



Ref. DO/2023-24/10/01357

Dated: 12th Sep. 2023

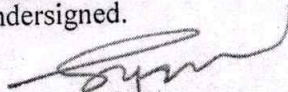
Notification

WOMEN GRIEVANCE REDRESSAL CELL COMMITTEE

Hereby a Women Grievance Redressal Cell committee is constituted as under:

S. No.	Name	Designation	Contact No.
1	Dr. Vandana Saxena, Associate Prof., ASH	Chairperson	7838377315
2	Er. Karnika Singh, (NGO- Environmental & Consumer Protection Foundation) Head- Women Empowerment Cell Project Coordinator	Member	9958471156
3	Dr. Tabassum Abbasi, Associate Prof.	Member	9891899208
4	Dr. Arun Sharma, Associate Prof., (Chief Proctor)	Member	8585975937
5	Dr. Anushree, Assistant Prof., ASH	Member	8957663229
6	Dr. Rakhi Sharma, Assistant Prof., ASH	Member	8700744174
7	Ms. Laveena Sehgal, Assistant Prof., IT	Member	8968817262
8	Ms. Mona Khosala., Assistant Professor., CE	Member	971188710
9	Ms. Sheetal Agar, Assistant Prof., ECE	Member Secretary	8178984289
Student Members			
1	Kanishka Sharma, Student CS-AI 3 rd Yr	Member	9711841013
2	Muskan EC 3 rd Yr	Member	7667789265
3	Anjali Jaiswal, Student, MBA 2 nd Yr	Member	739802180
4	Priy Singh, Student, IT 3 rd Yr	Member	9905667997
5	Alka Kumari, Student, CSE 2 nd Year	Member	7050142978
6	Priyanshi, Student CSE(AI) 2 nd Yr	Member	7669012119

Note: Above committee will conduct meeting at least once in a month and submit report to the undersigned.


Prof. (Dr.) S. S. Tyagi
Director

To: All Notice Boards

Copy to:

1. MD Sir, IIMT (For kind information)
2. ED Sir, IIMT (For kind information)
3. All members (Dr. Vandana Saxena will inform to all members of committee)
4. Dean & all HODs
5. Head-HR
6. Registrar
7. Training & Placement Cell
8. Hostel Wardens
9. Librarian

NAAC Accredited & NBA Accredited (B.Tech-CSE, B.Tech-ECE)
Approved by AICTE, New Delhi and Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow
Plot No. 20, Knowledge Park - III Greater Noida - 201310, Uttar Pradesh, India



Ref No.: IIMT/WGRC/2023-24/Odd/07

Date: 4.3.2024

CIRCULAR

This is to inform you that women Grievance Redressal Cell is going to celebrate International Women's Day on March 6th, 2024. We cordially invite all the female faculty and staff members to join us for empowering this event with their presence. In conjunction with the International Women's Day celebration, we are also organizing a free health checkup camp exclusively for female employees. This camp aims to prioritize the health and well-being of our female employees and will include various health screenings and consultations.

We kindly request all Directors to relieve their female faculty and staff members in second half from their respective duties to ensure their attendance at this program. Your support in facilitating their participation will greatly contribute to the success of this event.

Health Checkup Camp

Venue: Sara Bhai Hall
Time : 11 AM onwards

Women's Day Celebration

Venue: C.V Raman Hall
Assembling Time: 1.00 PM
Program Start Time: 1.30 PM onwards.

Saxena

Dr. Vandana Saxena
(Chairperson)
WGRC

Copy To: For information please.

1. All Directors
2. All Dean's
3. All HOD's
4. All Female Employers



Ref No.: IIMT/WGRC/2023-24/Odd/06

Date: 27/02/2024

WOMAN GRIEVANCE CELL

CIRCULAR

All the members are hereby informed that we have scheduled WGRC meeting on 28.2.2024 to discuss the planning for International Women's day celebration.
Kindly mark your presence in the meeting.

