

Maharaja Agrasen Institute of Technology, Delhi



Selection of Students Representatives Grievance Redressal Committee

Prof. (Dr.) N. Sharma
Director
MAIT
PSP Area, Sector-22
Rohini, Delhi-110086

August 01, 2024

Notice

MAIT has created a mechanism for redressal of student's grievances related to academic and non-academic matters. There is a Grievance Redressal Committee at the institute level to deal with the grievances of the students. The committee comprises of few faculty members and three student representatives.

The election of student representative will be held on August 02, 2024 in the main auditorium. Nominations has been received from all the departments. All students are advised to participate in the election for their representative. Please reach the main auditorium by 12:50 pm on Friday August 02, 2024.



Prof. (Dr.) Neelam Sharma
Director

Maharaja Agrasen Institute of Technology, Delhi

Selection of Students Representatives Grievance Redressal Committee

August 05, 2024

Notice

This is to inform all the faculty members and students that based on the nominations received from all the departments for student representatives of Student Grievance Redressal Committee, following students have been elected as the student representative for Grievance Redressal Committee for the academic session 2024-25.

1. Tanya Raizada, MBA (Enrollment No.: 03114803923)
2. Gokul Chawla, ME Branch (Enrollment No.: 00514811122)
3. Aarohi Patel, ECE-VLSI Branch (Enrollment No.: 04514816023)



Prof. (Dr.) Neelam Sharma
Director

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY

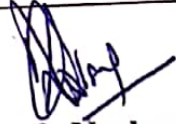
MAIT/CoC/13/2024

August 6, 2024

NOTICE

This is in continuation to Circular No. MAIT/CoC/13/2023 dated April 28, 2023.
The following Grievance Redressal Committee is being re-constituted to resolve the Online and Offline grievance of the Students in the Institute:

Sl. No.	Name, Designation & Department	Position
1	Prof. V. N. Mathur, HOD(MAE), Convener	Convener
2	All HoDs	Member
3	Prof. Rajveer Mittal, Advisor, EEE	Member
4	Dr. Neha Sharma, Assistant Professor, MBA	Member
5	Dr. Mukesh Batra, (Psychiatrist)	Member
6	Prof. Shikha Saxena, Professor Psychological Counsellor	Member
7	Dr. Deepa Kaushik, Homoeopathic Physician cum Counsellor	Member
8	Taniya Raizada Enrol No. 03114803923, MBA	Student Representative
9	Gokul Chawla Enrol No. 00514811122, ME	Student Representative
10.	AaroHi Patel Enrol No. 04514816023, ECE	Student Representative


(Prof. Neelam Sharma)
Director

All above listed Members

All Notice Boards

Ref. No. MAIT/GGSIPU/2/2025

Date. January 08, 2025

The Registrar
GGSIP University
Dwarka, New Delhi



Subject: Grievance Redressal Committee Report for 2024-25 (August-December) and confirmation of compliance with university norms

Respected Sir,

The institute have successfully established a Grievance Committee for addressing any student grievances. This committee has been created to ensure that any concerns or issues faced by students are addressed promptly and in a fair and transparent manner. We aim to maintain a positive and supportive environment for our students, and this committee plays a vital role in that process.

We would also like to confirm that the Grievance Committee is fully compliant with the norms and guidelines set by the university. The committee has been formed with due regard to the standards outlined by our esteemed university, and it will continue to function in alignment with those expectations.

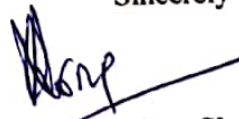
Furthermore, we are pleased to inform you that there were no grievances reported by the students during the academic session from August to December, 2024. The academic environment during this period has been smooth, with the best interests of both the students and the institute at heart, in full compliance with university norms.

We remain committed to the well-being and academic success of our students and will continue to uphold the highest standards in accordance with university guidelines.

Thank you for your continued support.

Thanking You

Sincerely Yours


(Prof. Neelam Sharma)
Director

To

The Dean

MAIT

Subject: Request for Consideration Regarding Early Class Timings and Lack of Breaks

Respected Sir,

I hope this message finds you well. I am writing to bring to your attention a concern that I, along with several fellow students, have been facing due to the current class schedule.

