

Appendix – II

2020-21

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http://www.titsbhiwani.ac.in



Birla Colony, Bhiwani - 127 021
(HARYANA) INDIA
91-1664-242561-64
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: 04/08/2020

Notice

The meeting of Anti - Ragging Committee is scheduled on 06/08/2020 at 3:00 pm in the Conference Room (old Building).

Agenda of the meeting:

1. Introduction of the committee
2. Discussion on the mechanism of the operation of the committee.
3. Issue with the permission of the Chair

You all are requested to make it convenient to attend the meeting.


Convenor


Director
Director,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI





THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: 07/08/2020

MINUTES OF THE MEETING

Date: 06/08/2020

Venue: Convener's Office

Agenda 1: Introduction of the committee

Agenda 2: Discussion on the already existing mechanisms of the operation of the committee.

In Chair: Dr. Abhay Kumar Sharma, Convener

Quorum:

The following members of the Committee remained present:

1. Dr. Amit Manocha
2. Mr. Parmod Kumar
3. Dr. Mukesh Kumar
4. Dr. Ashwani Goyal
5. Dr. Sudarshan Malik
6. Dr. Amandeep Kaur
7. Dr. Jyoti Chaudhary
8. Mr. Satish Khatak
9. Dr. Manoj Nanda
10. Dr. Amal Chaudhary
11. Mr. Kamal Sardana
12. Mr. Akhil Kaushik
13. Mr. Anil Kumar Yadav
14. Dr. Ajit Kumar Pattanayak
15. Mr. Rajeev Sharma


Director,
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16. Mr. Rohit Goyal
17. Mr. Ashish Bhardwaj
18. Ms. Archana Singh Parmar
19. Ms. Monika Sharma
20. Dr. Nidhi Sharma

Leave of Absentia:

1. All student representatives
2. Members from outside the institute.

Minutes as Recorded:

1. **Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting by open discussion on the agenda points.
2. In the beginning, **Agenda 1** was taken up to introduce the committee members with the objectives, needs and functioning of the committee (in the blended mode of teaching). **Agenda 2-** The already existing mechanisms of working of committee were re-discussed. As all the members were already aware of the functioning of the committee, thus detailing of the mechanisms was kept brief. The same mechanisms were decided to be continued.
The complaints from all the channels were assured to be undertaken within 2 days' time from the day of report of the complaint.
All were requested to take the note of the same and requested to come up with suggestions/recommendations in the next meeting.
3. **Leave of Absentia:** LOA was granted to the students in accordance of the SOP of COVID-19. The details were to be shared with them after the meeting.
4. **Vote of Thanks:** The Convener thanked the committee members for their presence and wise counsel. She advised them to make all efforts to abide by the committee objectives.


Dr. Abhay Kumar Sharma
Convener

CC forwarded to:

1. Office of the Director.
3. Head Administration.

2. All HODs.
4. All members of the Committee




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ACTION TAKEN REPORT OF MEETING HELD ON 06/08/2020

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-


Convenor


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Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: - 08/02/2021

Notice

The meeting of Anti - Ragging Committee is scheduled on 09/02/2021 at 3:00 PM in College Conference Room.

Agenda of the meeting:

1. Confirmation of Minutes of last meeting held on 06/08/2020.
2. Discussion on smooth working of already existed mechanism of the committee.

You all are requested to make it convenient to attend the meeting.


Convenor


Director

Director,
THE TECHNOLOGICAL INSTITUTE
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: 10/02/2021

MINUTES OF THE MEETING

Date: 09/02/2021

Venue: College Conference Room.

Agenda 1: Confirmation of Minutes of last meeting held on 06/08/2020

Agenda 2: Discussion on smooth working of already existed mechanism of the committee.