Time : 1:30 PM

Venue: WGRC Office


Dr. Vandana Saxena
(Chairperson)
WGRC

c.c to:

1. All members

IIMT COLLEGE OF ENGINEERING, GREATER NOIDA

WOMENS GRIEVANCE REDRESSAL CELL

Ref: IIMT/WGRC/2023-24/Odd/06

Date: 28/02/2024

MINUTES OF MEETING

Subject:- Meeting among WGRC Chairperson, secretary and faculty members of WGRC.

Agenda:- Meeting regarding Women's day celebration

Presided by: Dr Vandana Saxena

Date & Time: 28/2/2024 at 1:30 P.M.

Venue: - WGRC Office

Members Present:

- Dr Vandana Saxena
- Dr Tabassum Abbasi
- Ms. Sheetal Nagar
- Dr. Rakhi Sharma
- Ms. Mona Khosla
- Dr Anushree
- Ms Laveena Sehgal

Members Absent:

Mr Ashish Kumar Singh

Chairperson announce about upcoming events: a Health Check-Up Camp and Women's Day Celebration. Here are the minutes of meeting discussing the details:

Event Overview:

Date: 6th March 2024

Venue: C.V Raman Hall

Purpose: To celebrate International Women's Day and offer free health check-up to female employee

Preparations and Updates:

- The event coordination team has ensured all necessary arrangements for both the celebration and health camp.
- Decorations and entertainment are in place for the Women's Day celebration.
- Medical supplies have been procured, and medical volunteers are briefed for the health check-up camp.

Agenda:

Women's Day Celebration:

- Speeches from the Chief Guests.
- Cultural performances and interactive sessions.
- Games for Women Staff.

Health Check-Up Camp:

- Various health screenings, consultations, and educational sessions.
- Information booths on women's health and available healthcare services
- Smooth traffic flow between the celebration area and the health camp will be ensured.
- Volunteers will be stationed at key points to guide attendees effectively during the event.
- All team members are encouraged to continue working together to empower women and promote health and wellness in our community.
- Each Cell members are informed to be in time at the programme venue.

The meeting was adjourned with a commitment from all members to actively participate and contribute to make this events memorable and impactful.

Ms. Sheetal Nagar





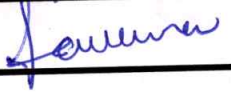
Secretary

(WGRC)

IIMT COLLEGE OF ENGINEERING , GREATER NOIDA
WOMEN GRIEVANCE REDRESSAL CELL
ATTENDANCE SHEET

Date: 28/02/2024

Time: 1:30 PM

S. No.	Name	Signature
1	Dr. Vandana Saxena	
2	Er. Karnika Singh, Head- Women Empowerment Cell Project Coordinator	
3	Dr. Tabassum Abbasi	
4	Mr Ashish Kumar Singh	
5	Dr. Anushree	
6	Dr. Rakhi Sharma	
7	Ms. Laveena Sehgal	
8	Ms. Mona Khosla	
9	Ms. Sheetal Nagar	
Student Members		
1	Kanishka Sharma	
2	Muskan	
3	Anjali Jaiswal	
4	Prity Singh	
5	Alka Kumari	
6	Priyanshi	

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Ref No.: IIMT/WGRC/2023-24/Odd/004

Date: 4.12.2023

CIRCULAR

All the members are hereby informed that a meeting of the Women Grievance Redressal Cell has been scheduled to introduce a new member of WGRC in place of Dr Arun Sharma
Kindly mark your presence in the meeting.

Date: 5/12/2023

Venue: WGRC Office



Dr Vandana Saxena
Chairperson
WGRC

Copy to:

1. Director Engineering
2. All members

Ref. DO/2023-24/10/01393

Dated: 28th Nov. 2023

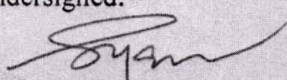
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4	Mr. Ashish Kr. Singh, Assistant Prof., (Chief Proctor)	Member	9278314382
5	Dr. Anushree, Assistant Prof., ASH	Member	8957663229
6	Dr. Rakhi Sharma, Assistant Prof., ASH	Member	8700744174
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6	Priyanshi, Student CSE(AI) 2 nd Yr	Member	7669012119

Note: Above committee will conduct meeting at least once in a month and submit report to the undersigned.