Our classes begin as early as 8:00 AM and continue back-to-back until lunchtime, with little to no break in between. As a student commuting from a distant location, I face significant difficulty managing my morning routine. The early start time makes it challenging to have a proper breakfast, and the continuous sessions leave no window to refresh or eat until later in the day. This has begun to affect both my health and concentration during classes.

I understand the constraints involved in scheduling, but I kindly request the administration to reconsider either the start time of the classes or to provide a short break in the morning session to allow students time for a meal and brief rest.

I hope my concern will be taken into consideration in the interest of student well-being and academic performance.

Thank you for your time and understanding.

Sincerely,

Amit Singh (ITE) - 03514813123 Amit
Atishi Gupta (CSE) - 35814802723 Atishi
Ekavya (CST) - 14414812724 Ekavya
Vidushi Vora (AIDS) - 04114811921 V.V.

Date: January 9, 2024

Meeting Notice

This is to inform you that a meeting of the Grievance Committee has been scheduled to address a complaint received from students regarding early class timings. The students have expressed difficulty in managing their morning routine, particularly in having timely breakfast.

The meeting is scheduled as follows:

Date: October 10, 2024

Time: 11:00 AM

Venue: Office of the Undersigned

All committee members are requested to attend the meeting punctually to discuss the matter and suggest appropriate resolutions.



Dr. V.N. Mathur

Convener

Grievance Redressal Committee

Maharaja Agrasen Institute of Technology

Date: October 10, 2024

Minutes of the Meeting of Grievance Redressal Committee

The meeting of Grievance Redressal Committee of the institute was conducted on October 10, 2024 from 11:00 AM onwards to discuss the complaint received from students regarding early class timings and the challenges they face in managing their morning routine, especially having timely breakfast.

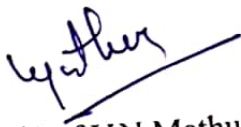
The committee reviewed the complaint submitted by students highlighting the difficulties caused by early class schedules. The primary concern raised was the inability to have a proper breakfast before attending classes, which adversely affects their concentration and overall well-being.

The committee acknowledged the importance of student health and agreed that measures should be taken to support a healthy and conducive learning environment.

Resolution:

After careful consideration, the committee unanimously recommended that the institute take proactive steps to address the issue. In line with the institute's commitment to student welfare, it has been decided to introduce **on-campus breakfast facilities** for students.

This initiative aims to ensure that all students have access to a nutritious start to their day, thereby enhancing their focus and academic performance.


(Prof. V.N. Mathur)

Convener

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY

(ISO 9001:2015 Certified)
APPROVED BY AICTE, MINISTRY OF HRD, GOVT OF INDIA
(AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI)

Ref. No.....

MAIT/GGSIPU/2/2025

Date.....

July 23, 2025

The Registrar
GGSIP University
Dwarka, New Delhi



Subject: **Grievance Redressal Committee Report for 2024-25 (January-June) and confirmation of compliance with university norms**

Respected Sir,

The institute have successfully established a Grievance Committee for addressing any student grievances. This committee has been created to ensure that any concerns or issues faced by students are addressed promptly and in a fair and transparent manner. We aim to maintain a positive and supportive environment for our students, and this committee plays a vital role in that process.

We would also like to confirm that the Grievance Committee is fully compliant with the norms and guidelines set by the university. The committee has been formed with due regard to the standards outlined by our esteemed university, and it will continue to function in alignment with those expectations.

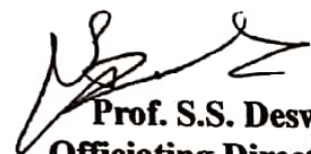
Furthermore, we are pleased to inform you that there were no grievances reported by the students during the academic session from January to June, 2025. The academic environment during this period has been smooth, with the best interests of both the students and the institute at heart, in full compliance with university norms.

We remain committed to the well-being and academic success of our students and will continue to uphold the highest standards in accordance with university guidelines.

Thank you for your continued support.

Thanking You

Sincerely Yours


Prof. S.S. Deswal
Officiating Director



उद्यमेन हि सिद्ध्यति
कार्पाणि न वनोदयैः

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY

(ISO 9001:2008 Certified)

APPROVED BY AICTE, MINISTRY OF HRD, GOVT. OF INDIA AND
AFFILIATED TO GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI

MAIT/CoC/2025

Ref. No.....

