

ASIAN GROUP OF COLLEGES
ASIAN EDUCATIONAL INSTITUTE
 (An Autonomous College)
 &
ASIAN COLLEGE OF EDUCATION
 SIRHIND ROAD, PATIALA

MINUTES OF THE FIRST MEETING :- INTERNAL COMPLAINTS COMMITTEE (ICC)

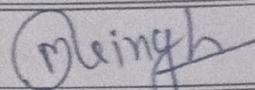
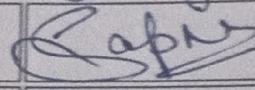
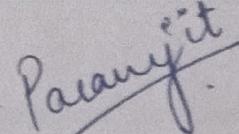
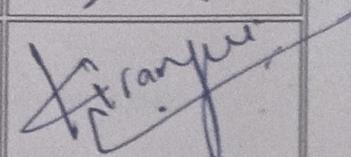
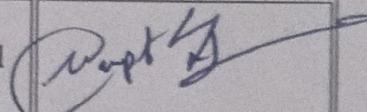
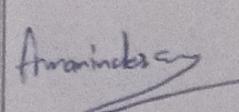
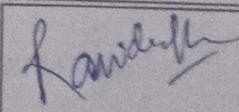
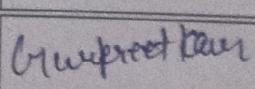
Academic Session: 2025-26

Date: 10th March'2026

Time: 02:30 PM at Principal's Office

Chairperson: Dr. Meenu Singh Sachan (Presiding Officer)

Members Present

| Sl. No. | Position | Name of the Member | Category / Qualification | Signature |
|---------|-------------------|--|--|---|
| 1 | Presiding Officer | Dr. Meenu Singh Sachan(Principal) | Principal Ph.9417159969 |  |
| 2 | Member | Dr.Sapna Rathore | IQAC Coordinator Ph.9988010733 |  |
| 3 | Member | Dr.Paramjit Kaur | Assistant Professor Department of Business Studies 8146411126 |  |
| 4 | Member | Ms.Kiranjeet | Assistant Professor Department of Business Studies Ph.8146411125 |  |
| 5 | Member | Mr.Gurpreet Singh | Assistant Professor School Of Arts & Social Science |  |
| 6 | External Member | Mr.Amaninder Singh | (Founder Cum President)NGO Manavta Bhalai Charitable Society(Regd.)Patiala Ph.9872641781 |  |
| 7 | External Member | Adv.Ravinder Kaur Jassar | Advocate-District Court ,Patiala Ph.9888705055 |  |
| 8 | Member | Ms.Gurpreet Kaur (BBA 1 st Year) | Girl Student |  |

Agenda

- Formal briefing on the **POSH Act, 2013** and the committee's legal mandate.
- Review of the **Applicability** scope (Staff, Students, Contractual Workers, Visitors).
- Finalizing the appointment of **Mandatory External Members**.
- Planning **Sensitization & Awareness** activities for the session.2025-26

3. Discussion & Key Decisions

- **Operational Protocol:** The Presiding Officer broadly explained the functioning and importance of the ICC under the POSH law. It was noted that the committee holds powers equivalent to a **Civil Court** regarding summoning witnesses and examining evidence.
- **Strict Confidentiality:** Members took a collective pledge to maintain absolute confidentiality regarding all proceedings, complaints, and identities, as mandated by the Act.
- **External Member Selection:** The committee deliberated on inviting a legal expert or NGO representative familiar with women's issues to ensure the ICC is validly constituted.
- **Awareness & Prevention:** To ensure a safe environment, the following actions were resolved:
 - **Publicity:** Displaying banners and notices with the composition and contact details of the ICC at prominent places on campus.
 - **Complaint Boxes:** Installing secure complaint boxes in department wings to facilitate anonymous or easy reporting.
 - **Digital Integration:** Uploading the ICC composition and SHe-Box (Sexual Harassment Electronic Box) information to the college website.
- **Grievance Status:** The committee noted that **no complaints** of sexual harassment have been received for the current session to date.

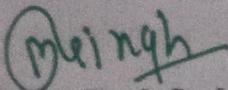
4. Action Items

- **Mr. Gurpreet Singh**

To coordinate the installation of physical complaint boxes at approachable areas of College Premises

5. Adjournment

The meeting concluded with a vote of thanks to the Chair. The committee agreed to meet on a **quarterly basis** or earlier if any case arises.



Dr. Meenu Singh Sachan

Principal

Asian Group of Colleges