Prof. (Dr.) S. S. Tyagi
Director

To: All Notice Boards

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3. All members (Dr. Vandana Saxena will inform to all members of committee)
4. Dean & all HODs
5. Head-HR
6. Registrar
7. Training & Placement Cell
8. Hostel Wardens
9. Librarian



Ref. No. IIMT/WGRC/2023-24/ODD/005

Date: 11/10/2023

Circular

This is to kindly inform you that “Women Grievance Redressal Cell” is going to organize a “Session” on the topic “Self Defence and Martial Art” for female students, Henceforth, all the HODs are requested to relieve all female students from 1st year to 4th Year to attend the Session, well on time.

Date: 13 October
Time: 9AM- 11AM
Venue: Basket Ball Ground

Vandana

Dr Vandana Saxena
Chairperson -WGRC

Copy to:

1. The Director (B. Tech)
2. All Heads of the Departments
3. Notice Board

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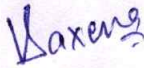
Ref No.: IIMT/WGRC/2023-24/Odd/003

Date: 7.10.2023

CIRCULAR

All the members are hereby informed that a meeting of the Women Grievance Redressal Cell has been scheduled to discuss the planning of upcoming workshop on Self Defence. Kindly mark your presence in the meeting.

Date: 9/10/2023
Venue: WGRC Office



Dr Vandana Saxena
Chairperson
WGRC

Copy to:

1. Director Engineering
2. All members

IIMT COLLEGE OF ENGINEERING ,GREATER NOIDA

WOMEN GRIEVANCE REDRESSAL CELL

Minutes of Meeting

Ref No.: IIMT/WGRC/2023-24/Odd/003

Date: 9 October 2023

Time: 1.00 PM

Location: WGRC Office

Attendees:

Dr Vandana Saxena- Chairperson

Dr Rakhi Sharma - Member

Dr Anushree - Member

Ms Laveena Sehgal - Member

Ms Mona Khosla - Member

Ms Sheetal Nagar - Member Secretary

Agenda: Planning for the Workshop on Self defence and Martial art

Meeting Summary:

1. The chairperson welcomed to all attendees and thanked them for their participation.
2. The chairperson highlighted that the purpose of the meeting is to plan and organize a Workshop
3. Objective of workshop was discussed i.e.: To Raise awareness about Self defence
4. The workshop will be held on 13 October 2023 at Basket ball lawn.
5. It was suggested to invite experts in Martial art.
6. A volunteer Coordinator will be appointed to oversee volunteer activities..
7. **Closing Remarks:** The chairperson thanked everyone for their active participation. The following responsibilities were distributed to the members

* Dr. Anushree will confirm and book the venue..

* Ms Mona Khosla and Ms Sheetal Nagar will suggest potential expert

* Ms. Laveena Sehgal will look all other arrangements.

Prepared By,

Ms sheetal Nagar

(Member Secretary)

