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INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Ref.No: IIDS/Admin/2022/03-A

Date: 18th January, 2022

Minutes of Meeting

A meeting of Internal Complaints Committee was held on 18/01/2022 at 2:00pm in council hall.

The following members attended the meeting:

S. No.	Name
1	Dr. Satish Karandikar - Dean
2	Dr. Rolly S. Agarwal - Chairperson, ICC
3	Dr. Deepti S. Hada - Member Secretary
4	Dr. Bhupendra S. Rajput - Member
5	Mrs. Chitra Khidwarkar - Member
6	Mrs. Janak Palta McGiligan - Member
7	Ms. Amita Singh - Non Teaching Faculty Member
8	Ms. Zainab Aktar Khan - Student Member
9	Mr. Aakash Yadav - Student Member

The chairperson welcomed all the members, and subsequently, started the proceedings and following agenda items were discussed.

Agenda No. 1: Chairperson welcomed the members. Dr. Deepti S. Hada presented the minutes of the previous meeting and apprised that no matter is pending.

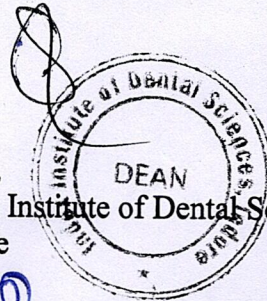
Agenda no.2: A complaint had been received from a house keeping staff regarding abusive language used by a supervisor. He was called in the meeting and given opportunity to give his statement. He explained the cause of misunderstanding, apologized for the same and gave assurance that in future the same mistake will not be repeated.

After much deliberation committee decided that awareness program for support staff is necessary to avoid such incidences. Dr. Bhupendra S. Rajput was requested to prepare a action plan for the same.

As no other matter was the left for discussion the meeting ended with a vote of thanks to the chair.

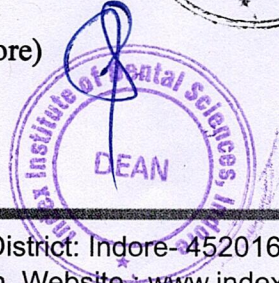
Member Secretary,
Internal Complaints Committee

Dean,
Index Institute of Dental Sciences,
Indore



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Indore (M.P.)

Prepared By: Shivam Sharma

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Constituent Unit of Malwanchal University, Indore



Ref.No: IIDS/Admin/2022/250-B

Date: 20th June, 2022

Minutes of Meeting

A meeting of Internal Complaints Committee was held on 20/06/2022 at 2:00pm in council hall.
The following members attended the meeting:

S. No.	Name
1	Dr. Satish Karandikar - Dean
2	Dr. Rolly S. Agarwal - Chairperson, ICC
3	Dr. Deepti S. Hada - Member Secretary
4	Dr. Bhupendra S. Rajput - Member
5	Mrs. Chitra Khidwarkar - Member
6	Mrs. Janak Palta McGiligan - Member
7	Mr. Aakash Yadav - Student Member
8	Ms. Nazneen Khan - Student Member
9	Ms. Simar Kaur - Student Member

The chairperson welcomed all the members, and subsequently, started the proceedings and following agenda items were discussed.

Agenda No. 1: Dr. Deepti S. Hada presented the minutes of the previous meeting and apprised that no matter is pending.

Agenda no.2: Awareness of sexual harassment and functioning ICC to post graduate students: Chairperson also welcomed the post graduate students, who were added as new members to the committee. Dr. Bhupendra S. Rajput introduced the committee members to them and explained their roles and responsibilities of members of ICC along with its aim.

He also explained the procedure of lodging complaints to them. The new members promised to be actively involved in creating awareness and maintaining gender equity in campus. It has been decided that this information will be circulated among all the newly admitted post graduate students.

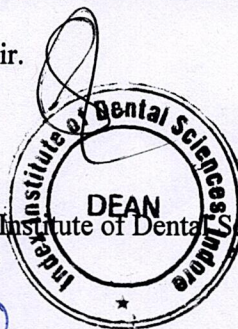
Agenda no 3: Any other matter with the permission of the chair. It was decided to organize an event on women empowerment. A dental health check-up activity for women employee was also planned. Department of Public Health dentistry to be assigned the responsibility of the same.