September 16, 2025

Date.....

To
The Station House Officer
Aman Vihar Police Station
Delhi

Subject: Request for Nomination on Anti-Ragging Committee of the Institute

Respected Sir/Ma'am,

As per the guidelines and directives of the All-India Council for Technical Education (AICTE), every institute is required to constitute an *Anti-Ragging Committee* to ensure a safe and conducive academic environment for students. The committee must include a representative from the local police station to strengthen vigilance and preventive measures against ragging.

In this regard, we kindly request you to nominate yourself or depute a suitable representative from Aman Vihar Police Station to be a member of the Anti-Ragging Committee of MAIT.

We further seek your permission to mention the nominated member's name and contact number on the institute's official website as well as on the Anti-Ragging posters, as mandated by AICTE norms.

We assure you that your association will greatly support us in upholding discipline, safety, and welfare of our students.

We sincerely look forward to your kind approval and cooperation.

Enclosed ÷

AICTE
Anti-Ragging Committee Regulations

(Prof. Neelam Sharma)
Director



Maharaja Agrasen Institute of Technology

August 1, 2025

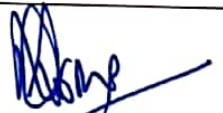
NOTICE: ANTI RAGGING MEASURES

The Students are advised not to indulge in ragging of the freshers. Any student found indulging in such activities is likely to be punished. In this connection please note that:

1. The Supreme Court of India directive dated 4th May 2001 is very important. It states "any student found ragging shall be punished severely. The punishment includes expulsion/suspension from the classes as well as from the Institute". Also a fine with public apology has been suggested.
2. Also, all the benefits that a student gets shall be withdrawn which include withholding of results as well.
3. Freshers are advised to contact the Institute authorities in case they feel aggrieved by the Ragging in any manner. As a matter of fact, any staff member of the Institute can be contacted. However, some of the names of the senior faculty members are listed below: -

Sl. No.	Name	Designation	Contact Nos.
1	Prof. S. S. Deswal	Dean, MAIT	9212421247
2	Prof. Sachin Gupta	Dean, R&I	9811468541
3	Prof. Namita Gupta	HoD (CSE)	9811257754
4	Prof. Sunil Kumar	HoD (ECE)	9868488513
5	Dr. Vaibhav Jain	HoD (ME)	9868004700
6	Dr. Sangeeta Rawal	HoD (MBA)	8826020000
7	Prof. Amit Gupta	HoD (BBA)	9891911304
8	Prof. Amita Goel	HoD (IT)	9810239354
9	Dr. Bhoomi Gupta	HoD (ITE)	9990111970
10	Dr. Vinay Saini	HoD, CSE (DS, AI & ML)	9811703596
11	Prof. Puja Singh	HoD (Applied Science)	9717390963
12	Dr. Monika Gupta	HoD (EEE)	9818006038
13	Prof. Shikha Saxena	Professor (Humanities)	9910900873
14	Dr. Pooja Gupta	HoD (CST)	9910803581
15	Prof. M. L. Sharma	Advisor & Professor	9871480238
16	Prof. Rajveer Mittal	Advisor & Professor	9999985209
17	Prof. V. N. Mathur	Professor (ME)	9810903760
18	Prof. Poonam Tandon	Professor (Phy.)	9213141583
19	Dr. Ritu Walia	Associate Professor (Phy.)	9810956260
20	Dr. Anil Kumar	Asstt. Prof. Mathematics)	9990605567
21	Dr. L. P. Singh	Associate Professor (EEE)	9811807316
22	Dr. K. P. Tripathi	Asstt. Prof. (Physics)	9968392244