Activity Report

A Session On Self Defense and Martial Art

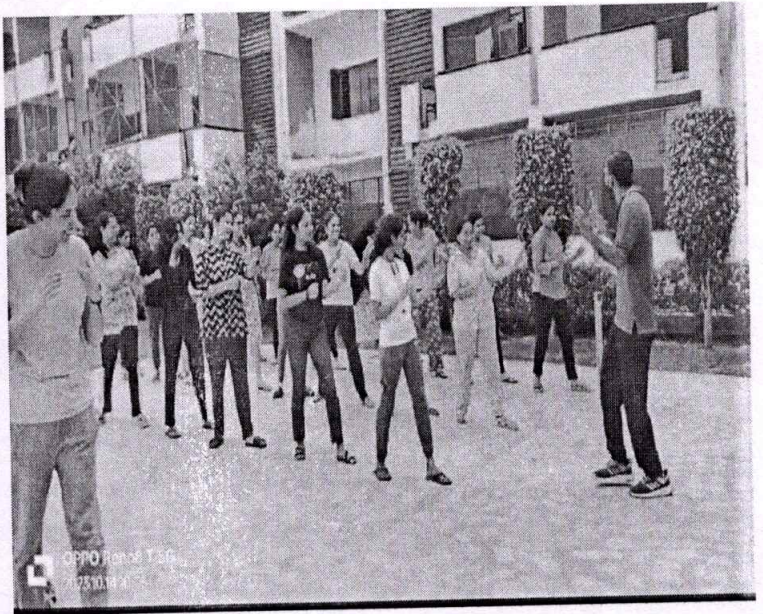
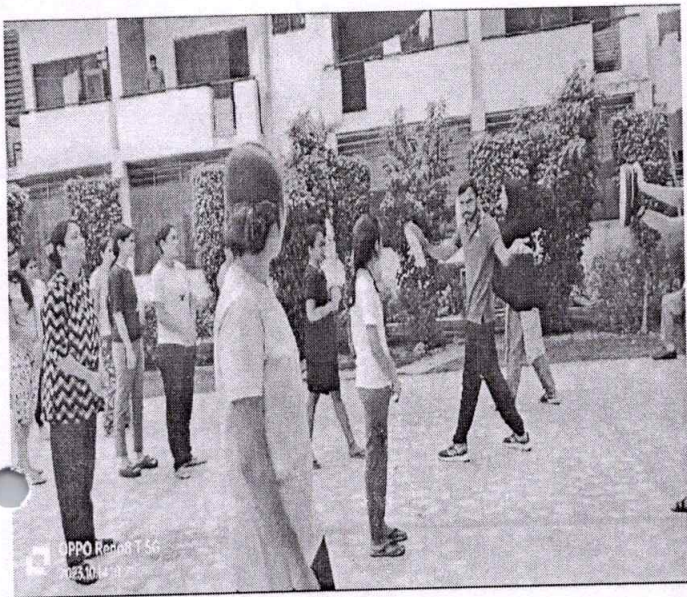
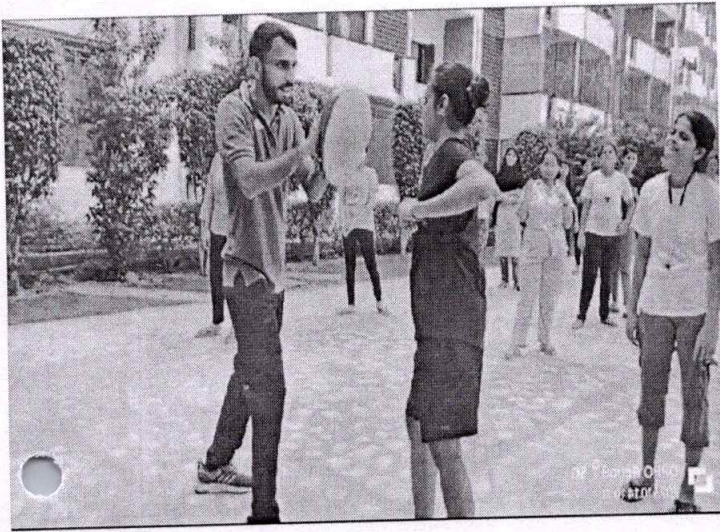
Date of the Program	13/10/2023
Venue	Basket Ball Ground
Expert Coach	Mr. Umesh Prabhakar
Participants:	Female Students
Number of Participants	45

Highlights of the Session:

Self-defense, especially for women, is of utmost importance in the kind of the world we live in today. In a country like India where the cases of gender violence are on rise, out of which many go unreported, self-defense for women has become a necessity more than ever. The expert coach Mr. Umesh Prabhakar gave some quick tips and Tricks of self-defense for female students. The Tips and tricks are:

- * Pretend to be submissive at first and fight back when the attacker is off-guard.
- * Familiarize yourself with some basic self-defence moves, like the groin kick, the elbow strike, the palm strike, and the knee strike.
- * Rotate your wrists to free your hands if someone grabs them.
- * Drop low and elbow the attacker in the stomach if you're grabbed from behind.
- * Focus on the thumbs and bend them back if you're being choked.

