

**SHREE DHANVANTARY COLLEGE OF ENGINEERING & TECHNOLOGY**

(Approved by AICTE- New Delhi)

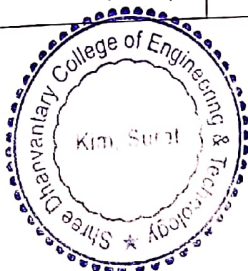
Ref.: SET/SDCET/2025/152

Date: 18/07/2025

**OFFICE ORDER****Subject:** Constitution of Internal Committee at institute.

The following **Internal Committee** is hereby constituted at the institute level.

Sr. No	Name Of Faculty	Position	Contact No.
01	Dr. Sandhya Mishra	Chair Person	9904204851
02	Mr. Sarvesh Kr. Singh	Member	9863027277
03	Ms. Anal Hajariwala	Member	7984012709
04	Ms. Trupti Gondaliya	Member	8866588581
05	Mr. Deelip Patel	Member	9979494655
06	Mr. Farhan Garasiya	Member	9586170825
07	Ms. Dharmisthaben Bhadra	Member	-----
08	Mr. Mahmadkesh Garasiya	Member	-----
09	Ms. Kavita Mistary	Member	-----

**PRINCIPAL**

Nr. Railway Station, Dhanvantary Campus, College Road, AT: Kudsad, KIM (East), DIST. SURAT-394110, GUJARAT, INDIA.  
Ph.: +919904204851, +9199041 55582, E-mail: sdcetprincipal@gmail.com, Website: www.sdcet.co.in

Principal  
Shree Dhanvantary College of  
Engineering & Technology  
Kim, Surat.



Minutes of Meeting

Internal Complaints Committee (ICC)

Meeting No.: 01

Date: 29/07/2025

Time: 9:45AM

Venue: C-Building - Meeting Room

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**Members Present**

- Dr. Sandhya Mishra - Chair Person
- Mr. Sarvesh Kr. Singh - Member
- Ms. Anal Hajariwala - Member
- Ms. Trupti Gondaliya - Member
- Mr. Deelip Patel - Member
- Mr. Farhan Garasiya - Member
- Ms. Dharmisthaben Bhadra - Member
- Mr. Mahmadvkesh Garasiya - Member
- Ms. Kavita Mistary - Member

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**Agenda of the Meeting**

- Formation and role briefing of the Internal Complaints Committee.
- Responsibilities of each committee member.
- Procedure for receiving and addressing complaints.
- Awareness programs and notices to be circulated to students and staff.
- Any other matter with permission of the Chair.

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**Proceedings**

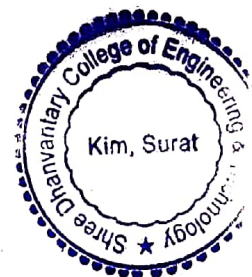
**Welcome Address**

The Chairman, Dr. Sandhya Mishra, welcomed all members and briefed the purpose and importance of the Internal Complaints Committee as per institutional norms and guidelines.

**Committee Responsibilities**

**The Chairman explained individual duties:**

- Maintaining confidentiality of complaints
- Recording and documentation of cases
- Conducting inquiries following prescribed procedures
- Ensuring a safe environment for complainants
- Complaint Handling Procedure



- The committee agreed upon the following steps:
- Receipt of written complaint (in sealed envelope or via official email).
- Initial review within 3 working days.
- Formation of inquiry team, if required.
- Hearing of complainant and respondent.
- Submission of inquiry report to the Principal for final action
- Awareness Initiatives It was decided to:
- Display ICC committee details on notice boards and college website
- Organize an awareness seminar for first-year students
- Conduct a sensitization workshop for staff in the coming month

#### **Documentation**

Ms. Anal Hajariwala will prepare and maintain digital records of complaints and meetings.

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#### **Resolutions Passed**

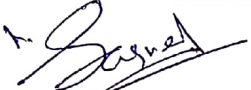
- ICC responsibilities and workflow were unanimously approved.
- Awareness activities to be initiated from **July**.
- Next meeting scheduled on 22/08/2025.

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#### **Conclusion**

The Chairman thanked all members for their active participation. The meeting ended with a vote of thanks.

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**Dr. Sandhya Mishra**  
*Chairman, Internal Complaints Committee*



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Minutes of Meeting

Internal Complaints Committee (ICC)

Meeting No.: 02

Date: 22/08/2025

Time: 1:30PM

Venue: C-Building - Meeting Room

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**1. Members Present**

- Mr. Sarvesh Kr. Singh – I/C Chair Person
  - Ms. Anal Hajariwala - Member
  - Ms. Trupti Gondaliya - Member
  - Mr. Deelip Patel - Member
  - Mr. Farhan Garasiya - Member
  - Ms. Dharmisthaben Bhadra - Member
  - Mr. Mahmadkesh Garasiya - Member
  - Ms. Kavita Mistary - Member
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**2. Agenda**

- Review of actions taken after the first ICC meeting.
  - Finalization of awareness program schedule.
  - Preparation of display boards and complaint drop-box.
  - Discussion on any received complaints.
  - Any other matter.
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**3. Proceedings**

**3.1 Review of Previous Meeting**

The Convener informed that:

- Committee details were circulated through notice boards.
- Awareness material draft has been prepared.
- Complaint procedure documentation is ready for approval.

**3.2 Awareness Program Finalization**

The committee decided:

- To conduct an ICC Awareness Seminar for first-year students on *nex*
- To arrange a staff sensitization session in the next academic month.





- Posters related to ICC policies to be placed at strategic campus locations.

### 3.3 Complaint Drop Box

It was resolved to:

- Install an ICC Complaint Drop Box near the Admin Office.
- Ms. Trupti Gondaliya will check and maintain the register weekly.

### 3.4 Discussion on Complaints

No formal complaints were received during this period. (If any complaint exists, we can modify this section.)

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### 4. Resolutions

- Awareness program dates finalized.
- Complaint box installation approved.
- Documentation to be uploaded on college website.

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### 5. Conclusion

The meeting concluded with the Chairman appreciating members' proactive efforts.

  
Dr. Sandhya Mishra  
Chairman, Internal Complaints Committee

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