

**The Role of the Committee:-**

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the Internal Complaints Committee reserves the right to make exceptions to the procedure stated hereunder.

1. **Any aggrieved woman may make, in writing, a complaint of dishonor harassment at workplace to the Internal Complaints Committee, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to Internal Complaints Committee at a later stage during the proceeding. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.**
2. **Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.**
3. **The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.**



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4. **The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.**
5. **The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.**
6. **All proceedings of the Internal Complaints Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof.**
7. **After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.**
8. **The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.**

**Composition of Internal Complaint Committee(ICC):-**

Sr. no.	Members	No. of Members	
1.	Presiding Officer	01	Women Faculty Member
2.	Faculty Members	02	Social Work Experience
3.	Non-Teaching Employees	02	
4.	Students	03	Elected through a transparent Democratic procedure
5.	External Member	01	Amongst NGO or Association committed to the cause of women

**A Report on-**  
**One day virtual awareness programme on: Prohibition to Sexual  
Harassment at Workplace.**

**Jointly organized by Internal Complaint Committee and Beti Bachao  
Abhiyan, Shivaji University, Kolhapur.**

Date: 26/08/2021

Time: 11 am to 12 noon

An awareness programme (virtual) was organized by Internal Complaint Committee and Beti Bachao Abhiyan, Shivaji University Kolhapur on topic- Prohibition to Sexual Harassment at Workplace dated 26<sup>th</sup> August 2021. Presidents of ICC Committee of various colleges under Shivaji University were present for the same.

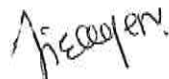
Welcome of guests, speakers and members were done by Dr. V.P Katti, President ICC, SUK. Dr. Pratibha Desai, Co-Ordinator, Beti Bachao Abhiyan, SUK has introduced the Guests. Inaugural speech was delivered by Dr. P.S. Patil, Pro-V.C. SUK.

Guests present for the inaugural function (Annexure I) were Dr. Vilas Nandawadekar, Mr. V.T Patil, Dr. R.V Gurav. Vote of thanks were proposed by Dr. Rajashri Baravekar, Member, ICC, SUK.

Guest Speaker Shrimati Priti Karmarkar from Nari Samata Manch Pune has delivered her speech. She has enlighten the new specifications and changes done by the Government of India with regard to the ICC. The major change she has mentioned was about the name change of ICC. It has been replaced as -Internal Committee. (Annexure II).

Smt. Tanuja Shipurkar, Member, ICC, SUK has delivered her presidential speech.

The vote of thanks was proposed by Smt. S.S. Adsule, Member, ICC, SUK.



Dr. Neelam Jirage

Presiding Officer

Internal Complaint Committee

CNCVCW CSIBER.

  
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## CSIBER Trust's

College of Non-Conventional Vocational Courses for Women, Kolhapur

### INTERNAL COMPLAINT COMMITTEE, 2021-22

Date- 13/12/2021

#### Notice

All the members of Internal Complaint Committee are hereby informed that the meeting is scheduled on 18<sup>th</sup> December 2021, <sup>Saturday</sup> in IQAC room at 11 am. Following members are requested to be present-

Sr. no.	Name of the Member	Designation	Department	Signature
1	Dr. Neelam Jirage	Presiding officer	Department of Food Technology	<i>Neelam Jirage</i> 13/12/21
2	Mrs. Jyoti Hiremath	Faculty Member	Department of Fashion Design	<i>Jyoti Hiremath</i> 13/12/21
3	Mrs. Shweta Patil	Faculty Member	Department of Food Technology	<i>Shweta Patil</i> 13/12/21
4	Mr. Amarr Mestry	Faculty Member	Department of Interior Design	<i>Amarr Mestry</i> 13/12/21
5	Mrs. Anuradha Bhosale	Non-teaching Member	Administrative Staff	<i>Anuradha Bhosale</i> 13/12/21
7	Mrs. Anuja Kharundal	External Member	Centre Co-ordinator at Childline Kolhapur- Sangli (NGO Member)	<i>Anuja Kharundal</i>
8	Ms. Sejal Paste	Student Member	Department of Food Technology	<i>Sejal Paste</i>
9	Ms. Pratiksha Jadhav	Student Member	Department of Fashion Design	Absent
10	Ms. Akshata Sutar	Student Member	Department of Interior Design	Absent

#### Agenda

1. To read and confirm the minutes of previous meeting held on 26<sup>th</sup> February 2021.
2. To take a note on One day virtual awareness programme on: Prohibition to Sexual Harassment at Workplace, jointly organized by Internal Complaint Committee and Beti Bachao Abhiyan, Shivaji University, Kolhapur, dated 26/08/2021
3. Any other item with the permission of chair.