23	Dr. Rajiv Jain	Asstt. Prof. (MBA)	9811739207
24	Dr. Neha Sharma	Asstt. Prof. (BBA)	9873030082
25	Ms. Anjali Gupta	Asstt. Prof. (BBA)	9501230823
26	Mr. Jeevan	Member from NGO (Arya Gurukul Tihar Gram)	9818287125
27	Mr. Vijay Kumar	Representative of Civil & Police Administration, Aman Vihar Police Station	8750870321
28	Mrs. Uma Rani	Parent Representative	9968061728
29	Mrs. Geeta Aggarwal	Parent Representative	9953712082
30	Aishna Jain (BBA)	Student Representative	9899692100,
31	Naina Maheshwari (BBA)	Student Representative	9897523470
32	Sana Sadanand Gadpayle (B. Tech)	Student Representative	8999336912


 (Prof. Neelam Sharma)
 Director

All Notice Boards

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY

July 30, 2025

NOTICE

RAGGING UNLAWFUL ACTIVITY

1. **RAGGING** has been declared as an illegal activity inside and outside the Campus. University Orders on the subject are very clear. All students are hereby cautioned not to indulge in these unlawful activities. Strict disciplinary action will be taken against default of the Orders banning Ragging within or outside the Institutional area.
2. Students found absent from their classes would also be presumed indulging in these activities, which may attract disciplinary action.
3. Watch and Ward Staff will ensure and stop the illegal entry of the personnel in the College Premises
4. Relevant Extract from Guru Gobind Singh Indraprastha University **Notification No.F.18(88/92/CB/Edc/PF/ dated January 2000** on the subject matter is reproduced below for information of all students and Staff.

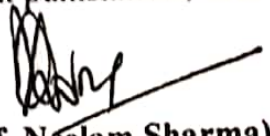
EXTRACT FROM UNIVERSITY NOTIFICATION ON RAGGING

Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.

Any individual or collective act or practice or ragging shall constitute an act or gross indiscipline and shall be dealt with under the provisions of this ordinance.

Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or statues of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which

- a. Involve physical assault or threat to use physical force.
- b. Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or scheduled tribe;
- c. Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
- d. Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.


(Prof. Neelam Sharma)
Director

All Notice Boards
All Faculty & Staff Members

July 30, 2025

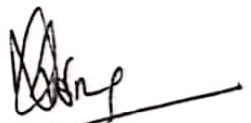
PREVENTION OF RAGGING IN THE MAIT CAMPUS

To prevent ragging in the MAIT Campus, following measures will be taken by all concerned:

Wardens will take the rounds of the campus from 8.00 A.M. to 8:00 P.M. every day to ensure that no ragging of students takes place in the campus. They will ensure to:

- a) Prevent ragging of the freshers.
- b) Maintain discipline in the campus. Large gatherings to be dispersed immediately. Students will be directed to go to their respective classes. No loitering in the campus will be allowed.

They will contact immediately to Prof. Sunil Kumar, HOD, ECE Department, Convener, Proctorial Board for any assistance, if required.


(Prof. Neelam Sharma)
Director

All Notice Boards

Copy to:

1. Dr. Sunil Kumar, HOD, ECE
2. Hostel Wardens

RAGGING ESCORT

The new session is starting from August 18, 2025. Approximately 2500 new students are likely to join the Institute. In spite of the clear instructions that Ragging in any form is prohibited; there may be instances that certain disgruntled students may do this indisciplinary act. This is our responsibility to ensure that such incidents of ragging are prevented in any case.

The following staff members are being deputed on the job to see that there is no such incident of ragging within and near by area of the Institute campus. The staff members are requested to continuously move around in the campus and outside, which will act as deterrent to the culprits.

1. Prof. Puja Singh
2. Prof. Poonam Tandon
3. Mr. U. K. Jha
4. Dr. Shivani Aggarwal
5. Dr. Javed Ahmad
6. Dr. Arti Kaushik
7. Dr. Nitin Sharma
8. Dr. Parul Sharma
9. Mr. Jitender Lather
10. Ms. Narinder Kaur


(Prof. Neelam Sharma)
Director

Maharaja Agrasen Institute of Technology

July 30, 2025

ANTI-RAGGING MEASURES

To see that students do not resort to ragging and thereby causing hurt to fresh entrants to the Institute. In case some students are found to indulge in ragging, the concerned co-coordinator of the shall immediately report his/her name to the **Dr. Sunil Kumar, Convener Proctorial Board**. The proctorial Board after discussing the particular case shall take action as per the guidelines of the Supreme Court order dated 03.03.2001 regarding the ragging in educational Institutions.

