

Mahatma Gandhi Vidyamandir's
Karmaveer Bhausaheb Hiray Arts, Science and Commerce College Nimgaon
Tal. Malegaon, Dist. Nasik

Internal Complaint Committee
(2021-2022)

To implement the UGC act for prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions Regulations, 2015, the Internal Complaint Committee (ICC) is established in K.B.H. Arts, Science and Commerce College Nimgaon, Tal. Malegaon. The committee forms to give the protection against the Sexual Harassment of Women employee and students in the campus place.

Objectives of the cell:

- To handout the issues of gender based violence.
- To promote awareness about sexual harassment through various educational initiatives that encourages and fosters a respectful and safe campus environment.
- To provide information regarding counselling, redressal cell functioning and support services on our campus.
- To conduct regular meetings and organization of different functions regarding the awareness about women rights.
- To provide and ensure platform for accepting complaints & ensure the resolution of grievance with confidential and supportive environment.

Procedure to file/report a complaint:

- The complaint will have to submit a written and signed complainant addressed to the Chairperson of the Cell.
- Complaint/suggestion box is made available in the college campus.
- The letters dropped in the box are collected once a week.
- Within a week from the submission of the written complaint, the cell will call the complainant for a personal meeting.
- The members of the Cell will discuss the complaint.
- The complainant will be informed about the same by the appropriate authority if in case complaint will falls out of the scope of the cell.

- If the case comes under the province of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

Action Plan for the academic year 2021-22

- Common lecture arrangement in auditorium for women employee and girls student to aware the role, functions & importance of Internal Complaint Committee in the campus.
- Display mobile number & email id for the women cell to help the women to complaint to cell.
- Conduct regular meetings with the student representatives and keep records of the proceedings.
- Celebrate the International women's day on 8th March every year.

Members

The Chairman of the Cell will be the Principal and will appoint members of the cell.

Sr. No.	NameoftheMember	Position
1.	Dr.S.N.Nikam	Chairperson-Principal
2.	Miss.Rubeena Bano	In-charge
3.	Dr. R. G. Shewale	Member

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In order to resolve the Redressal of Internal complaint ,a separate committee has been formed consisting of the following members.

Committee Members of the Cell:

Sr. No.	Name of the Member	Position
1.	Dr.S. N. Nikam	Chairperson-Principal
2.	Miss. Rubeena Bano	In-charge
3.	Dr. R. G. Shewale	Member

Principal

Copy to: Notice board, File of ICC

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Internal Complaint Committee
(2021-2022)

Date: 10/06/2021

-. Meeting 01:-

All the members of the Internal Complaint Committee are hereby informed that the meeting of the Committee is scheduled for 10th June 2021 at 11:00 am. in the Principal's cabin.

-. Agenda:-

- To decide action plan of the cell for the academic year 2021-2022.
Discussion on celebration of "World against Child Labour Day"

- To appoint Second year student Miss. Gayatri Hiray as a student representative in ICC.

Members present at the meeting

Sr. No.	Name of the Member	Position
1.	Dr. S.N. Nikam	Chairperson-Principal
2.	Miss. Rubeena Bano	In-charge
3.	Dr. R.G. Shewale	Member

-: Minutes:-

1. Prof. Rubeena Bano welcomed all the members and explained the purpose of meeting.
2. All the members decided to
 - a) Design an action plan for the academic year 2021-2022 to assure safety of the women employee and the students in the college campus,
 - b) Make them aware about the working and guidelines of anti-sexual harassment cell for women,
 - c) Introduce them about the procedure to make complaints if any problem regarding sexual harassment or other suggestions.
 - d) Celebrate days or organize lectures /seminars to enlighten the girl students on different subjects time to time.
 - e) Organize online webinar on 12th June 2021 to make awareness regarding “World against child labour day”.
3. Prof. Rubeena Bano concluded the meeting with vote of thanks for the meeting.

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**Internal Complaint Committee
(2021-2022)**

Date:09/08/2021

Proceedings of the meeting of the Internal Complaint Committee held on 9th August 2021 at 11:00 pm in the principal's cabin.

-.Meeting :- Members

present at the meeting

Sr. No.	Name of the Member	Position
1.	Dr.S.N.Nikam	Chairperson- Principal
2.	Miss. Rubeena Bano	In-charge
3.	Dr.R.G.Shewale	Member

-. Agenda:-

- To decide action plan of the cell for the academic year 2021-2022.
- Students representative responses

-: Minutes:-

1. Prof. Rubeena Bano welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
- 3 All the members discussed on displaying the boards of emergency helpline numbers of ICC members, Police etc on college campus.
- 4.It was also finalize to set up new complaint box in college.
5. The committee noted that no complaint of sexual harassment has been received from any girl students.
6. Student Representative Miss Gayatri Hiray gave the following suggestions:
 - Sanitization of classroom in post pandemic period every day.
 - Sanitization of girls washroom.
 - Need of separate room for eating the tiffin to the girls.
7. Prof.Smt.Rubeena Bano concluded the meeting with vote of thanks for the meeting.