*Neelam Jirage*  
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*Neelam Jirage*  
13/12/21  
**Dr. Neelam Jirage**  
**Presiding Officer**  
**Internal Complaint Committee**

**INTERNAL COMPLAINT COMMITTEE, 2021-22**

Date- 18/12/2021

**Minutes of the Meeting**

All the members of Internal Complaint Committee are hereby informed that the meeting is scheduled on 18<sup>th</sup> December 2021, Friday in IQAC room at 11 am. Following members are requested to be present-

Sr. no.	Name of the Member	Designation	Department	Signature
1	Dr. Neelam Jirage	Presiding officer	Department of Food Technology	<i>[Signature]</i>
2	Mrs. Jyoti Hiremath	Faculty Member	Department of Fashion Design	<i>[Signature]</i>
3	Mrs. Shweta Patil	Faculty Member	Department of Food Technology	<i>[Signature]</i>
4	Mr. Amarr Mestry	Faculty Member	Department of Interior Design	<i>[Signature]</i>
5	Mrs. Anuradha Bhosale	Non-teaching Member	Administrative Staff	<i>[Signature]</i>
7	Mrs. Anuja Kharundal	External Member	Centre Co-ordinator at Childline Kolhapur- Sangli (NGO Member)	<i>[Signature]</i>
8	Ms. Sejal Paste	Student Member	Department of Food Technology	<i>[Signature]</i>
9	Ms. Pratiksha Jadhav	Student Member	Department of Fashion Design	<i>[Signature]</i>
10	Ms. Akshata Sutar	Student Member	Department of Interior Design	Absent

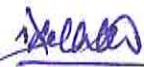
**Following Business was transacted in the meeting-**

**Agenda 1:** To read and confirm the minutes of previous meeting held on 26<sup>th</sup> February 2021.

**Discussion:** Minutes of the previous meeting were read and confirmed. And action taken report was noted.

**Action Taken Report-**

Agenda	Resolution	Action Taken
Sensitization of faculty members to deal with incidents of cast discrimination and reporting methodology.	It was unanimously decided to have discussion forum in upcoming monthly staff meeting with all staff members for their sensitization regarding cast discrimination and its reporting methodology	Staff members were informed regarding reporting methodology for cast based discrimination at work place.

  
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Preparation of complaint register against cast based discrimination.	A complaint register was prepared for cast based discrimination and kept in IQAC	Teachers, non teaching staff and students were informed with the same.
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**Agenda 2:** To take a note on One day virtual awareness programme on: Prohibition to Sexual Harassment at Workplace, jointly organized by Internal Complaint Committee and Beti Bachao Abhiyan, Shivaji University, Kolhapur , dated 26/08/2021.

**Resolution:** ICC members were informed about the online workshop jointly organized by Internal Complaint Committee and Beti Bachao Abhiyan, Shivaji University, Kolhapur , dated 26/08/2021. The report of the same is attached herewith.

**Agenda 3:** Any other item with the permission of chair.

**Discussion:** It was discussed and resolved unanimously to organize one lecture of Mrs. Anuja Khurandal, Co-ordinator at Childline Kolhapur Sangli Mission Society for the first year students on the topic- "Child Rights: Protection and Care", dated 23<sup>rd</sup> December 2021.

*Neelam Jirage*  
14/12/21

**Dr. Neelam Jirage**  
**Presiding Officer**  
**Internal Complaint Committee**

*Neelam*  
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Anti ragging committee

**Objectives of anti ragging committee**

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus.


To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student.

