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# BALAJI INSTITUTE OF EDUCATION

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## Minutes of Meeting of Internal Complaints Committee Academic Year (2024-25)

## MEETING OF THE INTERNAL COMPLAINTS COMMITTEE

### Minutes of Opening meeting for the Academic Year 2024-25

**Date of Meeting** : 29<sup>th</sup> August, 2024

**Venue** : Principal Office of the College

**Members Present** : All the Members of ICC committee 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.

- Members are asked to inform the students and take care of the discipline duty during the orientation program.
- Permission orientation was granted by Principal and other staff to conduct an Orientation Programme on 'Internal Complaints Committee'.
- ICC should create and ensure environment that is free of sexual harassment including safety from persons / visitors coming in to the contact at the workplace.
- The ICC members were motivated to participate in Sexual Harassment Awareness Programmes/ Workshops/ Short Term Trainings.
- Invite all the Non-Teaching staff, girl's students, housekeeping, garden and security service providers etc. and conduct orientation program about sexual harassment and gender sensitization. This will add the advantages knowing ICC and its role which build a good inter personal relationship an interaction among every woman in the institution.
- The Committee members expressed that there were no cases of complaints against harassment in the college.



Presiding Officer,  
Internal Complaints Committee



**PRINCIPAL**  
Balaji Institute Of Education  
Rangbari, Kota

## MEETING OF THE INTERNAL COMPLAINTS COMMITTEE

### Minutes of 2<sup>nd</sup> meeting for the Academic Year 2024-25

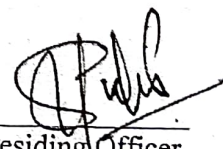
**Date of Meeting** : 06<sup>th</sup> May, 2025

**Venue** : Principal Office of the College

**Members Present** : All the Members of ICC committee 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.

- ICC should create and ensure environment that is free of sexual harassment including safety from persons / visitors coming in to the college.
- The ICC members were motivated to participate in Sexual Harassment Awareness Programmes/ Workshops/ Short Term Trainings.
- The Committee noted that no complaint of sexual harassment has been received from any girl's students and women employee of this college either in written form or mail.
- The existing mechanism for handling complaints was reviewed.

  
Presiding Officer,  
Internal Complaints Committee

  
**PRINCIPAL**  
Balaji Institute Of Education  
Ranghari, Kota