In Chair: Dr. Abhay Kumar Sharma, Convener

Quorum:

The following members of the Committee remained present:

1. Dr. Amit Manocha
2. Mr. Parmod Kumar
3. Dr. Mukesh Kumar
4. Dr. Ashwani Goyal
5. Dr. Amandeep Kaur
6. Dr. Jyoti Chaudhary
7. Dr. Manoj Nanda
8. Dr. Amal Chaudhary
9. Mr. Kamal Sardana
10. Mr. Akhil Kaushik
11. Mr. Anil Kumar Yadav
12. Dr. Ajit Kumar Pattanayak
13. Mr. Rajeev Sharma
14. Mr. Rohit Goyal


Director,
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15. Mr. Ashish Bhardwaj
16. Ms. Archana Singh Parmar
17. Ms. Monika Sharma
18. Dr. Nidhi Sharma

Leave of Absentia:

1. Dr. Sudarshan Malik
2. Mr. Satish Khatak
3. All student representatives
4. Members from outside the institute.

Minutes as Recorded:

1. **Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting with the first agenda.
2. **Agenda-**
 - (i) There was no specific issue/complaint to be discussed.
 - (ii) The mechanism of the committee ran smoothly throughout the semester without any flaw.
 - (iii) The suggestions were welcomed by the members for the improvement in the smooth running of the committee.
3. **Leave of Absentia:** LOA was granted to the faculty due to some academic commitments and students in accordance with SOP of COVID-19. The matter and discussion were later shared with them.
4. **Vote of Thanks:** The Convener thanked and congratulated the committee members for their presence and committed working throughout the semester. He expected the same type of co-operation in the future too.


Dr. Abhay Kumar Sharma
Convener

CC forwarded to:

1. Office of the Director.
2. All HOD
3. Head Administration
4. All members of the Committee (including faculty & students granted with LOA)




Director
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ACTION TAKEN REPORT OF MEETING HELD ON 09/02/2021

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-


Convenor


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Date: 03/08/2020

Notice

The meeting of **Anti Sexual Harassment Committee** is scheduled on 05/08/2020 at 3:00 pm in the IT conference room.

Agenda of the meeting:

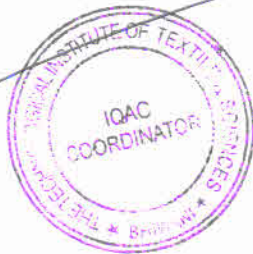
1. Introduction of the committee
2. Discussion on the mechanism of the operation of the committee.
3. Issue with the permission of the Chair

You all are requested to make it convenient to attend the meeting.


Chairman


Director

Director,
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: 07/08/2020

MINUTES OF THE MEETING

Date: 05/08/2020

Venue: IT Conference Room

Agenda 1: Introduction of the committee

Agenda 2: Discussion on the already existing mechanisms of the operation of the committee.

In Chair: Dr. Amandeep Kaur

Quorum:

The following members of the Committee remained present:

1. Dr. Jyoti Chaudhary
2. Dr. Shelly Khanna
3. Mr. Satish Khatak
4. Dr. Anu Kathuria
5. Ms. Ritu Sharma

Leave of Absentia:

1. Dr. Rupender Kumar Ranga
2. Ms. Sushma
3. Ms. Pooja
4. Ms. Prerna
5. Ms. Aashna
6. Ms. Sakshi
7. Ms. Ritu Sharma



[Handwritten Signature]
Director,
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Under UGC Section 2 (f) & 12 (B)
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Minutes as Recorded:

- Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting by open discussion on the agenda points.
- In the beginning,
Agenda 1 was taken up to introduce the committee members with the objectives, needs and functioning of the committee (in the blended mode of teaching).
Agenda 2- The already existing mechanisms of working of committee were re-discussed. As all the members were already aware of the functioning of the committee, thus detailing of the mechanisms was kept brief. The same mechanisms were decided to be continued.
The complaints from all the channels were assured to be undertaken within 2 days' time from the day of report of the complaint.
All were requested to take the note of the same and requested to come up with suggestions/recommendations in the next meeting.
- Vote of Thanks:** The Convener thanked the committee members for their presence and wise counsel. She advised them to make all efforts to abide by the committee objectives.


