	
3	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member	
4	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member	
5	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member	
6	Mr. Virendra Kumar	Office Assistant	Member	
7	Mr. Satish Kumar	Store I/C, KSVAMC	Member	
8	Ms. Riya Verma, Student	B. Pharm 3 <sup>rd</sup> year	Member	
9	Ms. Inayat Rehmani, Student	B.A., LL. B 4 <sup>th</sup> year	Member	
10	Ms. Priya Nasker, Student	BAMS 3 <sup>rd</sup> Professional	Member	
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	

Prof. (Dr.) Gunjan Aggarwal  
Chairperson  
Gangoh  
247341  
SHOBHIT UNIVERSITY GANGOH  
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**Date: 30.01.2025**

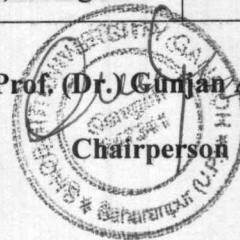
**Circular**

All members of the Internal Complaint Committee are hereby requested to attend the meeting scheduled for 10<sup>th</sup> February 2025 at 11:30 a.m. in the University Board Room. Your presence and active participation in the discussion will be highly appreciated.

**Agenda: To discuss the action plan for the Academic year 2024-2025**

S. No	Name	School/Department/Organization	Appointment
01	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson
02	Dr. Preeti Sharma, Associate Professor	School of Ayurveda-KSVAMC & RC	Member
03	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member
04	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member
05	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member
06	Mr. Virendra Kumar	Office Assistant	Member
07	Mr. Satish Kumar	Store I/C, KSVAMC & RC	Member
08	Ms. Tanu Sharma	B. Pharm 2 <sup>nd</sup> year	Member
09	Ms. Kirti Saini, Student	MBA 2 <sup>nd</sup> Year	Member
10	Ms. Aastha Panwar, Student	BAMS 3 <sup>rd</sup> Year	Member
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

**Prof. (Dr.) Gunjan Aggarwal**  
**Chairperson**



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## **Minutes of the Meeting**

### **Opening and Endorsement of Previous Minutes**

The meeting of the Internal Complaint Committee (ICC) began at 10:30 a.m. with Prof. (Dr.) Gunjan Aggarwal, Presiding Officer, extending a warm welcome to all members. The agenda was introduced, and the minutes of the previous meeting were tabled for review. After a comprehensive reading, the minutes were unanimously approved. It was confirmed that the action points discussed previously had been duly implemented, and the initiatives planned were executed effectively.

### **2. Evaluation of Gender Sensitization and Equality Initiatives**

The committee assessed the implementation and outcomes of gender sensitization programs carried out across departments. Activities such as panel discussions on women's rights, self-defense training for female students, gender-focused film screenings, and debate sessions were highlighted. Feedback from participants indicated increased awareness, empathy, and proactive engagement from both students and staff, thus contributing significantly to a more equitable and informed campus atmosphere.

### **3. Commendation for ICC and Gender Sensitization Cell Contributions**

Prof. (Dr.) Gunjan Aggarwal appreciated the committed efforts of the ICC and the Gender Sensitization Cell. The team was lauded for fostering a positive institutional culture through awareness campaigns and systematic monitoring. The committee also recognized the coordination with student bodies and counseling services, which helped in strengthening the support ecosystem for individuals affected by any form of discrimination or harassment.

### **4. Review of Programs Conducted During the Academic Year**

The committee reviewed the annual calendar of activities. It was noted that numerous successful events were organized, including:

- Legal Awareness Sessions in collaboration with external experts and NGOs.
- Poster and Essay Competitions to encourage creative student engagement.
- Interactive Role Plays on ethical workplace conduct.



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- Sensitization Drives during major university functions and orientation programs.

The committee agreed that such activities must be continued and diversified to reach broader segments of the student population, particularly those in technical and professional courses.