In the end, it was mentioned to all the committee members that the report of all activities should be well documented and conveyed to the university.

The meeting was concluded with a vote of thanks to the chair.

Member Secretary,
Internal Complaints Committee

Dean,
Index Institute of Dental Sciences,
Indore



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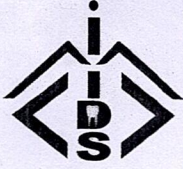
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Indore (M.P.)

Prepared By: Shivam Sharma

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Constituent Unit of Malwanchal University, Indore



Ref.No: IIDS/Admin/2021/592 - A

Date: 07th June, 2021

Minutes of Meeting

A meeting of Internal Complaints Committee was held on 19/05/2021 at 2:00pm.
The following members attended the meeting:

S. No.	Name
1	Dr. Satish Karandikar - Dean
2	Dr. Rolly S. Agarwal - Chairperson, ICC
3	Dr. Deepti S. Hada - Member Secretary
4	Dr. Bhupendra S. Rajput - Member
5	Dr. Mukesh Gupta - Member
6	Mrs. Chitra Khidwarkar - Member
7	Mrs. Janak Palta McGiligan- Memeber
8	Ms. Amita Singh – Non Teaching Faculty Member
9	Ms. Zainab Aktar Khan - Student Member
10	Mr. Aakash Yadav – Student Member

The chairperson welcomed all the members, and subsequently, started the proceedings and following agenda items were discussed.

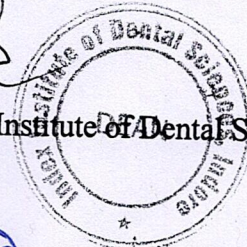
Agenda No. 1: The minutes of the previous meeting held on 21st September, 2020 were read and approved.

Agenda No. 2: Measures to make workplace safe & conducive for all the staff: Discussion on the same took place and it was decided to enhance security measures to be enhanced in the staff quarters and also help line numbers to be widely displayed in the campus.

The meeting ended with vote of thanks to the chair and all the members of the committee.

Member Secretary,
Internal Complaints Committee

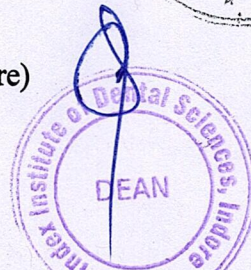
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04/12/2021
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Ref.No: IIDS/Admin /2021/ 875-A

Date: 25th November, 2021

Minutes of Meeting

A meeting of Internal Complaints Committee was held on 25/11/2021 at 2:00pm.

The following members attended the meeting:

S. No.	Name
1	Dr. Satish Karandikar - Dean
2	Dr. Rolly S. Agarwal - Chairperson, ICC
3	Dr. Deepti S. Hada - Member Secretary
4	Dr. Bhupendra S. Rajput - Member
5	Dr. Mukesh Gupta - Member
6	Mrs. Chitra Khidwarkar - Member
7	Mrs. Janak Palta McGiligan - Member
8	Ms. Amita Singh - Non Teaching Faculty Member
9	Ms. Zainab Aktar Khan - Student member
10	Mr. Aakash Yadav - Student member


The chairperson welcomed all the members, and subsequently, started the proceedings and following agenda items were discussed.

Agenda No. 1: The minutes of the previous meeting held on 19th May, 2021 were read and approved.

Agenda No. 2: All the members of the Internal Complaints Committee had detailed discussions on the activities to be carried out for the academic year 2021-2022. The committee decided to take following steps to ensure preparedness to deal with any issues:

- 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
- Conduct programmes to create an awareness about, vishaka guidelines, applicable service rules, relevant laws and an understanding of workplace sexual harassment and related issues.

The meeting ended with vote of thanks to the chair and all the members of the committee.