**Functions:**

1. Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
2. Creation of free atmosphere among students.
3. Entrusting the responsibilities jointly, by involving students of final year.
4. Inter-action and casual warning.
5. Ensuring the spot solutions by adapting soft measures.
6. In case of need, reporting to the nearest police station.
7. Offering services of counseling & creating awareness to the students.
8. Taking all necessary measures for prevention of ragging inside the Campus/ Hostels.
9. Organizing lectures from experts on self defense techniques.

**Composition of committee**

1.	Chairman	Principal
2.	Member	Co-ordinator
3.	Member	Police dept representative
4.	Member	Media representative
5.	Member	College office member
6.	Member	Guardian of student
7.	Member	Student representative (last year student)
8.	Member	Student representative (first year student)

  
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CHH.SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH TRUST'S  
COLLEGE OF NON-CONVENTIONAL VOCATIONAL COURSES FOR WOMEN

University Road, Kolhapur - 416 004

Reaccredited by NAAC with B Grade

Dr. R. A. SHINDE  
Secretary & Managing Trustee

Ref. No: CNCVCW/2020-21/

Date: 12/02/2021

To,  
Mr. Avadhoot Gaikwad  
Media Representative,  
Kolhapur

Subject: - Nominated as a member on Anti- Ragging Committee for 2020-21.

Sir,

I am directed to inform you that you have been nominated as a member Anti-Ragging Committee for 2020-2021.

I request to kindly accept the invitation and make yourself available as and when required, with prior intimation. Your acceptance will certainly contribute the development of college. Kindly convey your acceptance.

Thanking you,

Principal  
Dr. A. R. Kulkarni

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Anti-Ragging Committee Meeting -2020-21

Date- 13/2/2021

Notice of meeting

The meeting of the "Anti Ragging Committee" is scheduled on 15/2/2021 at 1.00 pm in Library Hall.

Following members are requested to attend the meeting.

1.	Dr. A. R. Kulkarni	Chairman	<i>AR</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>Mirajkar</i>
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	<i>Gaikwad</i>
5.	Mrs. Anuradha Bhosale	Member	<i>Bhosale</i>
6.	Mr. Sanjeev Mandar Narkar	Parent representative	<i>SN</i>
7.	Miss. Vaishnavi Rajendra Kulkarni	First year student representative	<i>V. Kulkarni</i>
8.	Miss. Dhanashri Kulloli	Last year Student Representative	<i>D.S. Kulloli</i>

Agenda for the meeting

1. To read & confirm the minutes of the held on 15/9/2020.
2. To take note of any complaints of staff and students received (if any).
3. Any other subject with permission of the chair.

*Mirajkar*  
Coordinator

Anti- ragging committee

*Kulkarni*  
PRINCIPAL

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Kolhapur.

## Minutes of the Anti- ragging Committee

Meeting of the Anti-Ragging Committee was conducted on at 1.00 pm in the Library Hall, under the Chairmanship of Dr. A. R. Kulkarni. Following members were present for the meeting.

1.	Dr. A. R. Kulkarni	Chairman	<i>Dr. A. R. Kulkarni</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>Mirajkar</i>
3.	Mr. Gajendra Lohar	Police Dept Representative	<i>Absent</i>
4.	Mr. Avadhoot Gaikwad	Media Representative	<i>Gaikwad</i>
5.	Mrs. Anuradha Bhosale	Member	<i>Bhosale</i>
6.	Mr. Sanjeev Mandar Narkar	Parent representative	<i>SN</i>
7.	Miss. Vaishnavi Rajendra Kulkarni	First year student representative	<i>V. Kulkarni</i>
8.	Miss. Dhanashri Kulloli	Last year Student Representative	<i>D.S. Kulloli</i>

Proceedings of the meeting were as follows –

**Agenda 1:** To read and confirm the minutes of the previous meeting held on 15<sup>th</sup> September 2020.

**Resolution:** The minutes of the last meeting held on 15<sup>th</sup> September 2020 were read & confirmed.

**Agenda 2:** To take note of any complaints of staff and students received (if any).

**Resolution:** There was no case of ragging and indiscipline in the college premises from September 2020 –February 2021.