Dr. Amandeep Kaur
Chairman

CC forwarded to:

- Office of the Director.
- All HODs.
- Head Administration.
- All members of the Committee


Director,
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ACTION TAKEN REPORT OF MEETING HELD ON 05/08/2020

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-


Chairman


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Date: 03/02/2021

Notice

The meeting of Anti Sexual Harassment Committee is scheduled on Saturday, 04/02/2021 at 3:00 PM in Online mode using Teams App.

Agenda of the meeting:

1. Confirmation of Minutes of last meeting held on 5/8/2020
2. Discussion on smooth working of the already existing mechanism of the committee.
3. Issue with the permission of the Chair

You all are requested to make it convenient to attend the meeting.



Chairman



Director

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Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: 08/02/2021

MINUTES OF THE MEETING

Date: 04/02/2021

Venue: Online mode using Teams App

Agenda 1: Confirmation of Minutes of last meeting held on 05/08/2020

Agenda 2: Discussion on smooth working of the already existing mechanism of the committee.

Agenda 3: Issue with the permission of the Chair

In Chair: Dr. Amandeep Kaur

Quorum:

The following members of the Committee remained present:

1. Dr. Jyoti Chaudhary
2. Dr. Shelly Khanna
3. Mr. Satish Khatak
4. Dr. Anu Kathuria
5. Ms. Ritu Sharma

Leave of Absentia:

1. Dr. Rupender Kumar Ranga
2. Ms. Pooja
3. Ms. Prerna
4. Ms. Sushma
5. Ms. Aashna
6. Ms. Sakshi
7. Ms. Ritu Sharma


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Minutes as Recorded:

Agenda 1: Confirmation of Minutes of last meeting held on 05/08/2020.

Resolution:

Minutes of last meeting held on 05/08/2020 are read and unanimously approved.

Agenda 2: Discussion on smooth working of the already existing mechanism of the committee.

Resolution:

Committee discussed regarding working of already existed mechanism of the committee
All the concerned members were called and advised to suggest some new suggestions for the committee.

Agenda 3. Issue with the permission of the Chair.

Resolution:

Solution of the Issues discussed in meeting will be finalised after discussion and meeting concluded with vote of thanks to all present.

Dr. Amandeep Kaur
Chairman

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee



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ACTION TAKEN REPORT OF MEETING HELD ON 04/02/2021

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-


Chairman


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Date: 12/10/2020

Notice

The meeting of **SC/ST Committee** is scheduled on 13/10/2020 at 3:00 pm in the IT Conference Room.

Agenda of the meeting:

1. Introduction of the committee
2. Discussion on the mechanism of the operation of the committee.
3. Issue with the permission of the Chair

You all are requested to make it convenient to attend the meeting.

Chairman

Director

Director,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI





THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: 14/10/2020

MINUTES OF THE MEETING

Date: 13/10/2020

Venue: IT Conference Room

- Agenda 1:** Introduction of the committee
- Agenda 2:** Discussion on the already existing mechanisms of the operation of the committee.

In Chair: Mr. Satish Khatak, Chairman

Quorum:

The following members of the Committee remained present:

- Mr. Parmod Kumar
- Ms. Satvika
- Mr. Sunil Rohilla
- Mr. S. K. Jha

Leave of Absentia:

- Mr. Deepanshu
- Ms. Kajal

Minutes as Recorded:

- Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting by open discussion on the agenda points.
- In the beginning,
Agenda 1 was taken up to introduce the committee members with the objectives, needs and functioning of the committee.
Agenda 2- The already existing mechanisms of working of committee were re-discussed. As all the members were already aware of the functioning of the committee, thus detailing of the mechanisms was kept brief. The same mechanisms were decided to be continued.

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The complaints from all the channels were assured to be undertaken within a days' time from the day of report of the complaint.