### **5. Surveillance of Complaint/Suggestion Box Mechanism**

The status of complaint and suggestion boxes was reviewed by the members. The committee was informed that the boxes were regularly checked, and no complaints related to sexual harassment or discrimination had been reported during the review period. Despite this positive trend, members stressed the importance of constant visibility and accessibility of these boxes, including the need for clear signage and digital options for anonymous reporting.

### **6. Strengthening Documentation and Compliance**

In view of compliance with UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in HEIs) Regulations, 2015, the committee decided to:

- Maintain a structured digital repository of all ICC meetings, activities, and reports.
- Submit biannual reports to the competent authority and ensure display of ICC details on the university website.
- Encourage each department to appoint a gender champion to liaise with the ICC.

### **7. Strategic Recommendations and Way Forward**

The committee proposed several forward-looking measures:

- Incorporation of Gender Sensitization Modules into the formal curriculum and MOOC platforms.
- Department-wise ICC Awareness Orientation at the beginning of each semester.
- Joint Awareness Campaigns with the NSS, NCC, and Women's Grievance Redressal Cell.
- Training of Student Peer Counselors to assist in first-level support and reporting.
- University-wide Gender Equity Audit to evaluate and improve policies, infrastructure, and services.





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## 8. Stakeholder Engagement and Feedback Mechanism

It was agreed that feedback should be systematically collected from faculty, students, and non-teaching staff to assess the impact of ICC initiatives. An online feedback form will be circulated post-events to gather constructive insights and suggestions for future programming.

## 9. Closing Remarks and Vote of Thanks

Prof. (Dr.) Gunjan Aggarwal, in her concluding remarks, commended the active participation and dedication of all committee members. She reiterated the collective responsibility to maintain an environment of mutual respect, safety, and inclusiveness across the university. The meeting concluded with a formal vote of thanks extended to the Chairperson and all members for their valuable input and ongoing commitment to gender justice and institutional harmony.

Prof. (Dr.) Gunjan Aggarwal  
Chairperson





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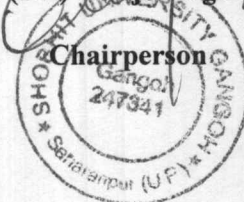
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The following members were present

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3	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member	
4	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member	
5	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member	
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10	Ms. Aastha Panwar, Student	BAMS 3 <sup>rd</sup> Year	Member	
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	

Prof. (Dr.) Gunjan Aggarwal

Chairperson







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**Date: 30.07.2024**

**Circular**

All members of the Internal Complaint Committee are hereby requested to attend the meeting scheduled for 5<sup>th</sup> August 2024 at 11:30 a.m. in the University Board Room. Your presence and active participation in the discussion will be highly appreciated.

**Agenda: To discuss the action plan for the Academic year 2024-2025**

S. No	Name	School/Department/Organization	Appointment
01	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson
02	Dr. Preeti Sharma, Associate Professor	School of Ayurveda-KSVAMC & RC	Member
03	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member
04	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member
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11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member

**Prof. (Dr.) Gunjan Agarwal**

**Chairperson**

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## **Minutes of the Meeting**

### **Opening and Endorsement of Previous Minutes**

The meeting of the Internal Complaint Committee (ICC) commenced at 10:30 a.m. with Prof. (Dr.) Gunjan Aggarwal, Presiding Officer, extending a cordial welcome to all members present. The minutes of the previous meeting were presented for review. After thorough reading, the minutes were unanimously approved by the members, confirming that the previous decisions and actions were successfully implemented.

### **2. Evaluation of Gender Sensitization and Equality Initiatives**

The Committee examined the scope and impact of gender sensitization programs executed across the university. It was acknowledged that various activities—such as awareness workshops, interactive sessions, student-led campaigns, and panel discussions—had been effectively conducted. These initiatives were instrumental in promoting a more inclusive, empathetic, and gender-sensitive environment within the academic community.

