

**GOVT. COLLEGE FOR WOMEN PUNHANA**  
(Affiliated To Gurugram University, Gurugram)  
Dallabass, Gohata Road, Punhana (Mewat), Haryana- 122508  
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**MINUTES OF MEETING OF INTERNAL COMPLAINT COMMITTEE**

**Date:** 16/10/2023

**Venue:** Principal Office

**Time:** 1:45 PM

**Chaired By:** Dr. Rajeev Kumar, Officiating Principal-cum-DDO

**Member Present:**

1. Dr. Sapna (Convener) *Sapna*
2. Mr. Aakash (Member) *Aakash*
3. Ms. Neelima (Member) *Neelima*

**Member Absent:**

1. Dr. Kavita Yadav (Member): On DL (Went to Gurugram University, Gurugram)
2. Dr. Abrar Ahmad (Member): On Deputation to GCFP Jhirka


**Agenda of the Meeting**

1. Regarding Complaints received on Sexual Harassment, if any.
2. Roles and responsibilities of Staff.
3. Any Other Matter with the Permission of Chair.

**Following points were discussed**

- No complaints of sexual harassment were reported or recorded.
- The roles and responsibilities of staff members were discussed.
- The members of committee were motivated to participate in short term training programmes, seminar or workshop on sexual harassment conducted by various government agencies or departments.
- It was decided to organize and conduct awareness programmes for women employees and girl students.

Meeting ended with vote of thanks.

  
**Principal**  
Government College  
For Women, Punhana  
Mewat-122508