PROCTORIAL BOARD

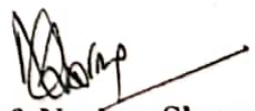
Prof. Sunil Kumar (Convener)
Dr. Javed Ahmad
Mr. Anil Gupta
Dr. S. K. Pandey
Mr. Ajay Kaushik

MOBILE SQUAD

(Entrance, Canteen & approach Roads of the Institute)

1. Prof. Puja Singh
2. Prof. Poonam Tandon
3. Mr. U. K. Jha
4. Dr. Shivani Aggarwal
5. Dr. Javed Ahmad
6. Dr. Arti Kaushik
7. Dr. Nitin Sharma
8. Dr. Parul Sharma
9. Mr. Jitender Lather
10. Ms. Narinder Kaur

(+ ALL OTHER TEACHERS WHO ARE AVAILABLE AT A GIVEN TIME DURING THE DAY)


(Prof. Neelam Sharma)
Director

All Notice Boards
All Faculty & Staff Members

Maharaja Agrasen Institute of Technology

Internal Committee

(Sexual Harassment of Women-Prevention, Prohibition and Redressal at Workplace)

In compliance with the instructions of the National Commission for Women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Maharaja Agrasen Institute of Technology (MAIT) has duly constituted an Internal Committee for considering complaints of sexual harassment of women working and girl students in all the Departments of MAIT.

The Chairperson/convenor of IC assures that the complaint should be properly resolved in the stipulated time limit provided by the committee.

Constitution of the IC

Prof. Puja Singh 9717390963

(Convenor)

Prof. Shikha Saxena 9910900873

(Member)

Prof. Amita Goel 9810239354

(Member)

Dr. Neha Sharma 9873030082

(Member)

Ms. Bhavna Saigal 9911169997

INTERNAL COMMITTEE (IC) POLICY

In compliance with the instructions of the National Commission for Women and guidelines issued in implementation of the directives of AICTE on the subject of sexual harassment of women in the workplace, the Maharaja Agrasen Institute of Technology (MAIT) has duly constituted an Internal Complaint Committee for considering complaints of Sexual Harassment of Women Working and girl students in all the Departments of MAIT.

OBJECTIVES

The objectives of the IC to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women at MAIT.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the institute to provide an environment free of gender-based discrimination.
- To promote a social and psychological environment to raise awareness of sexual harassment in its various forms.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases.

FUNCTIONS

- Redressal of complaints with fairness and without bias.
- To organize workshops for employees to educate all employees of the institute about Sexual harassment at the workplace, its effects, and laws against it;
- To apprise about the filing of a complaint with the IC
- Recommend interim measures as needed (mainly for the complainant) to conduct a fair inquiry.
- The mechanism for registering complaints should be safe and accessible.

PROCEDURE

Complaints regarding Sexual Harassment against women can be made in paper form or by sending an e-mail to the convenor or any member. An aggrieved woman can make a written complaint of sexual harassment at the workplace to the IC (in case a complaint is against the employer), within three months from the date of the incident and in case of a series of incidents, within three months from the date of last incident. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013. The Role of the IC is to examine the situation to assess shortcomings both at the level of gender sensitization and sexual harassment-related redressal systems and to suggest measures, and recommendations for improvement to the justice system and protection of rights for both the victim and the accused. The constitution of IC is to explore the current situation prevailing on campus with the safety of women and girls.

- A complainant may appear in person to present his case. The principles of natural justice shall guide the IC. The Internal Committee shall ensure the disposal of every application as speedily as possible. This will be forwarded to the senior faculty mainly women in charge..She will submit the report within 7 days after a threadbare inquiry.

This will be again forwarded to the action in-charge committee and reports will be submitted to the final authority, the director.

On the conclusion of proceedings, the IC shall pass such order with reasons, as may be deemed fit to redress the grievance and provide such reliefs that may be desirable to the affected party at issue.

EXCLUSIONS:

- The committee is NOT to act as moral police; neither will it intrude on anyone's privacy.
- The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment within the campus.
- The IC will not insist on a graphic description of the sexual harassment.
- The IC shall ensure confidentiality while dealing with the matter.