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**Internal Complaint Committee
(2021-2022)**

Date: 10/10/2021

Proceedings of the 3rd meeting of the Internal Complaint Committee held on 10th Oct. 2021 at 12:00 noon in the Principal's cabin.

-. Meeting:- Members

present at the meeting

Sr. No.	Name of the Member	Position
1.	Dr.S.N.Nikam	Chairperson-Principal
2.	Miss.RubeenaBano	In-charge
3.	Dr.R.G.Shewale	Member

-. Agenda:-

- Students representative responses

-: Minutes:-

1. Prof Rubeena Bano welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
3. Written complaint regarding cleanliness of Girl's washroom.
4. Student Representative Miss. The following suggestions
 - Need of Sanitary machine.
5. Prof. Rubeena Bano concluded the meeting with vote of thanks .

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Internal Complaint Committee
(2021-2022)

Date:30/12/2021

Proceedings of the 4th meeting of the Internal Complaint Committee held on 30th December 2021 at 11:00 am.in the Principal Cabin.

-.Meeting :- Members

present at the meeting

Sr. No.	Name of the Member	Position
1.	Dr.S.N.Nikam	Chairperson-Principal
2.	Miss.RubeenaBano	In-charge
3.	Dr.R.G.Shewale	Member

-. Agenda:-

- To organize lecture to celebrate the "Savitri Mahostav" on 3rd January 2022.
- Awareness drive program on cleanliness of self and others in post pandemic.
- Students representative responses and complaints

-: Minutes:-

1. Prof. Rubeena Bano welcome all the members and explained the purpose of meeting.

2. Minutes of the previous meeting were read and discussed.

3. Student Representative Miss Gayatri Hiray gave the following suggestions

- Need of more Sanitary vending and disposal machine.
- Need of extra washroom.
- Need of separate recreation hall for girl students.

6. Prof. Rubeena Bano concluded the meeting with vote of thanks for the meeting..

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Internal Complaint Committee
(2021-2022)

Date:
12/02/2022

Proceedings of the meeting of the Internal Complaint Committee held on 12th FEB.2022 at 11:00 am. in Principal's cabin.

-.Meeting :- Members

present at the meeting

Sr. No.	Name of the Member	Position
1.	Dr.S.N.Nikam	Chairperson-Principal
2.	Miss.RubeenaBano	In-charge
3.	Dr.R.G.Shewale	Member

-. Agenda:-

- To organize guest lecture on Nirbhay Kanya Abhiyan : An awareness programme for girl's on 16th February 2022.
- Students representative responses and complaints

-: Minutes:-

1. Prof. Rubeena Bano welcome all the members and explained the purpose of meeting.

2. Minutes of the previous meeting were read and discussed.

3. Students representative responses and complaints

Need of Sanitary Vending machine, cleanliness of girls washroom

4. Miss Rubeena Bano concluded the meeting with vote of thanks for the meeting.

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**Internal Complaint Committee
(2021-2022)**

Date:05/03/2022

Proceedings of the 07th meeting of the Internal Complaint Committee held on 05^d March 2021 at 11:00 am. in Principal's Cabin.

-.Meeting :- Members

present at the meeting

Sr. No.	NameoftheMember	Position
1.	Dr.S.N.Nikam	Chairperson- Principal
2.	Miss.RubeenaBano	In-charge
3.	Dr.R.G.Shewale	Member

-: Agenda:-

- To organize guest lecture on occasion of International Women's Day on 8th March 2022
- Students representative responses and complaints

-: Minutes:-

1. Rubeena Bano welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
3. The committee decided to organize a lecture on the occasion of the International Women's Day to spread the message of gender sensitization.
4. Dr. Madhuri Shinde will be guest for the 8th march.
4. Students representative responses and complaints
 - Need of Sanitary Vending machine and disposal machine cleanliness of girls washroom
5. The meeting was concluded with the vote of thanks to the chair

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**Internal Complaint Committee
(2021-2022)**

Date:05/04/2022

Proceedings of the meeting of the Internal Complaint Committee held on 05th April 2022 at 11:00 am. in Principal's Cabin.

-.Meeting :- Members

present at the meeting

Sr. No.	Name of the Member	Position
1.	Dr.S.N.Nikam	Chairperson-Principal
2.	Miss.RubeenaBano	In-charge
3.	Dr.R.G.Shewale	Member

-: Agenda:-

- On the occasion of 'World Health Day' awareness drive program of health check-up of girls students, women staff etc on 7th April 2022
- Students representative responses and complaints

-: Minutes:-

1. Prof. Rubeena Bano welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
3. All the members decided to organized health check-up camp and Dr. Gaurav Ahire drive the camp on 7thApril. 2021 at 10:00 am
4. Students representative responses and complaints : complaint regarding demand for separate Girl's Room for girl students received.
5. Prof.Rubeena Bano concluded the meeting with vote of thanks for the meeting.