Member Secretary,
Internal Complaints Committee

Dean,
Index Institute of Dental Sciences,
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Prepared By: Shivam Sharma




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Ref.No: IIDS/Admin/2020/99

Date: 17th February, 2020

Minutes of Meeting

A meeting of Internal Complaints Committee was held on 17/02/2020 at 2:00pm.
The following members attended the meeting:

S. No.	Name
1	Dr. Satish Karandikar - Dean
2	Dr. Rolly S. Agarwal - Chairperson, ICC
3	Dr. Hemani Sukhija- Member Secretary
4	Dr. Reshma Khurana - Member
5	Ms. Janak Palta McGiligan - Member
6	Ms. Amita Singh - Non Teaching Faculty Member
7	Ms. Aditi Wagela - Student Member


Leave of absence was granted to, Ms Amita Singh non-teaching faculty member and Ms. Aditi Wagela student member who expressed their inability to join the meeting.

The chairperson welcomed all the members, and subsequently, started the proceedings and following agenda items were discussed.

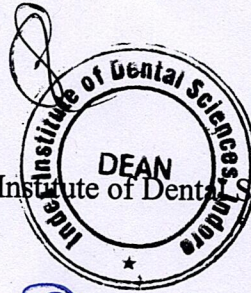
Agenda No. 1: Confirmation of minutes of the previous internal complaint committee meeting: Minutes were read and confirmed.

Agenda No. 2: Discussion regarding the mechanism for registering complaints: Discussion was held to make the complaint registration process safer & accessible as well as confidential.

The meeting ended with vote of thanks to the chair and all the members of the committee.


Member Secretary,
Internal Complaints Committee


Dean,
Index Institute of Dental Sciences,
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Ref.No: IIDS/Admin/2020/245-A

Date: 21st September, 2020

Minutes of Meeting

A meeting of Internal Complaints Committee was held on 21/09/2020 at 2:00pm.
The following members attended the meeting:

S. No.	Name
1	Dr. Satish Karandikar – Dean
2	Dr. Rolly S. Agarwal - Chairperson, ICC
3	Dr. Hemani Sukhija - Member Secretary
4	Dr. Reshma Khurana - Member
5	Ms. Janak Palta McGiligan - Member
6	Ms. Amita Singh - Non Teaching Faculty Member
7	Mr. Shubham Sharma - Student Member
8	Ms. Subhana Khan - Student Member

The member secretary welcomed all the members who were present for the meeting. The meeting thereafter deliberated on agenda items as had been approved.

Agenda No. 1: The minutes of the previous meeting held on 17th February, 2020 were read and approved.

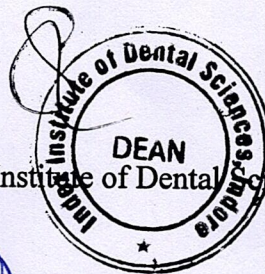
Agenda No. 2: On behalf of the Internal Complaints Committee (ICC), Dr. Satish Karandikar, Dean IIDS acknowledged the committee members and students about the activities which were carried out on occasion of Women's Day. He appreciated active involvement of students. Dr. Reshma Khurana, also motivated the students for celebrating International Menstrual Hygiene Day. She suggested that red dot paper bags can be prepared by students and awareness about proper disposal of sanitary napkin can be spread amongst local community. It was finalised to perform this activity unanimously.

Agenda No. 3: No complaints regarding gender harassment have been received so far. The necessary mechanism for complaint and redressal are active.

The meeting ended with vote of thanks to the chair.

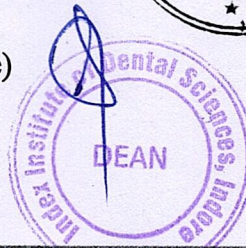
Member Secretary,
Internal Complaints Committee

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Ref.No: IIDS/Admin/2019/400-A

Date: 14th October, 2019

Minutes of Meeting

The meeting of Internal Complaints Committee was held on 14/10/2019 at 2.30pm in Dean's office. The following members were present in the meeting:

S. No.	Name
1	Dr. Satish Karandikar - Dean
2	Dr. Rolly S. Agarwal - Chairperson, ICC
3	Dr. Hemani Sukhija - Member Secretary
4	Dr. Reshma Khurana - Member
5	Ms. Janak Palta McGiligan - Member
6	Ms. Amita Singh - Non Teaching Faculty Member
7	Ms. Anuja Chaudhary - Student Member

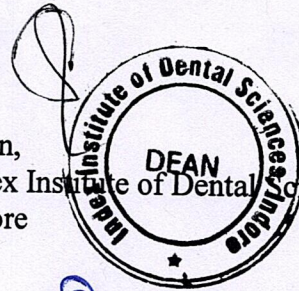
Agenda no. 1: Member Secretary welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2018- 19. She submitted a report stating that there were no cases relating to sexual harassment in the college during the last academic year.