Maharaja Agrasen Institute of Technology

Date: July30, 2025

NOTICE

Subject: Meeting of Internal Committee on Sexual Harassment of Women at Workplace

A meeting of the Internal Committee (constituted under the Sexual Harassment of Women at Workplace [Prevention, Prohibition and Redressal] Act, 2013) is scheduled to be held as per the details below:

- **Date:** July 31, 2025
- **Time:** 11:00 AM
- **Venue:** Office of the Undersigned

Agenda:

To familiarise all members of the Internal Committee with the roles, responsibilities, and norms as prescribed under the Act, 2013 before the onset of new semester.

All members are requested to kindly make it convenient to attend the meeting.

Regards

Prof. Pooja Singh

Covenor



Maharaja Agrasen Institute of Technology

MINUTES OF THE MEETING

Date: July 31, 2025

Time: 11:00 AM

Venue: Office of the Undersigned

Presided by: Prof. Puja Singh, Convenor, Internal Committee

Members Present:

1. Prof. Puja Singh, Applied Sc. Convenor
2. Prof. Shikha Saxena, Humanities, Member
3. Prof. Amita Goel, HoD, IT, Member
4. Dr. Anil Kumar, Applied Sc. Member
5. Dr. Neha Sharma, Department of Management, Member
6. Ms. Bhavna Saighal, Admin, Member
7. Dr. Praveen Gupta, Legal Advisor, Member (External)
8. Dr. Poornima, Legal Advisor, Member (External)

Agenda:

To familiarize the members of the Internal Committee with the norms and functions of the committee under the Act, 2013.

Discussion and Resolutions:

1. The Convenor welcomed all members.
2. The roles and responsibilities of the Internal Committee, including the process for receiving, investigating, and redressing complaints, were explained in detail.
3. Emphasis was placed on confidentiality, neutrality, and timeliness in handling cases.



Prof. Puja Singh

Convenor

Maharaja Agrasen Institute of Technology

Date: March20, 2025

NOTICE

Subject: Meeting of Internal Committee on Sexual Harassment of Women at Workplace

A meeting of the Internal Committee (constituted under the Sexual Harassment of Women at Workplace [Prevention, Prohibition and Redressal] Act, 2013) is scheduled to be held as per the details below:

- **Date:** March21, 2025
- **Time:** 11:00 AM
- **Venue:** Office of the Undersigned

Agenda:

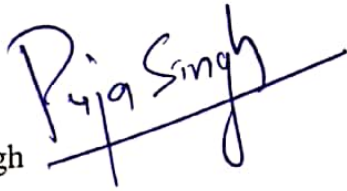
To orient and familiarize the newly appointed members of the Internal Committee with the roles, responsibilities, and norms as prescribed under the Act, 2013.

All members are requested to kindly make it convenient to attend the meeting.

Regards

Prof. Puja Singh

Covenor



Maharaja Agrasen Institute of Technology

MINUTES OF THE MEETING

Date: March 21, 2025

Time: 11:00 AM

Venue: Office of the Undersigned

Presided by: Prof. Puja Singh, Convenor, Internal Committee

Members Present:

1. Prof. Puja Singh, Applied Sc. Convenor
2. Prof. Shikha Saxena, Humanities, Member
3. Prof. Amita Goel, HoD, ITE, Member
4. Dr. Anil Kumar, Applied Sc. Member
5. Dr. Neha Sharma, Department of Management, Member
6. Ms. Bhavna Saighal, Admin, Member
7. Dr. Praveen Gupta, Legal Advisor, Member (External)
8. Dr. Poornima, Legal Advisor, Member (External)

Agenda:

To familiarize the newly appointed members of the Internal Committee with the norms and functions of the committee under the Act, 2013.

Discussion and Resolutions:

1. The Convenor welcomed all members, especially the newly appointed ones.
2. An overview of the Act, 2013 was presented, highlighting key definitions, objectives, and the need for a safe working environment.
3. The roles and responsibilities of the Internal Committee, including the process for receiving, investigating, and redressing complaints, were explained in detail.
4. Emphasis was placed on confidentiality, neutrality, and timeliness in handling cases.
5. Members were encouraged to undergo training and capacity-building programs to effectively discharge their duties.

