



# CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

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## Minutes of Meeting

**Meeting Title: - Internal Complaint Committee Meeting**

**Meeting date: - 29/07/2021**

**Meeting Time: - 2.00 pm-3.00 pm**

|                          |                      |
|--------------------------|----------------------|
| <b>Meeting location</b>  | Principal Cabin      |
| <b>Meeting called by</b> | Dr. Dharmendra Dubey |
| <b>Note Taker</b>        | Er. Mahesh Thakur    |

### **Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures**

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

### **Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations**

Member presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

### **The members presents in the meeting**

| Sr. No. | Name of Faculty      | Designation         | Position | Signature |
|---------|----------------------|---------------------|----------|-----------|
| 1       | Dr. Dharmendra Dubey | Principal           | Chairman |           |
| 2       | Er. Shreyas Pande    | HoD,CIVIL           | Member   |           |
| 3       | Er. Mahesh Thakur    | Assistant Professor | Member   |           |
| 4       | Er. Ankita Bhoir     | Assistant Professor | Member   |           |