**Agenda 3:** Any other subject with permission of the chair.

**Resolution:** No other issue was discussed and the meeting was concluded with vote of thanks to the chairperson.

*Mirajkar*  
Co-ordinator

Anti- Ragging Committee

*Kulkarni*  
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Anti-Ragging Committee Meeting -2020-21

Date- 09/06/2021

Notice of meeting

The meeting of the "Anti Ragging Committee" is scheduled on 18/06/2021 at 1.00 pm in Library Hall.

Following members are requested to attend the meeting.

1.	Dr. A. R. Kulkarni	Chairman	
2.	Mrs. Yogita Mirajkar	Coordinator	
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	
5.	Mrs. Anuradha Bhosale	Member	
6.	Mr. Sanjeev Mandar Narkar	Parent representative	
7.	Miss. Vaishnavi Rajendra Kulkarni	First year student representative	
8.	Miss. Dhanashri Kulloli	Last year Student Representative	

Agenda for the meeting

1. To read & confirm the minutes of the held on 15/02/2021.
2. To take note of any complaints of staff and students received (if any).
3. Any other subject with permission of the chair.

  
Coordinator

Anti- ragging committee

  
PRINCIPAL

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## Minutes of the Anti- ragging Committee

Meeting of the Anti-Ragging Committee was conducted on 18 June 2021 at 1.00 pm in the Library Hall, under the Chairmanship of Dr. A. R. Kulkarni.

Following members were present for the meeting.

1.	Dr. A. R. Kulkarni	Chairman	<i>A.R.K.</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>Mirajkar</i>
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	Absent
5.	Mrs. Anuradha Bhosale	Member	<i>AB</i>
6.	Mr. Sanjeev Mandar Narkar	Parent representative	<i>SN</i>
7.	Miss. Vaishnavi Rajendra Kulkarni	First year student representative	<i>V. Kulkarni</i>
8.	Miss. Dhanashri Kulloli	Last year Student Representative	<i>D.S. Kulloli</i>

Proceedings of the meeting were as follows –

**Agenda 1:** To read and confirm the minutes of the previous meeting held on 15<sup>th</sup> February 2021.

**Resolution:** The minutes of the last meeting held on 15<sup>th</sup> February 2021 were read & confirmed.

**Agenda 2:** To take note of any complaints of staff and students received (if any).

**Resolution:** No cases of ragging and indiscipline were found in the college premises from February 2021 –May 2021.

**Agenda 3:** Any other subject with permission of the chair.

**Resolution:** No other issue was discussed and the meeting was concluded with vote of thanks to the chairperson.

*Mirajkar*  
Co-ordinator

Anti- Ragging Committee

*Kulkarni*  
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Kolhapur

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Anti-Ragging Committee Meeting -2021-22

Date- 30/11/2021

Notice of meeting

The meeting of the "Anti Ragging Committee" is scheduled on 04/12/2021 at 3.30 pm in IQAC room.

Following members are requested to attend the meeting.

1.	Dr. A. R. Kulkarni	Chairman	<i>DRK</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>Mirajkar</i>
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	<i>Avadhoot</i>
5.	Mrs. Anuradha Bhosale	Member	<i>AB</i>
6.	Mr. Sanjeev M. Narkar	Parent representative	<i>SN</i>
7.	Miss. Juliee Naniwadekader	First year student representative	<i>Juliee</i>
8.	Miss. Prajkata Bhosale	Last year Student Representative	<i>PBhosale</i>

Agenda for the meeting

1. To read & confirm the minutes of the held on 18/06/2021.
2. To take note of any complaints of staff and students received (if any).
3. Any other subject with permission of the chair.

*Mirajkar*  
Coordinator

Anti- ragging committee

*Xolale*  
PRINCIPAL,  
College of Non-Conventional  
Vocational Courses For Women  
Kolhapur.

### Minutes of the Anti- ragging Committee

Meeting of the Anti-Ragging Committee was conducted on 4<sup>th</sup> Dec 2021 at 3.30 pm in the Library Hall, under the Chairmanship of Dr. A. R. Kulkarni. Following members were present for the meeting.

