

**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.

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- 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.
- The complaints will classify by committee as i) academic ii) Non-academic iii) Related to the teaching/practical iv) related to canteen service v) Related to common room facilities vi) harassment by other student or staff etc

- 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 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.

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Prin. Dr. S.N.Nikam	Chairman	7391056017	
2.	Miss. V. T. Salunke	Co-ordinator	7588518108	
3.	Miss. B.B. Waghmare	Member	9420343752	
4.	Prof. A.P. Nere	Member	9404556342	
5.	Smt. Dr. B.S.Khairnar	Member	9960651582	
6.	Samreen Shafique Ah.	Member	9421054889	
7.	Shaziya Nauseen Jalil Ah.	Member	8446728878	
8.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
9.	Miss. Bhavana Ravindra Bachkar	Student-representative	7447745206	

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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:

Sr. No.	Name of the Member	Position	Mobile No.	Sign
1.	Prin. Dr. S.N. Nikam	Chairman	7391056017	
2.	Miss. V. T. Salunke	Co-ordinator	7588518108	
3.	Miss. B.B. Waghmare	Member	9420343752	
4.	Prof. A.P. Nere	Member	9404556342	
5.	Smt. Dr. B.S. Khairnar	Member	9960651582	
6.	Samreen Shafique Ah.	Member	9421054889	
7.	Shaziya Nauseen Jalil Ah.	Member	8446728878	
8.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	9975942678	
9.	Miss. Bhavana Ravindra Bachkar	Student-representative	7447745206	

Principal

Copy to: Notice board, File of ICC and website

**Mahatma Gandhi Vidyamandir's
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Malegaon Camp, Dist. Nasik**

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

Date: 18/06/2022

-: Meeting 01:-

All the members of the Internal Complaint Committee are hereby informed that the meeting of the Committee is scheduled for 20th 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 Circular received from the MGV's Internal Complaint and Redressal Cell for celebration of International Yoga Day.
- To continue last year students Miss. Bhavna Ravindra Bachkar as a student representative in ICC for A.Y. 2022-2023.

Members present at the meeting

Sr. No.	Name of the Member	Position	Sign
1.	Prin. Dr. D. F. Shirude	Chairman	
2.	Dr. C.M. Nikam	Vice-Principal	
3.	Miss. V. T. Salunke	Co-ordinator	
4.	Miss. B.B. Waghmare	Member	
5.	Prof. A.P. Nere	Member	
6.	Smt. Dr. B.S. Khairnar	Member	
7.	Samreen Shafique Ah.	Member	
8.	Shaziya Nauseen Jalil Ah.	Member	
9.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	
9.	Miss. Bhavna Ravindra Bachkar	Student-representative	

-: 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 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.
 - e) Organize a lecture on 8 March 2022 on the occasion of the International Women's Day and felicitations of women's who does the social work to spread the message on responsibility of us towards society.
3. Organize a basic Yoga workshop for staff and students from 21st June to 2nd July 2022 jointly by Internal Complaint Committee, department of Sport, NSS, NCC and department of student Welfare committee of M.S.G. College, Malegaon
4. The Yoga teacher Nitin Khairnar and Medha Suryawanshi will conduct the session and provide the guidance about Yoga and Exercise.
5. Prof. A.P. Nere concluded the meeting with vote of thanks for the meeting.

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

Date: 04/08/2022

Proceedings of the 2nd meeting of the Internal Complaint Committee held on 5th August 2022 at 12:00 noon in the principal's cabin.

-: Meeting 02:-

-: Agenda:-

- To celebrate the World Indigenous Tribal Day on 9th August 2022.
- Felicitate the tribal women who do the work in different sectors like education, government/private sector.
- Felicitate the tribal women from village Kukane by visiting their homes.
- Students representative responses

Members present at the meeting

Sr. No.	Name of the Member	Position	Sign
1.	Prin. Dr. D. F. Shirude	Chairman	
2.	Dr. C.M. Nikam	Vice-Principal	
3.	Miss. V. T. Salunke	Co-ordinator	
4.	Miss. B.B. Waghmare	Member	
5.	Prof. A.P. Nere	Member	
6.	Smt. Dr. B.S. Khairnar	Member	
7.	Samreen Shafique Ah.	Member	
8.	Shaziya Nauseen Jalil Ah.	Member	
9.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	

-: 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. It was decided felicitate the tribal women Smt. Diksha Rajentra Pawar (Nurse, Civil Hospital Malegaon),
6. The committee noted that no complaint of sexual harassment has been received from any girl students.
7. Student Representative Miss. Bhavana Ravindra Bachakar gave the following suggestions:
 - ✓ Requirement of sanitary napkin vending machine.
 - ✓ Increase of girls washrooms.
 - ✓ Requirement of big dustbin in common wash room.
8. Miss. B. B. Waghmare concluded the meeting with vote of thanks for the meeting.

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

Date: 27/09/2022

Proceedings of the 3rd meeting of the Internal Complaint Committee held on 27th September 2022 at 11:30 am in the Principal's cabin.

