

Internal Complaints Committee Meeting
Academic Year 2022-23
Minutes of the meeting

The Internal Complaints Committee meeting was held on Saturday, 31st July 2022 in NAAC Room at 12:00pm

The meeting was chaired by the Committee Chairperson Asst. Prof Grishma Nair

The following members were present:

Sr No.	Name of the Members	Designation
1	Mrs. Grishma Nair	Asst. Professor, Chairperson
2	Mrs. Athira MK	Asst. Professor, Member
3	Ms. Reshma Nair	Asst. Professor, Member
4	Ms. Sheetal Kadam	Non-Teaching Staff, Member

Leave of Absence was granted to Mr. Ashish Daunde

Agenda of the meeting:

1. Discussion regarding the awareness of Sexual Harassment in the premises
2. Any other item with the permission of the chair.

The meeting was opened by Asst. Prof. Grishma Nair and overview and purpose of the committee was communicated to all members.

The agenda was taken for discussion item wise.

Item 1: Discussion regarding the awareness of Sexual Harassment in the premises.

Discussion

The Chairperson informed the Committee Members that the students should be educated about the Constitution of ICC and Policy of ICC. The members discussed about conducting an orientation session for the students.

Resolution:

It was resolved that the Committee Members would educate the students about ICC and its implications along with the Constitution of ICC along with the academic orientation for the students.

Item 2: Any other items with the permission of the Chair.

Discussion

Chairperson informed the members that contact numbers of all the members of ICC Committee is to be displayed on Notice Board.

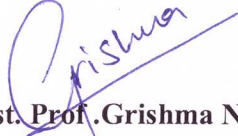


Resolution:

It was resolved that the contact numbers of the members of Internal Complaints Committee will be displayed on the Notice Board.

There were no other matters to discuss and the meeting ended with a vote of thanks to the Chair.

Prepared by



**Asst. Prof. Grishma Nair
Committee Chairperson**

Approved by



**Prof. (Dr.) Vasant Barhate
Principal**

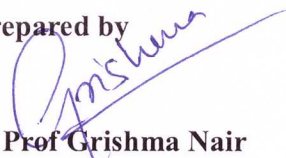


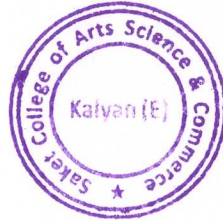
Internal Complaints Committee
Action Taken Report

Action Taken Report on the minutes of the meeting of the Internal Complaints Committee held on Saturday, 31st July 2022 in the NAAC room.

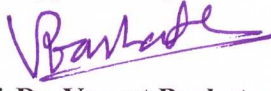
Item	Resolution	Action Taken
Discussion regarding the awareness of Sexual Harassment in the premises.	Resolved that the committee members will be educating the students about the ICC and its function along with the academic orientation for the students.	The Orientation session was conducted in the month of August 2022
Any other items with the permission of the Chair.	It was resolved that the contact numbers of the members of Internal Complaints Committee will be displayed on the Notice Board.	Contact Numbers of Committee Members were displayed on the Notice Board.

Prepared by


Asst Prof Grishma Nair
Committee Chairperson



Approved by


Prof. Dr. Vasant Barhate
Principal

Internal Complaints Committee Meeting
Academic Year 2022-23
Minutes of the meeting

The Internal Complaints Committee meeting was held on Tuesday, 15th November 2022 in NAAC Room at 12:00pm.

The meeting was chaired by the Committee Chairperson Asst. Prof Grishma Nair.

The following members were present.

Sr No	Name of the Members	Designation
1	Mrs. Grishma Nair	Asst. Professor, Chairperson
2	Mrs. Athira MK	Asst. Professor, Member
3	Ms. Reshma Nair	Asst. Professor, Member
4	Ms. Sheetal Kadam	Non-Teaching Staff, Member
5	Mr. Mahesh Verma	Non-Teaching Staff, Member

Agenda of the meeting

1. Discussion regarding the reconstitution of Committee
2. Any other items with the permission of the chair.

The meeting was opened by Asst Grishma Nair and overview and purpose of the committee was communicated to all members.

The agenda was taken for discussion item wise

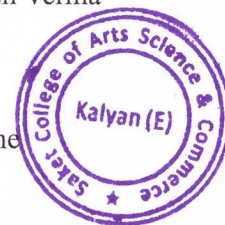
Item 1: Discussion regarding the reconstitution of Committee.

Discussion:

The Chairperson informed the Committee Members that Mr. Ashish Daunde a Non-Teaching Staff member has resigned from the institute. The Chairperson introduced Mr. Mahesh Verma as the new member of ICC.

Resolution:

It was resolved that the Mr. Mahesh Verma will be replacing Mr. Ashish Daunde as the Committee member.



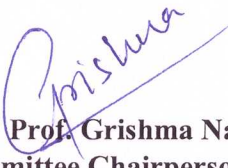
Item 2: Any other item with the permission of the Chair.

Discussion:

Chairperson informed the members that till date no complaint was registered by students & staff regarding sexual harassment.

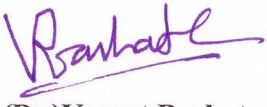
Since there were no items to discuss, the meeting ended with a vote of thanks to the chair.

Prepared by


Asst. Prof. Grishma Nair
Committee Chairperson



Approved by

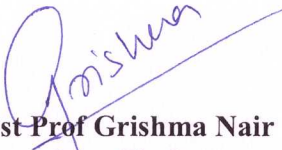

Prof. (Dr.) Vasant Barhate
Principal

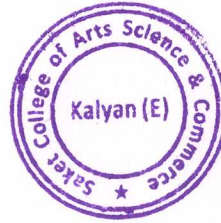
Internal Complaints Committee
Action Taken Report

Action Taken Report on the minutes of the meeting of the Internal Complaints Committee held on 15th November 2022 in the NAAC room.


Item	Resolution	Action Taken
Discussion regarding the reconstitution of Committee.	It was resolved that the Mr. Mahesh Verma will be replacing Mr. Ashish Daunde as the Committee member.	The Committee was reconstituted accordingly.

Prepared by


Asst Prof Grishma Nair
Committee Chairperson



Approved by


Prof. Dr. Vasant Barhate
Principal