

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

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**Internal Complaint Committee  
(2022-2023)**

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. 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 hand out 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 organisation of different functions regarding the awareness about women rights.
- To provide and ensure platform for accepting a complaints & ensure the resolution of grievance with confidential and supportive environment.

**Procedure to file/report a complaint:**

- The complainant will have to submit a written and signed complaint 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.

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- The complainant will be informed about the same by the appropriate authority if incase 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 2022-23**

- 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.

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**Procedure to file/report a complaint:**

- The complainant will have to submit a written and signed complaint 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.
- The complaints will classify by committee as i) academic ii) Non-academic iii) Related to the teaching/practical iv) related to canteen service v)

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Related to common room facilities vi) harassment by other student or staff  
etc

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- The members of the Cell will discuss the complaint.
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- 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 2022-23**

- Common lecture arrangement in auditorium for 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.
- To conduct the health awareness campaign.
- Conduct regular meetings with the student representatives and keep records of the proceedings.
- Celebrate the international women's day on 8th March every year.
- Celebrate the different days like International Yoga day, World Indigenous Tribal Day, World Social Justice Day.
- Aware the students about their legal rights and strive for empowerment of the women as well as social rights by arranging lecture on account of social justice day.

## Members

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

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Position</b>	<b>Mobile No.</b>	<b>Sign</b>
1.	Prin. Dr. U.B.Kadam	Chairman		
2.	Prof.Rubeena Bano	Co-ordinator		
3.	Dr. R.G.Shewale	Member		
4.	Miss Kaveri Hire	Student-representative		

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**Internal Complaint Committee  
(2022-2023)**

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

**Committee Members of the Cell:**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Position</b>	<b>Mobile No.</b>	<b>Sign</b>
1.	Prin. Dr. U.B.Kadam	Chairman		
2.	Prof.Rubeena Bano	Co-ordinator		
3.	Dr. R.G.Shewale	Member		
4.	Miss Kaveri Hire	Student-representative		

Principal

Copy to: Notice board, File of ICC and website



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**Internal Complaint Committee  
(2022-2023)**

Date: 10/09/2022

**-: Meeting 01:-**

All the members of the Internal Complaint Committee are hereby informed that the meeting of the Committee is scheduled for 20<sup>th</sup> June 2022 at 01:00 pm in the Principal's cabin.

**-: Agenda:-**

- To decide action plan of the cell for the academic year 2022-2023.
- Discussion on celebration of Self-Defense workshop for girl students.
- To continue Miss. Kaveri Hire as a student representative in ICC for A.Y. 2022-2023.

**Members present at the meeting**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Position</b>	<b>Mobile No.</b>	<b>Sign</b>
1.	Prin. Dr. U.B.Kadam	Chairman		
2.	Prof.Rubeena Bano	Co-ordinator		
3.	Dr. R.G.Shewale	Member		
4.	Miss Kaveri Hire	Student-representative		

**-: 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 2022-2023 to assure safety of the girl's 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 a days or organize a lecture/seminars to enlighten the girl students on different subjects time to time.
3. Dr. R.G.Shewale concluded the meeting with vote of thanks for the meeting.

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**Internal Complaint Committee  
(2022-2023)**

Date: 04/10/2022

Proceedings of the 2nd meeting of the Internal Complaint Committee held on 4<sup>th</sup> August 2022 at 11:00 am.in the principal's cabin.

**-: Meeting 02:-**

**-: Agenda:-**

- To organize Health Check-up Camp for girl students.
- Students representative responses

**Members present at the meeting**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Position</b>
1.	Prin. Dr. U.B.Kadam	Chairman
2.	Prof.Rubeena Bano	Co-ordinator
3.	Dr. R.G.Shewale	Member
4.	Miss Kaveri Hire	Student-representative

**-: Minutes:-**

1. Dr. R.G. Shewale welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
3. It was decided to invite Dr. Sandip Pachpute and Dr. Madhuri Shinde from Primary Health Center, Nimgaon for Health Check-up Camp for students.
4. The committee noted that no complaint of sexual harassment has been received from any girl students.
5. Student Representative Miss. Kaveri Hire gave the following suggestions:
  - Requirement of sanitary napkin vending machine
  - Requirement of big dustbin in common wash room.
6. Prof. Rubeena Bano concluded the meeting with vote of thanks for the meeting.