Agenda no. 2: It was decided to conduct programs and activities about gender equity and gender sensitization and ensure zero tolerance to any cases of sexual harassment.

As there were no other points for discussion, the meeting was concluded with a vote of to the chair.

Member Secretary,
Internal Complaints Committee

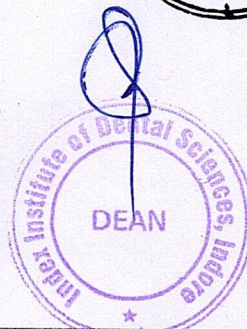
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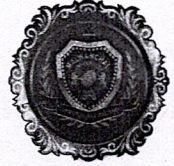
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Ref.No: IIDS/Admin/2017/431-B

Date: 04th September, 2017

Minutes of Meeting

A meeting of Internal Complaints Committee (ICC) of Index Institute of Dental sciences was held on 04/09/2017 at 2:30 pm.

The following members attended the meeting:

S. No.	Name
1	Dr. Priyank Banthia - Dean
2	Dr. Shubhra Dey - Chairperson, ICC
3	Dr. Shilpi Gilara Gupta - Member Secretary
4	Dr. Kundendu B. Arya - Member
5	Dr. Chitra Khidwarkar - Member
6	Dr. Rita Chandki - Member
7	Ms. Amita Singh - Non Teaching Faculty Member
8	Mr. Alok Singh - Student Member
9	Ms. Archi Gaur - Student Member

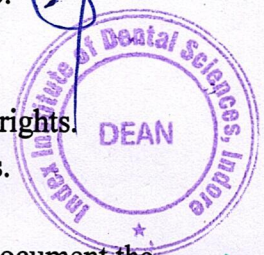
Agenda no 1: At the outset, Dr. Shilpi Gilara Gupta, member secretary ICC welcomed all the members of the committee and informed that as per guidelines issued by UGC the Committee has been formed and the policy has been documented. The procedure to lodge the complaint is being designed.

Agenda no. 2: She described the role of ICC and said everyone has a responsibility to contribute to the cause. It was emphasized that in order to create awareness and continuous sensitization among the students, it is essential to place banners, posters, and notice defining sexual harassment at prominent places in the institution.

Agenda no. 3: Dr. Pranav Parashar and Dr. Shilpi Gupta were assigned the duty to organize the awareness programs and other events.

The committee had discussion at length and the following suggestions were made:

- A complaint drop box must be placed in the office premises.
- During the induction program the students should be made aware of their rights.
- The mechanism to lodge complaint is to be explained through the mentors.
- Students should be warned not to lodge any false complaint.
- A duty is assigned to HR staff to open the drop box every Monday and document the complaint received.
- The formats should be made available to document the complaint. Students should be instructed to describe what the complaint is about.



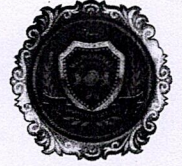
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Ref.No: IIDS/Admin/2019/33-A

Date: 22nd February, 2019

Minutes of Meeting

A meeting of Internal Complaints Committee (ICC) was held on 22/02/2019 at 2:00pm in Dean office. The following members attended the meeting:

S. No.	Name
1	Dr. Utpal Mazumdar - Dean
2	Dr. Hemani Sukhija - Chairperson, ICC
3	Dr. Rina Verma - Member Secretary
4	Ms. Chitra Khidwarkar - Member
5	Ms. Janak Palta McGiligan - Member
6	Dr. Pranav Parashar - Member
7	Ms. Ambhuja Agrawal - Student member
8	Mr. Akash Yadav.- Student member

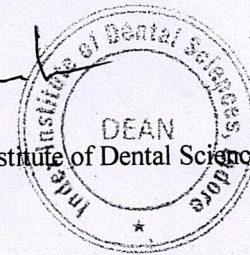
The member secretary welcomed all the members who were present for the meeting. The meeting thereafter deliberated on agenda items as had been approved.

