

**Mahatma Gandhi Vidyamandir's
Maharaja Sayajirao Gaikwad Arts, Science and Commerce College
Malegaon Camp, 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 M.S.G. Arts, Science and Commerce College Malegaon Camp. 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.
- 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 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.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B. B. Waghmare	Member	9420343752	
8.	Smt. Dr. B. S. Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

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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	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C. Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

Principal

Copy to: Notice board, File of ICC and website

**Mahatma Gandhi Vidyamandir's
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**Internal Complaint Committee
(2021-2022)**

Date: 28/06/2021

-: Meeting 01:-

All the members of the Internal Complaint Committee are hereby informed that the meeting of the Committee is scheduled for 29th June 2021 at 01:00 pm in the Principal's cabin.

-: Agenda:-

- To decide action plan of the cell for the academic year 2021-2022.
- Discussion on Circular received from the MGV's Internal Complaint and Redressal Cell for celebration of Doctors day.
- To appoint Second year students Miss.as a student representative in ICC.

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. ShreyaBhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Minutes:-

1. Miss Salunke V.T. 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 a days or organize a lecture/seminars to enlighten the girl students on different subjects time to time.
 - e) Organize a lecture/rally on 8 March 2022 on the occasion of the International Women's Day to spread the message on gender sensitization.
3. Organize an online lecture of Dr. Alka Bhavsar , (NIMA Malegaon) on 1st July 2021 on occasion of Doctors day.
4. Prof. Smt. Dr. S.C. Kulkarni concluded the meeting with vote of thanks for the meeting.

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Malegaon Camp, Dist. Nasik**

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

Date: 09/08/2021

Proceedings of the 2nd meeting of the Internal Complaint Committee held on 9th August 2021 at 1:00 pm in the principal's cabin.

-: Meeting 02:-

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Agenda:-

- To celebrate the International Youth Day on 12th August 2021.
- Invite, honor and inspire the students who helped the Covid-patients in corona phase.
- Students representative responses

-: Minutes:-

1. Miss Salunke V.T. welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
3. In Pandemic period most of college students supports the corona-patient by providing the mid –day meal, dinner, medicine and other emergency needs. On the occasion of Youth day program, all the members of ICC decided to honor the students and inspired them for such work.
- 4 All the members discussed on displaying the boards of emergency helpline numbers of ICC members, Damini Police Pathak etc on college campus.
5. It was also finalize to set up new complaint box in college
6. The committee noted that no complaint of sexual harassment has been received from any girl students.
7. Student Representative Miss. Bhavana Bachkar gave the following suggestions:
 - ✓ Sanitization of class room in post pandemic period every day.
 - ✓ Sanitization of girls washroom 3-4 times in a day.
 - ✓ Need of separate room for eating the tiffin to the girls.
8. Prof. Smt. Dr. S.C. Kulkarni 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 Registrar's cabin.

-: Meeting 03:-

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Agenda:-

- To organize online lecture to celebrate the International Girls Child Day on 11th Oct. 2021.
- Students representative responses

-: Minutes:-

1. Prof. Smt. S.C. Kukarni welcomed all the members and explained the purpose of meeting.
2. Minutes of the previous meeting were read and discussed.
3. In Post-pandemic period only 50% students attendance allowed in college, so for awareness of gender equality as well as to save the girl child it is decided to organized online lecture of Dr. N.V. Deshmukh on Save girl child on dated 11th Oct. 2021
- 4.No written complaint found in the complaint box.
5. Student Representative Miss. Bhavana Bachkar gave the following suggestions
 - ✓ Need of more Sanitary machine.
 - ✓ Need of extra washroom
- 6.Miss. Waghmare B.B. concluded the meeting with vote of thanks for the meeting.

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

Date: 25/11/2021

Proceedings of the 4th meeting of the Internal Complaint Committee held on 23rd Nov. 2021 at 2:00 noon in the Principal Cabin.

-: Meeting 04:-

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Agenda:-

- To organize lecture to celebrate the National Law Day on 26^h Nov. 2021.
- Awareness drive program on cleanliness of self and others in post pandemic.
- Students representative responses and complaints

-: Minutes:-

1. Miss. Salunke V.T. 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 organize and conduct an offline lecture of Mr. Vardhman Ahiwale (Assist. Prof. KBH Law College, Malegaon Camp) on 26 Nov. 2021 at 11:00 am for all students.
4. Student Representative Miss. 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. Smt. S.C. Kulkarni concluded the meeting with vote of thanks for the meeting..

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

Date:
07/12/2021

Proceedings of the 5th meeting of the Internal Complaint Committee held on 07th Dec.2021 at 2:00 PM in Department of Electronic Science.

-: Meeting 05:-

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Agenda:-

- To organize guestlecture for NCC cadets and for NSS volunteer (girls) on Human rights on 10th Dec.2021.

-: Minutes:-

1. Miss. Salunke V.T. 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 offline guest lecture of Dr. Ashok Waghchure (Assist. Prof. (Politics) M.S.G. College, Malegaon Camp) on 10th Dec. 2021 at 11:00 am for girls students of NSS volunteers and NCC cadets.
4. Miss. Waghmare B.B. concluded the meeting with vote of thanks for the meeting.

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

Date:
18/02/2022

Proceedings of the 6th meeting of the Internal Complaint Committee held on 18thFeb.2022 at 2:00 PM in Department of Electronic Science.

-: Meeting 06:-

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. ShreyaBhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Agenda:-

- To organize guest lecture on occasion of World Social Justice Day on 20 Feb. 2022
- Students representative responses and complaints

-: Minutes:-

1. Miss. Salunke V.T. 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 online lecture of Dr. Rupa Shah (Asso. Prof (English) Pune) on 20th Feb. 2021 at 1:00 pm
4. Students representative responses and complaints
Need of Sanitary Vending machine, cleanliness of girls washroom
- 5., Miss. Waghmare B.B. 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 2:00 PM in Department of Electronic Science.

-: Meeting 07:-

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Agenda:-

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

-: Minutes:-

1. Miss. Salunke V.T. 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. Mrs. Suvarna Salunkhe (Social Worker) and Dr. Manisha Kapadnis 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: 30/03/2022

Proceedings of the 8th meeting of the Internal Complaint Committee held on 30th March.2022 at 3:15 PM in Department of Electronic Science.

-: Meeting 08:-

Members present at the meeting

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Dr. D.F. Shirude	Chairperson-Principal	7391056013	
2.	Miss. V. T. Salunke	In-charge	7588518108	
3.	Dr. Poonam Sonawane	Member-Legal Advisor	-	-
4.	Smt. Shreya Bhargave-Deore	Member-NGO	-	-
5.	Prof. Dr. Smt. S.C.Kulkarni	Member	9764495229	
6.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
7.	Miss. B.B.Waghmare	Member	9420343752	
8.	Smt. Dr. B.S.Khairnar	Member	9960651582	
9.	Miss. Bhavana Bachkar	Student-representative	7447745206	

-: Agenda:-

- Awareness drive program of health check-up of girls students, women staff etc on 7th April 2022
- Students representative responses and complaints

-: Minutes:-

1. Miss. Salunke V.T. 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. Vasumathi Shewale drive the camp on 7th April. 2021 at 1:00 pm
4. Students representative responses and complaints: No oral or written complaint occurs so nil report.
5. Miss. Waghmare B.B. concluded the meeting with vote of thanks for the meeting.