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**Internal Complaint Committee  
(2022-2023)**

Date: 10/01/2023

Proceedings of the 3<sup>rd</sup> meeting of the Internal Complaint Committee held on 10<sup>th</sup> January 2023 at 11:30 am in the Principal's cabin.

**-: Meeting 03:-**

**-: Agenda:-**

- To organize Grandmother – Granddaughter Day and to felicitate Grandmother's on the occasion of Hon. Pushpatai Hiray's Birthday.
- Students representative responses

**Members present at the meeting**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Position</b>
1.	Prin. Dr. U.B.Kadam	Chairman
2.	Prof.Rubeena Bano	Co-ordinator
3.	Dr. R.G.Shewale	Member
4.	Miss Kaveri Hire	Student- representative

**-: 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. It was decided to organize to organize Grandmother – Granddaughter Day and to felicitate Grandmother's on the occasion of Hon. Pushpatai Hiray's Birthday on 17<sup>th</sup> January .
4. No written complaint found in the complaint box.
5. Student Representative Miss. Kaveri Hire gave the following response on previous meeting suggestions
  - Dustbin was available as per the requirement.
  - Extra washroom also available near the Library.
6. Dr. R.G.Shewale concluded the meeting with vote of thanks for the meeting.

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**Internal Complaint Committee  
(2022-2023)**

Date: 12/02/2023

Proceedings of the 4<sup>th</sup> meeting of the Internal Complaint Committee held on 12<sup>th</sup> Feb. 2022 at 12:00 noon in the Principal Cabin.

**-: Meeting 04:-**

**-: Agenda:-**

- To organize guest lecture for students on World Social Justice Day on 07<sup>th</sup> April. 2023.
- Students representative responses and complaints

**Members present at the meeting**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Position</b>
1.	Prin. Dr. U.B.Kadam	Chairman
2.	Prof.Rubeena Bano	Co-ordinator
3.	Dr. R.G.Shewale	Member
4.	Miss Kaveri Hire	Student-representative

**-: Minutes:-**

1. Dr. R.G.shewale 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 and conduct lecture of Adv. Shailendra Gaikwad on this occassion
- 4.Student Representative Miss. Kaveri Hire gave the following suggestions in front of all girls student as a representative
  - Need of more Sanitary vending and disposal machine.
  - Need of separate recreation hall for girl students.
4. Prof. Rubeena Bano concluded the meeting with vote of thanks for the meeting.



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**Internal Complaint Committee  
(2022-2023)**

Date: 02/04/2023

Proceedings of the 5<sup>th</sup> meeting of the Internal Complaint Committee held on 02nd April .2023 at 11:00 am.in Principal Cabin.

**-: Meeting 05:-**

**-: Agenda:-**

- On the occasion of 'World Health Day' awareness drive program of health check-up of girls students, women staff etc on 7<sup>th</sup> April 2023

**Members present at the meeting**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Position</b>
1.	Prin. Dr. U.B.Kadam	Chairman
2.	Prof.Rubeena Bano	Co-ordinator
3.	Dr. R.G.Shewale	Member
4.	Miss Kaveri Hire	Student-representative

**-: Minutes:-**

1. Dr. R.G.shewale welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
3. It was decided to invite Dr. Vasumati Shewale from Primary Health Center, Nimgaon.
4. No oral or written complaint was found in this period.
5. Student Representative Miss. Kaveri Hire gave the following suggestions in front of all girls student as a representative
  - Separate recreation hall construction for girl students is in progress.
6. Prof. Rubeena Bano concluded the meeting with vote of thanks for the meeting.

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