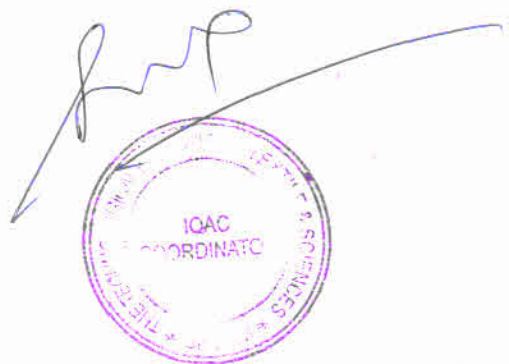
All were requested to take the note of the same and requested to come up with suggestions/recommendations in the next meeting.

3. **Vote of Thanks:** The Chairman thanked the committee members for their presence and wise counsel. He advised them to make all efforts to abide by the committee objectives.

Mr. Satish Khatak
Chairman

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee



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ACTION TAKEN REPORT OF MEETING HELD ON 13/10/2020

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-


Chairman


Director

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Date: - 10/05/2021

Notice


The meeting of SC/ST Committee is scheduled on, 11/05/2021, at 04.00 PM in Office of the chairman.

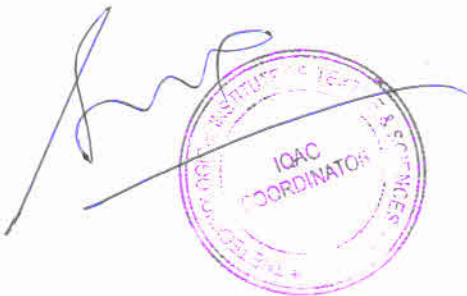
Agenda of the meeting:

1. Confirmation of Minutes of last meeting held on 13/10/2020.
2. Discussion regarding issues related to SC/ST Students
3. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.


Chairman


Director
Director,
THE TECHNOLOGICAL INSTITUTE
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Date: - 12/05/2021

Minutes of Meeting

Date : 11/05/2021

Venue: Office of the Chairman

Agenda 1. Confirmation of Minutes of last meeting held on 13/10/2020.

Agenda. 2. Discussion regarding issues related to SC/ST Students

Agenda 3. Issue with the permission of the Chair.

In Chair: Dr. Satish Khatak, Chairperson

Quorum:


The following members of the Committee remained present:

1. Mr. Parmod Kumar
2. Mr. Sunil Rohilla
3. Ms. Satvika
4. Mr. S. K. Jha

Leave of Absentia:

1. Mr. Deepanshu Ranjan
2. Ms. Kajal




Director,
THE TECHNOLOGICAL INSTITUTE
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

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Minutes as Recorded:

Agenda 1. Confirmation of Minutes of last meeting held on 13/10/2020.

Resolution:

The minutes of the previous meeting, held on October 13, 2020, are read and passed unanimously.

Agenda 2. Discussion regarding issues related to SC/ST Students

Resolution:

The committee was pleased and proud to report that no cases involving SC/ST students had been reported.

Agenda 3. Issue with the permission of the Chair.

Resolution:

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

Mr. Satish Khatak
Chairman

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee

Director
THE TECHNOLOGICAL INSTITUTE
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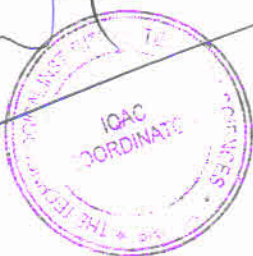
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Action Taken Report of Meeting held on 11/05/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
	No specific issue	----

Lateef
Chairman

[Signature]
Director,
THE TECHNOLOGICAL INSTITUTE
OF TEXTILE & SCIENCES, BHIWANI



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Date: 26/10/2020

Notice

The meeting of **Grievance Redressal Committee** is scheduled on Monday, 27/10/2020, at 03:00 PM in Chairman Office.

