

Mahatma Gandhi Shati Smarak Mahavidyalaya

Garua Maksoodpur, Ghazipur

INTERNAL COMPLAINTS COMMITTEE (ICC)

Minutes of Meeting (2021-22)

The meeting of the internal committee was held today on 26/08/2021 in the office of Principal under the chairmanship of Dr. Sushil Tiwari. All the respected faculty members were present at the meeting.

AGENDA

1. To review the functioning of the Committee.
2. To discuss about the key responsibilities of the ICC for the year 2021-22.

The following members were present for the meeting-

Dr. Sushil Tiwari

Dr. Nitesh Pandey

Dr. Rajeev Kumar

Dr. Ramashankar Yadav

Dr. Subhash Chandra Yadav




प्राचार्य
महात्मा गांधी शती स्मारक महाविद्यालय
गरुआ, मकसूदपुर-गाजीपुर

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INTERNAL COMPLAINTS COMMITTEE (ICC)

Minutes of Meeting (2022-23)

The meeting of the internal complaint committee was held today on 26/08/2021 in the office of Principal under the chairmanship of Dr. Sushil Tiwari. All the respected faculty members were present at the meeting.

AGENDA

The Internal Complaint Committee discussed about the key responsibilities of the ICC

- Be thoroughly prepared
- Know the Act, Policy and/or relevant Service Rules
- Gather and record all relevant information
- Determine the main issues in the complaint
- Prepare relevant interview questions
- Conduct necessary interviews
- Ensure parties are made aware of the process and their rights/responsibilities within it
- Analyze information gathered
- Prepare the report with findings/recommendations

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