A Session on Self Defense



Activity Report

Seminar On Women's Legal Rights

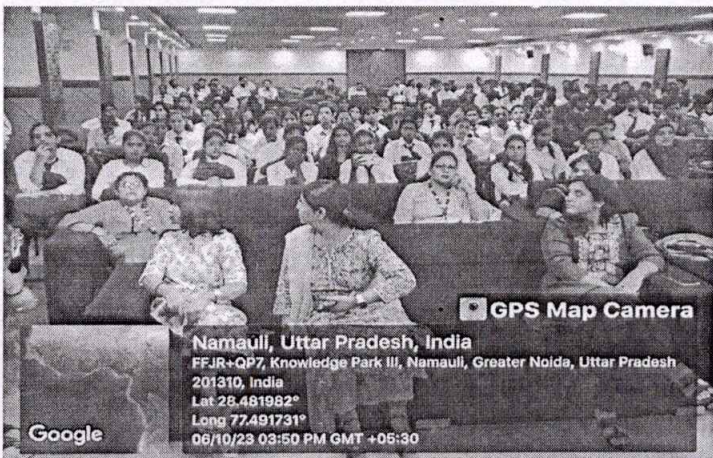
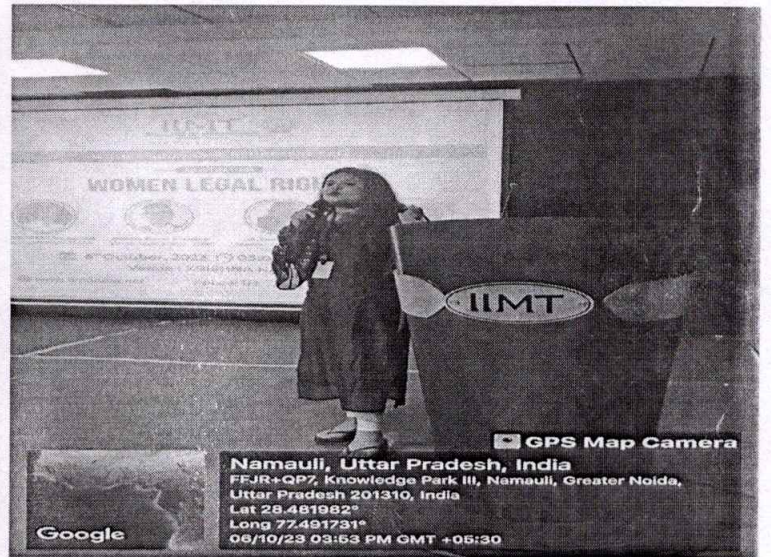
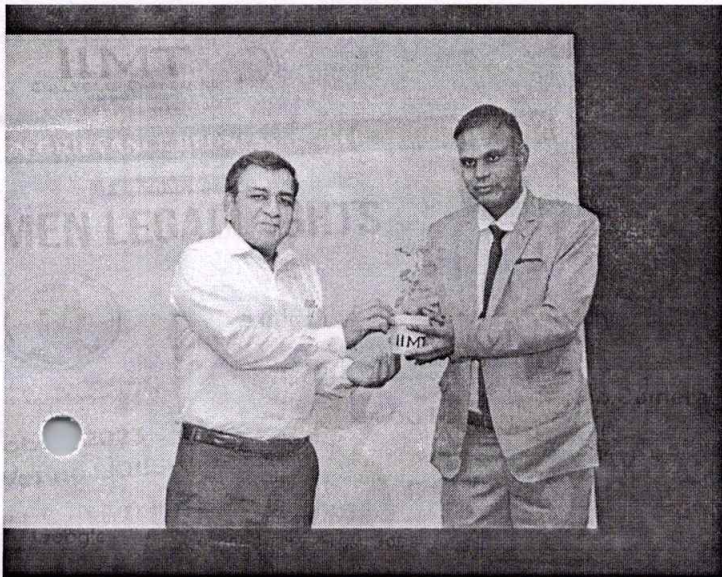
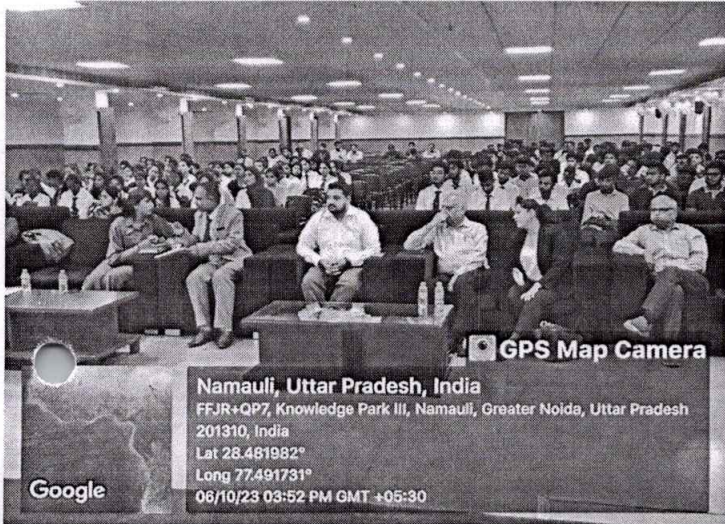
Date of the Program	6/10/2023
Venue	Krishna Hall
Chief Guest	1. Dr Rakesh Chandra Agarwal (Executive Chairman - ECPFO) 2. Er. Karnika Singh (Women Cell Head- ECPFO)
Participants:	Female Employees and Students
Number of Participants	98