Agenda of the meeting:

1. Introduction of committee.
2. Discussion regarding issues related to Students
3. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

Chairman



Director,
THE TECHNOLOGICAL INSTITUTE
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
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Date: 28/10/2020

Minutes of Meeting

Date: 27/10/2020

Venue: Office of Chairman

Agenda 1: Introduction of the committee

Agenda 2: Discussion on the already existing mechanisms of the operation of the committee.

Agenda 3. Issue with the permission of the Chair.

In Chair: Prof. (Dr.) G K Tyagi, Chairperson

Quorum:

The following members of the Committee remained present:

1. Mr. Parmod Kumar
2. Dr. Mukesh Kumar
3. Dr. Abhay Kumar Sharma
4. Dr. Ashwani Goyal
5. Dr. Sudarshan Malik
6. Dr. Amit Manocha
7. Mr. Kamal Sardana
8. Dr. Amandeep Kaur
9. Sh. Daljit Singh
10. Sh. B.L. Sharma

Leave of Absentia:

1. Mr. Anuj
2. Ms. Neha
3. Mr. Prateek
4. Ms. Nitishka Gosh

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THE TECHNOLOGICAL INSTITUTE
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

Under UGC Section 2 (f) & 12 (B)
Estd. in 1943 by Padma Vibhushan Dr. G.D. Birla

Minutes as Recorded:

Agenda 1. Introduction of committee.

Resolution:

All members introduced themselves and Prof. (Dr.) G K Tyagi, Chairperson of the Committee given overview about roles and responsibilities of the committee.

Agenda. 2. Discussion regarding issues related to Students

Resolution:

Committee discussed regarding various issues related to Students. It has been brought to notice of committee that all problems related to Students regarding Infrastructure, Office, Library, Training and Placement i.e., Admin. and Academics problems will be addressed by this committee.

All are requested to take note of the same and advised to come with suggestions in next meeting.

Agenda 3. Issue with the permission of the Chair.

Resolution:

As there were no issues to discuss, meeting concluded with vote of thanks to all present.

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee


Prof. (Dr.) G K Tyagi
Chairman

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Action Taken Report of Meeting held on Monday, 27/10/2020

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
NIL		


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Date: - 24/03/2021

Notice

The meeting of Grievance Redressal Committee is scheduled on Thursday, 25/03/2021, at 03.30 PM in the office of the Chairman.

Agenda of the meeting:

1. Confirmation of Minutes of last meeting held on 27/10/2020.
2. Discussion regarding issues related to Students
3. Issue with the permission of the Chairman.

You are requested to make it convenient to attend the meeting.

[Handwritten Signature]
Chairman

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Date: - 26/03/2021

Minutes of Meeting

Date : 25/03/2021

Venue: Office of Chairman

Agenda 1. Confirmation of Minutes of last meeting held on 27/10/2020.

Agenda. 2. Discussion regarding issues related to Students.

Agenda 3. Issue with the permission of the Chair.

In Chair: Prof. (Dr.) G K Tyagi, Chairperson

Quorum:

The following members of the Committee remained present:

1. Mr. Parmod Kumar
2. Dr. Mukesh Kumar
3. Dr. Abhay Kumar Sharma
4. Dr. Ashwani Goyal
5. Dr. Sudarshan Malik
6. Dr. Amit Manocha
7. Mr. Kamal Sardana
8. Dr. Amandeep Kaur
9. Sh. Daljit Singh
10. Sh. B.L. Sharma

Leave of Absentia:

5. Mr. Anuj
6. Ms. Neha
7. Mr. Prateek
8. Ms. Nitishka Gosh


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Minutes as Recorded:

Agenda 1. Confirmation of Minutes of last meeting held on 27/10/2020.

Resolution:

Minutes of last meeting held on 27/10/2020 are read and unanimously approved.

Agenda 2. Discussion regarding issues related to Students

Resolution:

Committee discussed regarding various issues related to Students.

1. Issues related to online Classes
2. Availability of Online Study material and notes.

All the concerned members were called and advised to take corrective actions with immediate effect and action taken is to be submitted to undersigned after compliance.

