



# ARYA College of Engineering (ACE)

(Affiliated to RTU | Approved by AICTE, New Delhi)  
SP-40, RIICO Industrial Area, Delhi Road,  
Kukas, Jaipur-302028 | Tel. Ph. 0141-2820700

• www.aryainstitutejpr.com  
• Toll Free: 1800 102 1044

Ref.: ACE/2024-25/ICC/

Dated: 22-March-2025

## MEETING NOTICE

This is to inform that the meeting of the **Internal Complaint Committee** will be held on **25 March 2025 at 01:00 P.M.** in Board Room. The agenda of the meeting shall as follow:

1. To confirm the minute and action taken report of last meeting.
2. Discuss the rules for safety measures of the students.
3. Plan and schedule regular training sessions for students to educate them about what constitutes sexual harassment, how to prevent it, and how to report incidents.
4. Discuss procedures for handling complaints, including the investigation process, maintaining confidentiality, and providing support to both the complainant and respondent.

Members are requested to attend the meeting as per schedule.

  
Ms. Ira Joshi

Convenor



CC:

1. All Members
2. All HODs
3. College Notice Board.
4. Hostel Notice Board



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Ref.: ACE/2024-25/ICC/

Dated: 26 March 2025

## MINUTES OF MEETING

A meeting of **Internal Complaint Committee** was held on **25 March 2025 at 01:00 P.M.** at Board Room of ACE.

The following members were **Present**:

- Dr. Indu Gupta - Chairperson
- Ms. Ira Joshi- Convenor
- Ms. Komal Chauhan – External Member
- Dr. Anjali Ahuja - Member
- Dr. Anupama Choudhary -Member
- Ms. Shilpi Mishra - Member
- Mr. Kshitiz Agarwal -Member
- Ms. Komal Vijay-Member
- Mr. Rahul Sharma-Member
- Ms. Vinita Jain – Member
- Ms. Shikha –Member
- Ms. Shunita Sethi - Member
- Ms. Poornima Kumawat-Student Representative
- Mr. Jitendra Kumar –Student Representative

### Members Absent:

- Ms. Nikita Poonia - Student Representative

The Chairperson of the committee **Dr. Indu Gupta** started the meeting with welcome note.

### Agenda Item 1: To confirm the minutes and action taken report of last meeting.

The minutes and the action taken report of the said Meeting of Internal Complaint Committee were discussed and found to be in order and hence confirmed.





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## Agenda Item 2: To inform the rules and regulations of the committee.

The committee asked the members to instruct the students to follow some rules for safety measures

- Students will maintain the Dress Code in the Campus.
- Non-Hosteller students will not stay in the Campus after the college timings without the permission of mentor and Head of Department.
- For the safety purpose students are advised to avail the college bus to the maximum extent.
- Students avoid sharing their personal details like mobile numbers at social media.

## Agenda Item 3: To create awareness about the Anti Sexual Harassment Committee.

The committee requested to members to aware the students about the functioning of Internal Complaint Committee. Students can approach directly to any of the Committee members or any other faculty to resolve the issues.

Interactions will be held for the same to make students aware and comfortable to talk.

## Agenda Item 4: Procedures for handling complaints.

- Mobile numbers of the committee members are displayed at important locations so that the students can contact any of the committee members at any time.
- Steps will be taken for the punishment to the culprit.
- Strict actions will be taken.

The meeting ended with the vote of thanks to the chair.

CC:

- All Members
- All HODs
- College Notice Board.
- Hostel Notice Board



  
Ms. Ira Joshi  
Convenor





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## Internal Complaint Committee

Attendance Sheet- 25.March.2025 at 01:00 P.M.

| S. No. | Name of Members       | Designation            | Signature |
|--------|-----------------------|------------------------|-----------|
| 1      | Dr. Indu Gupta        | Chairperson            |           |
| 2      | Ms. Ira Joshi         | Convener               |           |
| 3      | Ms. Komal Chauhan     | External Member        |           |
| 4      | Dr. Anupama Choudhary | Member                 |           |
| 5      | Ms. Komal Vijay       | Member                 |           |
| 6      | Mr. Kshitiz Agarwal   | Member                 |           |
| 7      | Mr. Rahul Sharma      | Member                 |           |
| 8      | Ms. Vinita Jain       | Member                 |           |
| 9      | Ms. Shilpi Mishra     | Member                 |           |
| 10     | Ms. Shikha            | Member                 |           |
| 11     | Ms. Shunita Sethi     | Member                 |           |
| 12     | Dr. Anjali Ahuja      | Member                 |           |
| 13     | Ms. Poornima Kumawat  | Student Representative |           |
| 14     | Mr. Jitendra Kumar    | Student Representative |           |
| 15     | Ms. Nikita Poonia     | Student Representative | ABSENT    |