1.	Dr. A. R. Kulkarni	Chairman	<i>A.R.K.</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>Mirajkar</i>
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	<i>Avadhoot</i>
5.	Mrs. Anuradha Bhosale	Member	<i>dB</i>
6.	Mr. Sanjeev M. Narkar	Parent representative	<i>SN</i>
7.	Miss. Juliee Naniwadekader	First year student representative	<i>Juliee</i>
8.	Miss. Prajkata Bhosale	Last year Student Representative	<i>P.Bhosale</i>

Proceedings of the meeting were as follows –

**Agenda 1:** To read and confirm the minutes of the previous meeting held on 18<sup>th</sup> June 2021.

**Resolution:** The minutes of the last meeting held on 18<sup>th</sup> June 2021 were read & confirmed.

**Agenda 2:** To take note of any complaints of staff and students received (if any).

**Resolution:** No case of ragging and indiscipline were found in the college premises from June 2021 – November 21.

**Agenda 3:** Any other subject with permission of the chair.

**Resolution:** No other issue was discussed and the meeting was concluded with vote of thanks to the chairperson.

*[Signature]*  
PRINCIPAL,  
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Kolhapur.

*[Signature]*  
Co-ordinator

Anti- Ragging Committee

College of Non-Conventional Vocational Courses for Women,

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Anti-Ragging Committee Meeting -2021-22

Date- 23/03/2022

**Notice of meeting**

The meeting of the "Anti Ragging Committee" is scheduled on 30/03/2022 at 3.30 pm in IQAC room.

Following members are requested to attend the meeting.

1.	Dr. A. R. Kulkarni	Chairman	<i>ARK</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>Mirajkar</i>
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	<i>Avadhoot</i>
5.	Mrs. Anuradha Bhosale	Member	<i>AB</i>
6.	Mr. Sanjeev M. Narkar	Parent representative	<i>SN</i>
7.	Miss. Juliee Naniwadekader	First year student representative	<i>Juliee</i>
8.	Miss. Prajkata Bhosale	Last year Student Representative	<i>PBhosale</i>

**Agenda for the meeting**

1. To read & confirm the minutes of the held on 04/12/2021.
2. To take note of any complaints of staff and students received (if any).
3. Any other subject with permission of the chair.

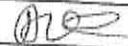
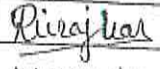
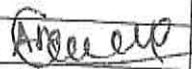

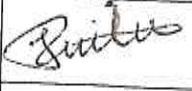
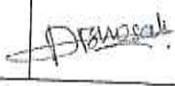
*Mirajkar*  
Coordinator

Anti- ragging committee

*Address*  
**PRINCIPAL,**  
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## Minutes of the Anti- ragging Committee

Meeting of the Anti-Ragging Committee was conducted on 30<sup>th</sup> Mar 2022 at 3.30 pm in the Library Hall, under the Chairmanship of Dr. A. R. Kulkarni. Following members were present for the meeting.

1.	Dr. A. R. Kulkarni	Chairman	
2.	Mrs. Yogita Mirajkar	Coordinator	
3.	Mr. Gajendra Lohar	Police Dept Representative	Absent
4.	Mr. Avadhoot Gaikwad	Media Representative	
5.	Mrs. Anuradha Bhosale	Member	ADB
6.	Mr. Sanjeev M. Narkar	Parent representative	
7.	Miss. Juliee Naniwadekader	First year student representative	
8.	Miss. Prajkata Bhosale	Last year Student Representative	

Proceedings of the meeting were as follows –

**Agenda 1:** To read and confirm the minutes of the previous meeting held on 4<sup>th</sup> Dec 2021.

**Resolution:** The minutes of the last meeting held on 4<sup>th</sup> Dec 2021 were read & confirmed.

**Agenda 2:** To take note of any complaints of staff and students received (if any).

**Resolution:** No case of ragging and indiscipline were found in the college premises from December 2021- March 2022.

**Agenda 3:** Any other subject with permission of the chair.

**Resolution:** No other issue was discussed and the meeting was concluded with vote of thanks to the chairperson.

  
Co-ordinator

Anti- Ragging Committee

  
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