



BALAJI INSTITUTE OF EDUCATION

Madhu Smriti Mahila Avm Balkalyan Uthan Sansthan,
Rangbari, Kota (Raj.)

☎ 0744&4054939 Mob- 7300452278,9414266255

Website: - www.biekota.in

E-Mail:-balaji.college.kota@gmail.com

Minutes of Meeting of Internal Complaints Committee Academic Year (2022-23)

MEETING OF THE INTERNAL COMPLAINTS COMMITTEE

Minutes of Opening meeting for the Academic Year 2022-23

Date of Meeting : 08/08/2022

Venue : Seminar Hall

Members Present : All the Members of ICC committee constituted on 02/08/2022 were present

The meeting of the Internal Complaints Committee (ICC) against Sexual Harassment was called for by Presiding Officer. Following points were discussed in this meeting.

- The Presiding Officer – ICC informed the members as observed that more activities are required to creating awareness about the POSH, Act and the role of Internal Complaint Committee to sensitize all the genders.
- Every Member was of the opinion that we should organize workshops, seminars, Awareness Talk on Prevention of Sexual Harassment at workplace time to time.
- Follow up on updating of Information regarding ICC on the College website and display boards.
- Discussion on the Govt. Hand book on sexual harassment of women, November 2015. Other issues if any.



Presiding Officer,
Internal Complaints Committee

MEETING OF THE INTERNAL COMPLAINTS COMMITTEE

Minutes of the 2nd meeting for the Academic Year 2022-23

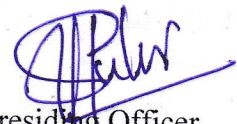
Date of Meeting : 02 May, 2023

Venue : Seminar Hall

Members Present : All the Members of ICC committee constituted on 02/08/2022 were present

The meeting of the Internal Complaints Committee (ICC) against Sexual Harassment was called for by Presiding Officer. Following points were discussed in this meeting.

- Purpose: To provide a safe and Confidential Mechanism for Employees to report complaints related to sexual harassment & other forms of discrimination.
- Composition: The committee usually includes a mix of senior faculty or staff members
- Functions:
 - Receive Complaints: Act as a point of contact for employees to file grievances.
 - Conduct Investigations: Investigate complaints in a fair and impartial manner.
 - Recommendations: Make recommendations for action to the appropriate authorities based on findings.
 - Awareness Programs: Conduct training and workshops to raise awareness about harassment and the rights of employees.
- Confidentiality: Ensuring confidentiality throughout the process to protect the identity of complainants and witnesses.
- Timelines: Establish clear timelines for the resolution of complaints to ensure prompt action.
- The Committee noted that no complaint of sexual harassment has been received from any employee/student till date.



Presiding Officer,
Internal Complaints Committee