



Axis Institute of Higher Education, Kanpur
Office of Internal Complaint Cell

Ref. No.: AIHE/ICC/2024-25/002

Date: 19-09-2024

MINUTES OF THE MEETING

Date: 19th September, 2024

Time: 02:00 PM to 3:00 PM

Platform: Seminar Hall, AIHE

Members Present:

S.No	Name	Role	Designation
1	Dr. Shubha Jain	Chairperson	HOD, Computer Applications
2	Ms. Reena Kaithwas	Coordinator	Assistant Professor, Management
3	Ms. Aparna Sinha	Member Secretary	Assistant Professor, Management
4	Ms. Dipti Singh	Member	Assistant Professor, Management
5	Ms. Saloni Kushwaha	Member	Office Executive
6	Anjali Rajawat	External Member	Legal Advisor
7	Pratibha Mishra	Student Representative	BBA 3rd Year
8	Shristy Sharma	Student Representative	BCA 3rd Year
9	Muskan Gupta	Student Representative	BCA 3rd Year

Agenda:

1. Review of Past Activities.
2. Review of internal policies, procedures, and guidelines.
3. Suggestions for updates or modifications to the existing policies and procedures.

Minutes:

1. Welcome and Opening Remarks

- The meeting was called to order by Dr. Shubha Jain
- The chairperson welcomed all members and highlighted the importance of regularly reviewing internal policies to ensure they remain relevant and effective.

3. Review of Internal Policies, Procedures, and Guidelines

- The committee commenced the review of the existing internal policies, procedures, and guidelines.
- Members discussed the effectiveness of current policies in addressing complaints and the need for periodic updates.
- It was noted that the policies generally serve their purpose but some areas may need clarification or further detail.



Axis Institute of Higher Education, Kanpur
Office of Internal Complaint Cell

Ref. No.: AIHE/ICC/2024-25/001

Date: 18-09-2024

NOTICE

This is to inform all members of the Internal Complaints Committee (ICC) that a meeting is scheduled as follows:

Date: 19th September 2024

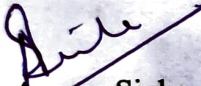
Time: 2:00 PM

Venue: Seminar Hall, AIHE

Agenda:

1. Review of internal policies, procedures, and guidelines.
2. Suggestions for updates or modifications to the existing policies and procedures.

Attendance is mandatory for all members. Please ensure to attend and come prepared with any suggestions or feedback related to the internal policies.


Ms. Aparna Sinha
Assistant Professor
Member Secretary, Internal Complaint Cell

Copy to:

- 1) Office of Director (for kind information)
- 2) Office of HOD (for necessary action)
- 3) All concerned members (for necessary action)



Axis Institute of Higher Education, Kanpur
Office of Internal Complaint Cell

3. Suggestions for Updates or Modifications

- **Clarification on Reporting Process:** Members suggested making the reporting process more streamlined and clear, especially for employees and students who may feel intimidated to report concerns.
- **Timelines and Escalation Procedures:** It was recommended to specify timelines for handling complaints and introduce clear escalation procedures for cases requiring immediate attention.
- **Training and Awareness:** The committee discussed the importance of conducting periodic awareness sessions to ensure that all members of the community are well-informed about the policies and procedures.
- **Remote Work Considerations:** In light of changing work environments, members proposed the inclusion of provisions specific to remote or hybrid work, especially regarding virtual harassment and grievance redressal mechanisms.

4. Action Items and Next Steps

- Action Item 1: Ms. Reena Kaithwas to revise the reporting process and propose clearer steps for reporting complaints.
- Action Item 2: Ms. Aparna Sinha to draft updated timelines and escalation points in the policy.
- Action Item 3: Ms. Dipti Singh to incorporate provisions for remote work environments and virtual harassment into the policies.
- Action Item 4: The committee agreed to organize training and awareness sessions for staff and students to improve understanding of the policies.

5. Conclusion and Next Meeting

- Meeting Concluded at: 3:00 PM
- The chairperson thanked all members for their valuable suggestions and input.
- The committee agreed to review the draft revisions in the next meeting.


Prepared by:

Ms. Aparna Sinha

Assistant Professor

Member Secretary, Internal Complaint Cell

Copy to:

- 1) Office of Director (for kind information)
- 2) Office of HOD (for necessary action)
- 3) All concerned members (for necessary action)
- 4) All faculty members (for necessary action)



Attendance Sheet (11/09/2024)

S.No	Name	Role	Designation	Signature
1	Dr. Shubha Jain	Chairperson	HOD, Computer Applications	<i>Shubha Jain</i>
2	Ms. Reena Kaithwas	Coordinator	Assistant Professor, Management	<i>Reena Kaithwas</i>
3	Ms. Aparna Sinha	Member Secretary	Assistant Professor, Management	<i>Aparna Sinha</i>
4	Ms. Dipti Singh	Member	Assistant Professor, Management	<i>Dipti Singh</i>
5	Ms. Saloni Kushwaha	Member	Office Executive	<i>Saloni Kushwaha</i>
6	Anjali Rajawat	External Member	Legal Advisor	<i>Anjali Rajawat</i>
7	Pratibha Mishra	Student Representative	BBA 3 rd Year	<i>Pratibha Mishra</i>
8	Shristy Sharma	Student Representative	BCA 3 rd Year	<i>Shristy Sharma</i>