Agenda No. 1: The minutes of the previous meeting held on 10th October, 2018 were read and approved.

Agenda No. 2: Dr. Hemani Sukhija stated that one complaint has been received from complaint box. It was regarding eve teasing. A student of second year BDS was harassed by the interns in the evening while she was walking in the garden on Friday 18th February, 2019 the interns used to pass comments on her quite often. The complainant girl was called and her statement was taken. She mentioned no name in her complaint due to fear of revengeful attitude of the interns. Night guard was called separately and inquired about the incidence. He said that doctors don't listen to him and shout at him. Committee decided to organize a awareness program regarding punishments associated with gender harassment as per Govt. policies for students and interns. The wardens were instructed to take rounds of campus in the evening hours. As complainant did not disclose the name, no direct action could be taken against the culprit. The chairperson requested members of ICC residing in campus to be vigilant for any such event in future and ensure safety of the girls.

The meeting ended with a vote of thanks to the chair and committee members.

Member Secretary,
Internal Complaints Committee

Dean,
Index Institute of Dental Sciences,
Indore

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Ref.No: IIDS/Admin/2018/75-A

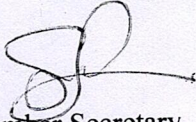
Date: 13th February, 2018


Minutes of Meeting

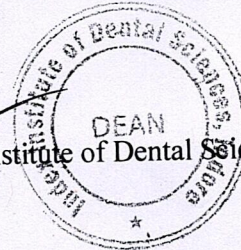
A meeting of Internal Complaints Committee was held on 13/02/2018 at 2:00pm.
The following members attended the meeting:

S. No.	Name
1	Dr. Priyank Banthia - Dean
2	Dr. Shubhra Dey - Chairperson, ICC
3	Dr. Shilpi Gilara Gupta - Member Secretary
4	Dr. Kundendu B. Arya - Member
5	Dr. Chitra Khidwarkar - Member
6	Ms. Amita Singh - Non teaching Faculty Member
7	Ms. Afsha Khan - Student Member

Agenda no 1: At the outset, Dr. Shilpi Gilara Gupta, member secretary ICC welcomed all the members of the committee and the minutes of the previous meeting were discussed and confirmed.
Agenda no. 2: The members discussed about the provisions in the Govt. Hand book on sexual harassment of women released in November 2015. All the members present agreed in consensus that programmes should be organized to create awareness among both boys and girls about the provisions in the book like the act, implementing authorities, redressal aspects etc. The members expressed that there were no cases of complaints against sexual harassment in the college campus and the male and the female students have a healthy and friendly relationship; they team up together and perform their academic work and participate in co-curricular and extra - curricular activities without any gender disparity.
The meeting ended at 2:30 pm as there were no other points for discussion.


Member Secretary,
Internal Complaints Committee

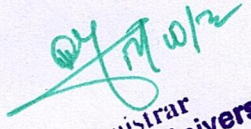

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Ref.No: IIDS/Admin/2018/512-A

Date: 10th October, 2018

Minutes of Meeting

A meeting of Internal Complaints Committee was held on 10/10/2018 at 2:00pm.
The following members attended the meeting:

S. No.	Name
1	Dr. Utpal Mazumdar - Dean
2	Dr. Swathi Sudhapalli - Chairperson, ICC
3	Dr. Hemani Sukhija - Member Secretary
4	Dr. Rina Verma - Member
5	Ms. Chitra Khidwarkar - Member
6	Ms. Janak Palta McGiligan - Member
7	Dr. Pranav Parashar - Member
8	Ms. Aakansa Yadav - Non Teaching Faculty Member
9	Ms. Ankita Singh - Student member


The member secretary welcomed all the members who were present for the meeting. The meeting thereafter deliberated on agenda items as had been approved.


Agenda No. 1: The minutes of the previous meeting held on 13th February 2018 were read and approved.