Speaker's address highlights:

IIMT group of colleges organized a workshop on Women's Rights. Dr. Rakesh Chandra Agarwal and Er Karnika Singh was invited to Enlightened group of IIMT women employee and students and motivate them. In her address Er Karnika Singh spoke on Women rights that is very important for everyone all over the world. It does not just benefit for women but every member of society. When women get equal rights, the world can progress together with everyone playing an essential role. Dr Rakesh Chandra spokes on diagramming of violation of women rights and legal status of women and how the central law guarantees other thing, equity under the watchful eye of the law and the equivalence certainty of the law.

Activity Report

Seminar On Women's Legal Rights



NBA* & NAAC Accredited

Approved by AICTE, New Delhi and Affiliated to Dr. APJ Kalam Technical University, Lucknow

Women Grievance Redressal Cell

Ref No.: IIMT/WGRC/2023-24/Odd/002

Date: 25.9.2023

CIRCULAR

All the members are hereby informed that a meeting of the Women Grievance Redressal Cell has been scheduled to discuss the planning of upcoming Seminar.
Kindly mark your presence in the meeting.

Vandana Saxena

Dr Vandana Saxena
Chairperson
WGRC

Copy to:

1. Director Engineering
2. All members

IIMT COLLEGE OF ENGINEERING ,GREATER NOIDA

WOMEN GRIEVANCE REDRESSAL CELL

Minutes of Meeting

Ref No.: IIMT/WGRC/2023-24/Odd/002

Date: 25 September 2023

Time: 12:50 PM

Location: WGRC Office

Attendees:

Dr Vandana Saxena- Chairperson

Dr Rakhi Sharma - Member

Dr Anushree - Member

Ms Laveena Sehgal - Member

Ms Mona Khosla - Member

Ms Sheetal Nagar - Member Secretary

Agenda: Planning for Seminar on Women Legal Rights

Meeting Summary:








1. The chairperson welcomed all attendees and thanked them for their participation.
2. The chairperson highlighted that the purpose of the meeting is to plan and organize a seminar on women's legal rights.
3. Objective of seminar was discussed i.e.: To Raise awareness about women's legal rights and to Provide information on relevant laws and regulations.
4. The seminar will be held on 6th October 2023 at Krishna Hall .
5. It was suggested to invite experts in women's legal rights to speak at the seminar.
6. A volunteer Coordinator will be appointed to oversee volunteer activities..
7. **Closing Remarks:** The chairperson thanked everyone for their active participation. The following responsibilities were distributed to the members
 - * Dr. Anushree will confirm the venue details..
 - * Ms Mona Khosla and Ms Sheetal Nagar will suggest potential speakers .
 - * Ms. Laveena Sehgal will look all other arrangements

Prepared By

Ms Sheetal Nagar

(Member Secretary)