Agenda 3. Issue with the permission of the Chair.

Resolution:

Solution of the Issues discussed in meeting will be finalised after discussion with the concerned Department head and meeting concluded with vote of thanks to all present.

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee



G K Tyagi
Prof. (Dr.) G K Tyagi
Chairman
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Action Taken Report of Meeting held on Friday, 25/03/2021

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Issues related to online Classes.	Issues were resolved by the Coordinator of Online Classes (Dr. Mukesh Kumar)
2.	Availability of Online Study material and notes	Study material will be shared on the Teams App to the students by the concerned subject Teacher.


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Date: 04/08/2020

Notice

The meeting of **Discipline Committee** is scheduled on 07/08/2020 at 12:00 noon in the office of the Convener.

Agenda of the meeting:

1. Introduction of the committee
2. Discussion on the mechanism of the operation of the committee.
3. Issue with the permission of the Chair

You all are requested to make it convenient to attend the meeting.

Boor
Chairman



Director
Director
THE TECHNOLOGICAL INSTITUTE
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THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES

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Date: 10/08/2020

MINUTES OF THE MEETING

Date: 07/08/2020

Venue: Convener's Office

Agenda 1: Introduction of the committee

Agenda 2: Discussion on the already existing mechanisms of the operation of the committee.

In Chair: Dr. Ashwani Goyal

Quorum:

The following members of the Committee remained present:

1. Mr. Parmod Kumar
2. Dr. Mukesh Kumar
3. Mr. Kamal Sardana
4. Dr. Jyoti Chaudhary
5. Dr. Yamini Jhanjhi
6. Mr. Satish Khatak

Leave of Absentia:

1. Student members of the committee.

Minutes as Recorded:

1. **Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting by open discussion on the agenda points.
2. In the beginning,
Agenda 1 was taken up to introduce the committee members with the objectives, needs and functioning of the committee (in the blended mode of teaching).
Agenda 2- The already existing mechanisms of working of committee were re-discussed. As all the members were already aware of the functioning of the committee, thus detailing of the mechanisms was kept brief. The same mechanisms were decided to be continued.



Ashwani Goyal
Director,
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The complaints from all the channels were assured to be undertaken within 24 hours of time from the time of report of the complaint.

All were requested to take the note of the same and requested to come up with suggestions/recommendations in the next meeting.

3. **Vote of Thanks:** The Convener thanked the committee members for their presence and wise counsel. She advised them to make all efforts to abide by the committee objectives.

Dr. Ashwani Goyal
Chairman

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee

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ACTION TAKEN REPORT OF MEETING HELD ON 07/08/2020

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-

Boyer

Chairman

Director

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Date : 05/04/2021

Notice

The meeting of the Discipline Committee is scheduled on 06/04/2021 Online at 2:00 P.M with the help of Teams APP software.

Agenda of the meeting:

1. Confirmation of Minutes of last meeting held on 07/08/2020.
2. Discussion on smooth working of the already existing mechanism of the committee.

You all are requested to make it convenient to attend the meeting.

Goyal
Chairman

[Signature]
Director

[Signature]
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Date: 07/04/2021

MINUTES OF THE MEETING

Date: 06/04/2021

Venue: Online

Agenda 1: Confirmation of Minutes of last meeting held on 07/08/2020.

Agenda 2: Discussion on smooth working of already existed mechanism of the committee.

In Chair: Dr. Ashwani Goyal

Quorum:

The following members of the Committee remained present:

1. Mr. Parmod Kumar
2. Dr. Mukesh Kumar
3. Mr. Kamal Sardana
4. Dr. Jyoti Chaudhary
5. Dr. Yamini Jhanjhi
6. Mr. Satish Khatak

Leave of Absentia:

1. Student members of the committee.



Handwritten signature in green ink over a purple rectangular stamp. The stamp contains the text 'Director, THE TECHNOLOGICAL INSTITUTE OF TEXTILE & SCIENCES, BHIWANI'.