Agenda No. 2: Organizing awareness programs related to sexual harassment of female staff and students.

- It has been decided that committee will organize value added courses and workshops related to the same.
- Duties will be assigned for proper conduction of the event beforehand.
- Organize any contest related to sexual harassment of women/ student. It was also decided that committee will organise one essay writing competition or debate soon.

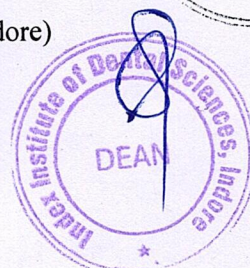
It was noted that no cases related to sexual harassment have occurred in the institute till date. The meeting was concluded at 2:30 pm with a vote of thanks to the chair and committee members.

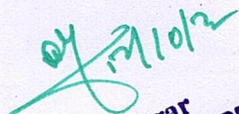

Member Secretary,
Internal Complaints Committee


Dean,
Index Institute of Dental Sciences,
Indore.

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Registrar
Malwanchal University
Indore (M.P.)

Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: + 0731-4013700

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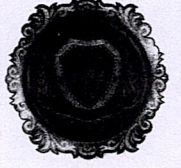


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INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Ref.No: IIDS/Admin/2017/431-B

Date: 04th September, 2017

Minutes of Meeting

A meeting of Internal Complaints Committee (ICC) of Index Institute of Dental sciences was held on 04/09/2017 at 2:30 pm.

The following members attended the meeting:

S. No.	Name
1	Dr. Priyank Banthia - Dean
2	Dr. Shubhra Dey - Chairperson, ICC
3	Dr. Shilpi Gilara Gupta - Member Secretary
4	Dr. Kundendu B. Arya - Member
5	Dr. Chitra Khidwarkar - Member
6	Dr. Rita Chandki - Member
7	Ms. Amita Singh - Non Teaching Faculty Member
8	Mr. Alok Singh - Student Member
9	Ms. Archi Gaur - Student Member

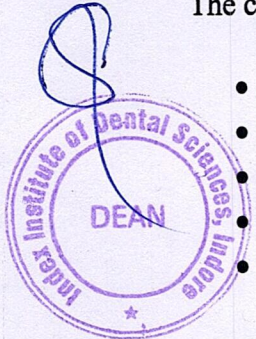
Agenda no 1: At the outset, Dr. Shilpi Gilara Gupta, member secretary ICC welcomed all the members of the committee and informed that as per guidelines issued by UGC the Committee has been formed and the policy has been documented. The procedure to lodge the complaint is being designed.

Agenda no. 2: She described the role of ICC and said everyone has a responsibility to contribute to the cause. It was emphasized that in order to create awareness and continuous sensitization among the students, it is essential to place banners, posters, and notice defining sexual harassment at prominent places in the institution.

Agenda no. 3: Dr. Pranav Parashar and Dr. Shilpi Gupta were assigned the duty to organize the awareness programs and other events.

The committee had discussion at length and the following suggestions were made:

- A complaint drop box must be placed in the office premises.
- During the induction program the students should be made aware of their rights.
- The mechanism to lodge complaint is to be explained through the mentors.
- Students should be warned not to lodge any false complaint.
- A duty is assigned to HR staff to open the drop box every Monday and document the complaint received.
- The formats should be made available to document the complaint. Students should be instructed to describe what the complaint is about.



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- The redressal of the complaint should be done timely and in a fair manner.
- Both parties should be given equal opportunity to give their statements.
- Statements of complainant and witnesses should be recorded in prescribed format.
- The record should be maintained by the secretary properly.

The member secretary conveyed her thanks to the members. The member agreed that committee will meet twice a year on a regular basis or as and when the need arises.

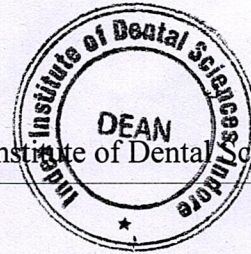
The meeting ended with vote of thanks to the chair.



Member Secretary,
Internal Complaints Committee



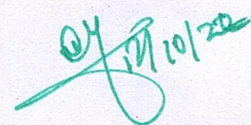
Dean,
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