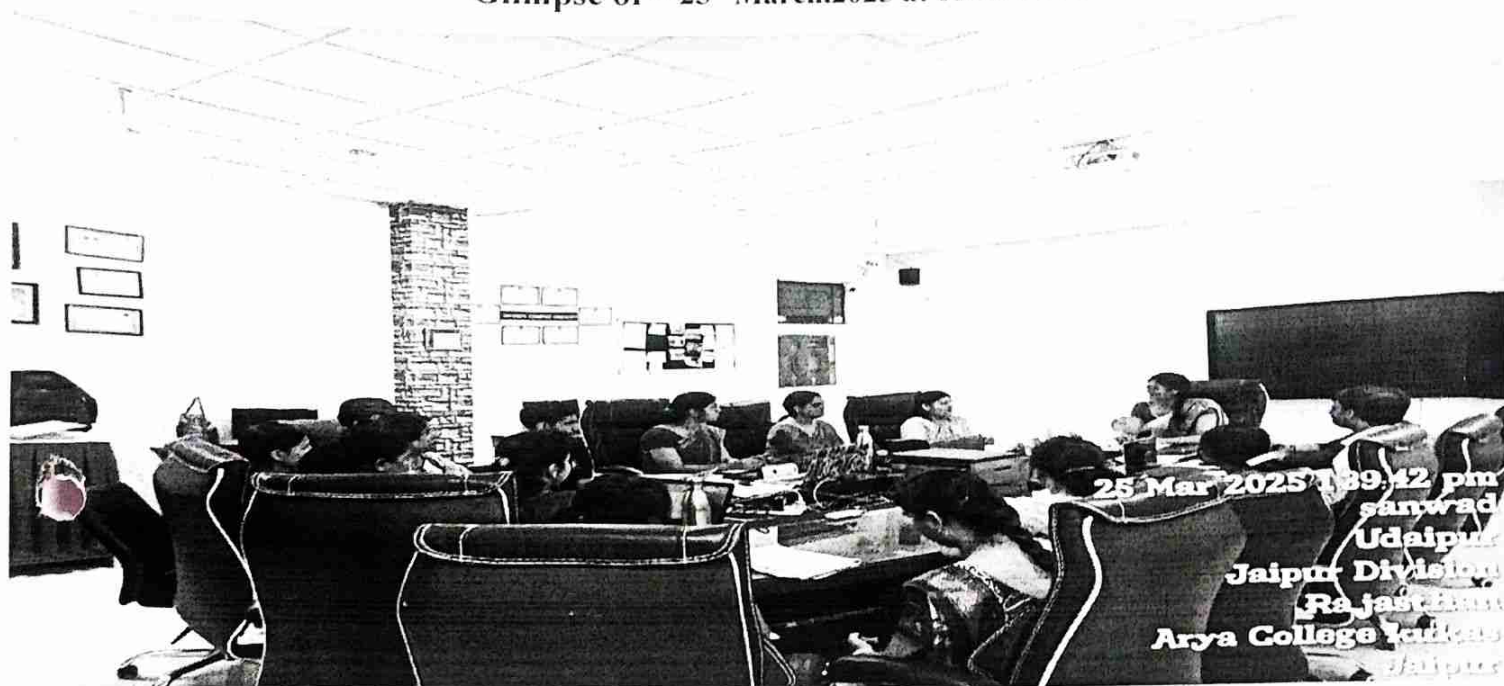


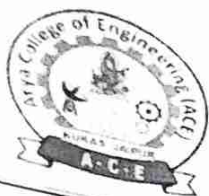
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## Internal Complaint Committee

Glimpse of – 25<sup>th</sup> March.2025 at 01:00 P.M.





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## Internal Complaint Committee (ICC)

Action Taken Report on Meeting held on 14 August 2024

| S.No. | Agenda                                                                                  | Action Taken                                                                                    |
|-------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1.    | To confirm the minutes and action taken report of the last meeting.                     | Reviewed and confirmed                                                                          |
| 2.    | To plan and schedule a gender sensitization workshop for the upcoming semester.         | Workshop scheduled for the first week of September 2024.                                        |
| 3.    | To discuss the counseling mechanisms for students and staff regarding gender issues.    | Counseling mechanisms enhanced with additional trained professionals.                           |
| 4.    | To develop a permanent mechanism for preventing and addressing sexual harassment cases. | Permanent mechanism established, including regular workshops and an anonymous reporting system. |
| 5.    | To review and update the committee members on the progress of ongoing initiatives.      | Ongoing initiatives reviewed and continued with improvement plans.                              |



Ms. Ira Joshi  
Convener

CC:

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- All HODs
- College Notice Board
- Hostel Notice Board