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Minutes as Recorded:

Agenda 1: Minutes of last meeting held on 07/08/2020 are read and unanimously approved.

Agenda 2: The members of the meeting discussed suggestions/recommendations.

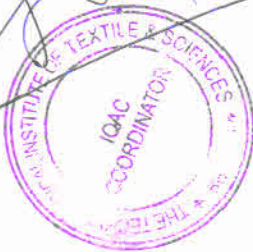
The Convener thanked the committee members for their presence and wise counsel.

Dr. Ashwani Goyal
Chairman

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee

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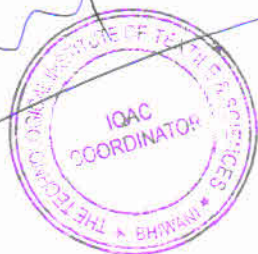
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ACTION TAKEN REPORT OF MEETING HELD ON 06/04/2021

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	

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Date: 05/10/2020

Notice

The meeting of **Internal Complaint Committee** is scheduled on 06/10/2020 at 3:00 pm in the IT conference room.

Agenda of the meeting:

1. Introduction of the committee
2. Discussion on the mechanism of the operation of the committee.
3. Issue with the permission of the Chair

You all are requested to make it convenient to attend the meeting.


Chairman


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Date: 07-10-2020

MINUTES OF THE MEETING

Date: 06/10/2020

Venue: IT Conference Room

Agenda 1: Introduction of the committee

Agenda 2: Discussion on the already existing mechanisms of the operation of the committee.

In Chair: Dr. Shelly Khanna, Chairperson

Quorum:

The following members of the Committee remained present:

1. Dr. Amit Manocha
2. Mr. Satish Khatak
3. Ms. Satvika
4. Dr. Amit Madhu
5. Mr. Parmod Kumar
6. Mr. Sunil Kumar
7. Mr. S.K. Jha

Leave of Absentia: Sh. Ashish Sharma
Ms. Harshita Mudgil
Mr. Harshit Sharma

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Minutes as Recorded:

- Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting by open discussion on the agenda points.
- In the beginning, **Agenda 1** was taken up to introduce the committee members with the objectives, needs and functioning of the committee (in the blended mode of teaching). **Agenda 2-** The already existing mechanisms of working of committee were re-discussed. As all the members were already aware of the functioning of the committee, thus detailing of the mechanisms was kept brief. The same mechanisms were decided to be continued.
The complaints from all the channels were assured to be undertaken within 2 days time from the day of report of the complaint.
All were requested to take the note of the same and requested to come up with suggestions/recommendations in the next meeting.
- Leave of Absentia:** LOA was granted to the students in accordance of the SOP of COVID-19. The details were to be shared with them after the meeting.
There was no more issue to be discussed.
- Vote of Thanks:** The Convener thanked the committee members for their presence and wise counsel. She advised them to make all efforts to abide by the committee objectives.

Dr. Shelly Khanna
Chairman

CC forwarded to:

- Office of the Director.
- All HODs.
- Head Administration.
- All members of the Committee

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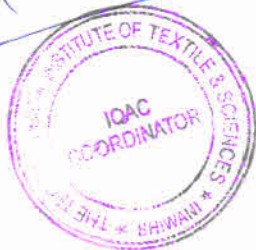
ACTION TAKEN REPORT OF MEETING HELD ON 06/10/2020

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-


Chairman


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Date: 19/11/2020

Notice

The meeting of Internal Complaint committee is scheduled on 20/11/20 at 12:00 pm in the IT conference room.

Agenda of the meeting:

Complaint filed by a final year student regarding lack of accessibility of library resources.

You all are requested to make it convenient to attend the meeting.