-: Meeting 03:-

-: Agenda:-

- To organize the awareness drive campaign on selection, use and disposal of sanitary napkin for women health.
- Students representative responses

Members present at the meeting

Sr. No.	Name of the Member	Position	Sign
1.	Prin. Dr. D. F. Shirude	Chairman	
2.	Dr. C.M. Nikam	Vice-Principal	
3.	Miss. V. T. Salunke	Co-ordinator	
4.	Miss. B.B. Waghmare	Member	
5.	Prof. A.P. Nere	Member	
6.	Smt. Dr. B.S. Khairnar	Member	
7.	Samreen Shafique Ah.	Member	
8.	Shaziya Nauseen Jalil Ah.	Member	
9.	Smt. Yogita Pawar	ICC Co-ordinator	
10.	Smt. Kamini Pawar	ICC member	
11.	Smt. Sulbha Ahire	ICC member	

-: 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 was decided to organize demo workshop on use and disposal of sanitary napkin on 30th Sept.2022 by the Member of Janiv Foundation, Pune. Details of the members are enlisted below
 - A) Smt. Savita Bhausaheb Navale (Mo. No. 9307582905)
–Malegaon Taluka Supervisor, Janiv Foundation Pune
 - B) Smt. Kiran Hemant Vadnere (Mo. No. 8999858919)
–Malegaon Taluka Sale Supervisor, Janiv Foundation Pune
4. No written complaint found in the complaint box.
5. Student Representative Miss. Bhavana Bachkar gave the following response on previous meeting suggestions
 - ✓ Dustbin was available as per the requirement.
 - ✓ Extra washroom also available near the Library.
6. Smt. Dr. B.S. Khairnar concluded the meeting with vote of thanks for the meeting.

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

Date: 03/11/2022

Proceedings of the 4th meeting of the Internal Complaint Committee held on 3rd Nov. 2022 at 12:00 noon in the Principal Cabin.

-: Meeting 04:-

-: Agenda:-

- Discussion on UGC letter 21st Oct. 2022 No. F-1-7/2022/WS/NEP-Guidelines.
- To call the meeting of girls students and aware the UGC circular of NEP guidelines.
- Students representative responses and complaints

Members present at the meeting

Sr. No.	Name of the Member	Position	Sign
1.	Dr. C.M.Nikam	Vice-Principal	
2.	Miss. V. T. Salunke	Co-ordinator	
3.	Miss. B.B. Waghmare	Member	
4.	Prof. A.P. Nere	Member	
5.	Smt. Dr. B.S. Khairnar	Member	
6.	Samreen Shafique Ah.	Member	
7.	Shaziya Nauseen Jalil Ah.	Member	
8.	Miss.Bhavana Ravindra Bachkar	Student-representative	

-: 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 take common meeting on dated 09/11/2022 at 11:30 am of all girls students and introduces about the UGC circular 21st Oct. 2022 No. F-1-7/2022/WS/NEP-Guidelines
4. Student Representative Miss. Bhavna Bachkar 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.
5. Display the board of ICC with member official contact number.
6. Display the emergency help-line number in college campus like main entrance, near canteen, library, reading room, near washroom etc.
6. Prof. A. P. Nere concluded the meeting with vote of thanks for the meeting.

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

Date: 14/02/2023

Proceedings of the 5th meeting of the Internal Complaint Committee held on 14th Dec.2023 at 2:00 PM in Principal Cabin.

-: Meeting 05:-

-: Agenda:-

- To organize guest lecture for students on World Social Justice Day on 20th Feb. 2023.

Members present at the meeting

Sr. No.	Name of the Member	Position	Sign
1.	Prin. Dr. S.N. Nikam	Chairman	
2.	Miss. V. T. Salunke	Co-ordinator	
3.	Miss. B.B. Waghmare	Member	
4.	Prof. A.P. Nere	Member	
5.	Smt. Dr. B.S.Khairnar	Member	
6.	Samreen Shafique Ah.	Member	
7.	Shaziya Nauseen Jalil Ah.	Member	
8.	Mr. Ansari Mohammad Saeed	Co-ordinator (IQAC)	
9.	Miss. Bhavana Ravindra Bachkar	Student- representative	

-: 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 lecture of Advocate Shishir Hiray (Govt. CBI Lawyer, Mumbai) on 20th Feb. 2023 at 11:00 am students.
4. No oral or written complaint was found in this period.
5. Student Representative Miss. Bhavna Bachkar gave the following suggestions in front of all girls student as a representative
 - ✓ Extra two sanitary pad vending and Incinerator was installed as per requirement.
 - ✓ Separate recreation hall construction for girl students is in progress.
6. Smt. B.B. Waghmare concluded the meeting with vote of thanks for the meeting.

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

Date: 04/03/2023

Proceedings of the 6th meeting of the Internal Complaint Committee held on 18th Feb.2022 at 2:00 PM in Principal Cabin.

-: Meeting 06:-

-: Agenda:-

- To celebrate the International Women's Day jointly by ICC and ICC of the college.
- To organize speech and felicitate the social workers on occasion of International Women's Day on 8th March 2022

Members present at the meeting

Sr. No.	Name of the Member	Position	Sign
1.	Prin. Dr. S.N. Nikam	Chairman	
2.	Dr. D.K.Halwar	Vice-Principal	
3.	Dr. T.S. Savale	Vice-Principal	
4.	Miss. V. T. Salunke	Co-ordinator	
5.	Miss. B.B. Waghmare	Member	
6.	Prof. A.P. Nere	Member	
7.	Smt. Dr. B.S. Khairnar	Member	
8.	Samreen Shafique Ah.	Member	
9.	Shaziya Nauseen Jalil Ah.	Member	
10.	Smt. Yogita Pawar	ICC Co-ordinator	
11.	Smt. Suvarna Patil	ICC Member	
12.	Smt. Kamini Pawar	ICC Member	

-: 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 and felicitate the social workers.
4. Smt. Sangitai Navlakh (Social Worker, 8830058718) and Smt. Sonajkar (Social Worker, 9967169687) will be the guest for the 8th March 2023.
5. The meeting was concluded with the vote of thanks to the chair.