Prof. Puja Singh

Convenor

Maharaja Agrasen Institute of Technology

Date: Jan 21, 2025

NOTICE

Subject: Meeting of the Internal Committee on Sexual Harassment of Women at Workplace

A meeting of the Internal Committee (constituted under the Sexual Harassment of Women at Workplace [Prevention, Prohibition and Redressal] Act, 2013) is scheduled to be held as per the details below:

- **Date:** Jan 22 2025
- **Time:** 11:00 AM
- **Venue:** Office of the Undersigned

Agenda:

To familiarise all members of the Internal Committee with the roles, responsibilities, and norms as prescribed under the Act, 2013 before the onset of the new semester. To create awareness among students, confidentially and fearlessly

All members are requested to kindly make it convenient to attend the meeting.

Regards

Prof. Pooja Singh

Covenor

Maharaja Agrasen Institute of Technology

MINUTES OF THE MEETING

Date: Jan22 , 2025

Time: 11:00 AM

Venue: Office of the Undersigned

Presided by: Prof. Puja Singh, Convenor, Internal Committee

Members Present:

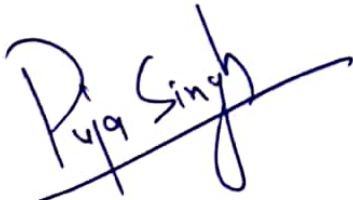
1. Prof. Puja Singh, Applied Sc. Convenor
2. Prof. Shikha Saxena, Humanities, Member
3. Prof. Amita Goel, HoD, IT, Member
4. Dr. Neha Sharma ,Department .of Management, Member
5. Ms. Bhavna Saighal ,Admin,Member
6. Dr. Praveen Gupta, Legal Advisor, Member (External)
7. Dr. Poornima, Legal Advisor ,Member (External)

Agenda:

To familiarize the members of the Internal Committee with the norms and functions of the committee under the Act, 2013.

Discussion and Resolutions:

1. The Convenor welcomed all members.
2. The roles and responsibilities of the Internal Committee, including the process for receiving, investigating, and redressing complaints, were explained in detail.
3. Emphasis was placed on confidentiality, neutrality, and timeliness in handling cases.



Prof. Puja Singh

Convenor

Maharaja Agrasen Institute of Technology

Date: Aug 1, 2024

NOTICE

Subject: Meeting of the Internal Committee on Sexual Harassment of Women at Workplace

A meeting of the Internal Committee (constituted under the Sexual Harassment of Women at Workplace [Prevention, Prohibition and Redressal] Act, 2013) is scheduled to be held as per the details below:

- **Date:** August 2, 2024
- **Time:** 11:00 AM
- **Venue:** Office of the Undersigned

Agenda:

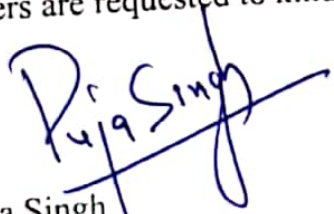
To familiarise all members of the Internal Committee with the roles, responsibilities, and norms as prescribed under the Act, 2013 before the onset of the new semester. To create awareness among students, confidentially and fearlessly

All members are requested to kindly make it convenient to attend the meeting.

Regards

Prof. Pooja Singh

Covenor



Maharaja Agrasen Institute of Technology

MINUTES OF THE MEETING

Date: Aug 2, 2024

Time: 11:00 AM

Venue: Office of the Undersigned

Presided by: Prof. Puja Singh, Convenor, Internal Committee

Members Present:

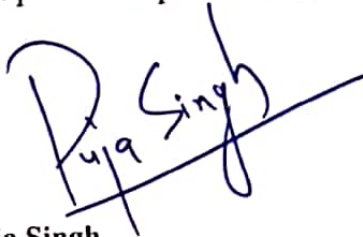
1. Prof. Puja Singh, Applied Sc. Convenor
2. Prof. Shikha Saxena, Humanities, Member
3. Prof. Amita Goel, HoD, IT, Member
4. Dr. Neha Sharma, Department of Management, Member
5. Ms. Bhavna Saighal, Admin, Member
6. Dr. Praveen Gupta, Legal Advisor, Member (External)
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Prof. Puja Singh

Convenor