Chairman


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Date: 23-11-2020

MINUTES OF THE MEETING

Date: 20/11/20

Venue: IT Conference Room

Agenda 1: Complaint filed by a Final year student regarding lack of accessibility of library resources

In Chair: Dr. Shelly Khanna, Chairperson

Quorum:

The following members of the Committee remained present:

1. Dr. Amit Manocha
2. Shri. Satish Khattak
3. Ms. Satvika
4. Dr. Amit Madhu
5. Shri. Parmod Kumar
6. Shri S K Jha
7. Sh. Sunil Kumar

Leave of Absentia: Ms. Harshita Mudgil
Mr. Harshit Sharma
Mr. Ashish Sharma

Minutes as Recorded:

1. **Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting by headfirst the main agenda.
2. **Agenda-**
 - (i) The objectives and mechanisms discussed in the previous meeting were all agreed upon by all the members. No changes were suggested.


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- (ii) The complaint as received from the Final Year FAE student, Ms. Yatika, regarding the on-accessibility of the library resources during the online mode of classes (SOP of Covid-19 for students). There was a common point of discussion among all the committee members regarding the student's plight for resource accessibility during the Covid times. It was a common concern by all the members to come out with alternative methods to support and help students in this regard.

A common consensus was reached to upload all the study material (inclusive of books, notes, ppts, pdfs, journal articles etc.) on the college website for the easy accessibility by the students.

The complaint was received via the web link and was immediately raised for discussion. There was no more issue to be discussed.

- 3. Leave of Absentia:** LOA was granted to the students in accordance with SOP of COVID-19. The matter and discussion was later shared with them.
- 4. Vote of Thanks:** The Convener thanked the committee members for their presence and wise counsel. She advised them to make all efforts to abide by the committee objectives.


Dr. Shelly Khanna
Chairman

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee (including faculty & students granted with LOA)


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ACTION TAKEN REPORT OF MEETING HELD ON 20/11/20

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	Alternative methods to support and help students by providing study material on college website	All the faculties were instructed to upload all forms of notes on webmaster link for college website with immediate effect.


Chairman


Director

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Date: 01/02/2021

Notice

The meeting of Internal Complaint committee is scheduled on 02/02/21 at 3 pm in the IT conference room.

Agenda of the meeting:

Any pending issues and closure of the semester

You all are requested to make it convenient to attend the meeting.


Chairman


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Date: 03-02-2021

MINUTES OF THE MEETING

Date: 02/02/21

Venue: IT Conference Room

Agenda: Any pending issues and closure of the semester

In Chair: Dr. Shelly Khanna, Chairperson

Quorum:

The following members of the Committee remained present:

- 1 Dr. Amit Minocha
- 2 Shri. Satish Khattak
- 3 Dr. Amit Madhu
- 4 Shri. Parmod Kumar
- 5 Shri S K Jha
- 6 Sh. Sunil Kumar

- 7 **Leave of Absentia:** Ms. Satvika
Ms. Harshita Mudgil
Mr. Harshit Sharma

Minutes as Recorded:

1. **Welcome by Chair:** The Convener welcomed all members of the committee and opened the meeting by headfirst the agenda.
2. **Agenda-**
 - (i) There was no specific issue/complaint to be discussed.
 - (ii) The mechanism of the committee ran smoothly throughout the semester without any flaw.
 - (iii) The suggestions were welcomed by the members for the improvement in the smooth running of the committee.

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- (iv) The semester was declared close as practical exams were approaching.
3. **Leave of Absentia:** LOA was granted to the faculty due to some academic commitments and students in accordance with SOP of COVID-19. The matter and discussion was later shared with them.
4. **Vote of Thanks:** The Convener thanked and congratulated the committee members for their presence and committed working throughout the semester. She expected the same type of co-operation in the future too.


Dr. Shelly Khanna
Chairman

CC forwarded to:

1. Office of the Director.
2. All HODs.
3. Head Administration.
4. All members of the Committee (including faculty & students granted with LOA)




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ACTION TAKEN REPORT OF MEETING HELD ON 02/02/21

Sr. no.	Resolution in the meeting	Action taken for implementation & Outcomes
1.	No specific issue	-

Chairman

Director

Director,
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