IIMT COLLEGE OF ENGINEERING, GREATER NOIDA
WOMAN GRIEVANCE REDRESSAL CELL COMMITTEE
Attendance Sheet

Date:- 18 Oct 2023		
Sr.No.	Faculty Name	Signature
1	Dr. Vandana Saxena	
2	Er. Karnika Singh	
3	Dr. Tabassum Abbasi	
4	Dr. Arun Sharma	
5	Dr. Anushree	
6	Dr. Rakhi Sharma	
7	Ms. Laveena Sehgal	Absent
8	Ms. Mona Khosala	
9	Ms. Sheetal Nagar	

WOMEN GRIEVANCE REDRESSAL CELL

Ref No.: IIMT/WGRC/2023-24/Odd/001

Date: 14.9.2023

CIRCULAR

All the members are hereby informed that a meeting of the Women Grievance Redressal Cell has been scheduled to discuss and explain the roles and responsibilities of each member. The purpose of this meeting is to ensure that all members are well-informed and equipped to carry out their duties effectively in promoting a safe and inclusive environment for women within our organization.

Date: 14.9.2023

Time: 12.50 PM

Venue: New B.Tech ,Cabin No. 3.

Agenda:

- 1) Welcome and Introduction
- 2) Roles and Responsibilities
- 3) Reporting Mechanism
- 4) Planning for Awareness Programme

Kindly mark your Presence in the meeting.


Dr Vandana Saxena
Chairperson
WGRC

Copy to:

1. Director
2. All members



WOMENS GRIEVANCE REDRESSAL CELL

Ref: IIMT/WGRC/2023-24/Odd/ 001

Date: 14/09/2023

Minutes of Meeting

Meeting Date: September 14, 2023

Time: 12:50 PM

Venue: New B.Tech, Cabin No. 3

Agenda:

1. Welcome and Introduction

The meeting commenced at 12:50 PM with a warm welcome to all attendees.

Dr Vandana Saxena, Chairperson, extended gratitude to all members for their dedication to the Women Grievance Redressal Cell's mission.

A brief overview of the meeting's purpose was provided, emphasizing the importance of promoting a safe and inclusive environment for women within the organization.

2. Roles and Responsibilities

Chairperson began the discussion on the roles and responsibilities of each member within the Women Grievance Redressal Cell.

Detailed explanations were given for individual responsibilities, highlighting the importance of confidentiality and sensitivity in handling grievances.

3. Reporting Mechanism

Chairperson discussed the procedures for reporting grievances. Key points covered included:

How to receive and document grievances.

The importance of maintaining accurate records.

The need for confidentiality and sensitivity while handling complaints.

4. Planning for Awareness Programme

The meeting then shifted to discussing plans for organizing an awareness program. Members discussed the following:

Ideas for awareness campaigns and workshops.

Target audience and potential guest speakers.

Budget and resource requirements for the program.



Next Steps:

concluded the meeting by summarizing the key takeaways and outlining the next steps:

Members were encouraged to review their roles and responsibilities.

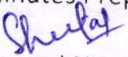
The date for the next WGRC meeting will be communicated via email.

All members were urged to actively participate in planning and executing the awareness program.

Meeting Adjournment:

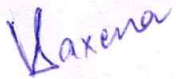




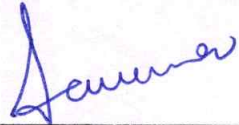
The meeting concluded at 1.30 PM, with an appreciation for everyone's active participation and dedication to the Women Grievance Redressal Cell.

Minutes Prepared By:


Sheetal Nagar
(Secretary)

IIMT COLLEGE OF ENGINEERING, GREATER NOIDA
WOMAN GRIEVANCE REDRESSAL CELL COMMITTEE

Attendance Sheet

Date:- 14/9/2023		
Sr.No.	Faculty Name	Signature
1	Dr. Vandana Saxena	
2	Er. Karnika Singh	
3	Dr. Tabassum Abbasi	
4	Dr. Arun Sharma	
5	Dr. Anushree	
6	Dr. Rakhi Sharma	
7	Ms. Laveena Sehgal	
8	Ms. Mona Khosala	
9	Ms. Sheetal Nagar	