### **3. Commendation for ICC and Gender Cell Contributions**

Prof. (Dr.) Gunjan Aggarwal commended the ICC and Gender Sensitization Cell for their dynamic engagement and efforts in ensuring campus-wide awareness on gender-related concerns. The proactive approach taken by the team in implementing preventive measures, sensitization drives, and support systems was highly appreciated by all members present.

### **4. Review of Programs Conducted During the Academic Year**

The Committee reflected on the outcomes of the action plan outlined in earlier meetings. It was observed that the academic year witnessed a series of impactful programs, including guest lectures, debate competitions, poster presentations, legal literacy events, and outreach campaigns. The high participation rate and positive feedback indicated the effectiveness of these initiatives in shaping student perspectives on gender equity and campus safety.



## 5. Surveillance of Complaint/Suggestion Box Mechanism

An institutional review of the complaint and suggestion boxes was undertaken. The committee noted that no grievances or reports of sexual harassment were received during the designated period. While this indicates a conducive and respectful campus climate, the committee agreed that sustained visibility of the complaint mechanism and continued sensitization are essential to maintain trust and openness in reporting mechanisms.

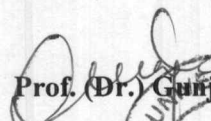
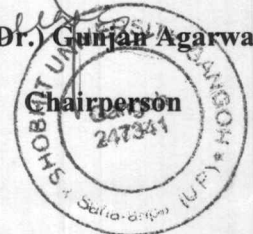
## 6. Strategic Recommendations and Way Forward

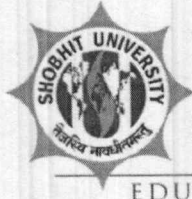
Members recommended several future steps to strengthen ICC operations and expand its reach:

- Incorporation of gender awareness modules in orientation programs for new students.
- Capacity-building workshops for faculty, non-teaching staff, and support personnel on redressal frameworks and behavioral ethics.
- Installation of clearly marked and monitored complaint drop boxes at strategic locations.
- Increasing online accessibility for anonymous grievance submission via the university portal.
- Launch of a quarterly gender sensitization newsletter highlighting initiatives and success stories.

## 7. Closing Remarks and Vote of Thanks

In her concluding remarks, the Presiding Officer expressed appreciation to all ICC members for their constructive contributions and unwavering commitment to promoting safety, dignity, and equality in the university. She emphasized the shared responsibility of fostering a culture that actively prevents harassment and ensures swift and fair redressal of grievances. The meeting was formally concluded with a vote of thanks to the Chairperson and all participants.

  
Prof. (Dr.) Gunjan Agarwal  
Chairperson  




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**The following members were present**

S. No	Name	School/Department/Organization	Appointment	Signature
1	Prof. (Dr.) Gunjan Aggarwal	School of Law and Constitutional Studies	Chairperson	
2	Dr. Preeti Sharma, Associate Professor	School of Ayurveda-KSVAMC & RC	Member	
3	Prof. (Dr.) Himani Bajaj	School of Pharmacy-AVIPS	Member	
4	Dr. Naveen Kumar	School of Biological Engineering & Sciences	Member	
5	Dr. Shivani, Assistant Professor	School of Agriculture and Environmental Sciences	Member	
6	Mr. Virendra Kumar	Office Assistant	Member	
7	Mr. Satish Kumar	Store I/C, KSVAMC & RC	Member	
8	Ms. Tanu Sharma	B. Pharm 2 <sup>nd</sup> year	Member	
9	Ms. Kirti Saini, Student	MBA 2 <sup>nd</sup> Year	Member	
10	Ms. Aastha Panwar, Student	BAMS 3 <sup>rd</sup> Year	Member	
11	Mr. Umang Sharma	Jai Hind Samajik Sanstha, Gangoh	Member	

Prof. (Dr.) Gunjan Aggarwal

Chairperson

