



College of Non- Conventional Vocational Courses for Women,
Kolhapur

Discipline Committee

Objectives:-

1. To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices
2. To ensure calm and peaceful academic atmosphere in the campus.
3. To avoid physical confrontation among students.
4. To conduct enquiries on report of indisciplinary activities among students
5. To initiate model actions against students involved in indisciplinary activities
6. To initiate steps to reduce violence, confrontation in future.

Functions:-

1. To maintain and enforce strict discipline within the college campus.
2. All the students should wear their ID Cards while they are in the campus and their respective class rooms
3. In case of any violation of disturbance in the class, the ID card will be confiscated from the student which will be handed over to the student on the same day with a warning and advice from the Disciplinary Committee Members.
4. In case of any misbehaviour or violation of the college rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.



R. A. Shinde
PRINCIPAL,
College of Non-Conventional
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Kolhapur.



Website: www.cncvcw.edu.in

Ph.No.:(0231) 2535405

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

Affiliated to Shivaji University, Kolhapur, Maharashtra, India

University Road, Kolhapur - 416 004

Accredited by NAAC with B Grade (3rd Cycle)

Dr. R. A. SHINDE
Secretary & Managing Trustee

College of Non- Conventional Vocational Courses for Women, Kolhapur

Discipline Committee 2021-22

NOTICE

Date: 15-03-2022

A meeting of "Notice & Wall Display Committee" is scheduled on 18th Mar, 2022 at 3:00 pm in IQAC room of the institute.

Following members are requested to attend the meeting:-

Sr. No.	Name of faculty	Designation	Sign
6.	Dr. A R. Kulkarni	Chairman	
7.	Ar. Amarr N. Mestry	Coordinator	
8.	Mrs. Jyoti Hiremath	Member	
9.	Mrs. Shweta Patil	Member	
10.	Ms. Shamal Pawar	Member	

AGENDA FOR THE MEETING

5. Read and confirmation of the last meeting minutes conducted on 10/8/2021.
6. To discuss regarding the discipline for parking the vehicles of staff and students.
7. To discuss about late coming of staff and students.
8. Any other matter or issues with the permission of coordinator.

Ar. Amarr N. Mestry

(Co-ordinator)

Discipline Committee

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Discipline Committee 2021-22

Minutes of Meeting

Date: 18-03-2022

A meeting of "Notice & Wall Display Committee" was held on 18th MAR, 2022 at 3:00 pm in IQAC room of the institute.

Following members of committee were present for this meeting:-

Sr. No.	Name of faculty	Designation	Sign
6.	Dr. A R. Kulkarni	Chairman	
7.	Ar. Amarr N. Mestry	Coordinator	
8.	Mrs. Jyoti Hiremath	Member	
9.	Mrs. Shweta Patil	Member	
10.	Ms. Shamal Pawar	Member	

1. Read and confirmation of the last meeting minutes conducted on 10/8/2021.

Resolution:- Minutes of the meeting held on 10th AUG 2021 were read and confirmed.

2. To discuss regarding the discipline for parking the vehicles of staff and students.

Resolution:- It was discussed and strict guidelines were frames for the staff members and students regarding discipline for parking the vehicles.

3. To discuss about late coming of staff and students.

Resolution:- It was discussed and strict guidelines were frames for the staff members and students regarding late coming of staff and students.

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4. Any other matter or issues with the permission of coordinator.

Resolution:- No item was taken for discussion. Meeting concluded with vote of thanks to chair.

Ar. Amarr N. Mestry

(Co-ordinator)

Discipline Committee



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College of Non-Conventional Vocational Courses for Women,

SIBER Trust, Kolhapur

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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5. To enforce prohibition of cell phone usage by the students during teaching hours.
6. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
7. To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
8. Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
9. To ensure that students maintain complete silence in the library.
10. To maintain proper discipline in the college canteen and student waiting room during the college working hours.
11. If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of this will be followed by disciplinary action.
12. If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee, if the pattern of misconduct continues.



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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>AKS</i>
2.	Mrs. Yogita Mirajkar	Coordinator	<i>Rirajkar</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>Prajkata</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.

Rirajkar
Coordinator

Anti- ragging committee



Dr. R. A. Shinde
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Minutes of the Anti- ragging Committee

Meeting of the Anti-Ragging Committee was conducted on 30th 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	<i>Dr. 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>Avadhoot</i>
5.	Mrs. Anuradha Bhosale	Member	<i>AdB</i>
6.	Mr. Sanjeev M. Narkar	Parent representative	<i>Sanjeev</i>
7.	Miss. Juliee Naniwadekader	First year student representative	<i>Juliee</i>
8.	Miss. Prajkata Bhosale	Last year Student Representative	<i>Prajkata</i>

Proceedings of the meeting were as follows -

Agenda 1: To read and confirm the minutes of the previous meeting held on 4th Dec 2021.

Resolution: The minutes of the last meeting held on 4th 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.

Mirajkar
Co-ordinator

Anti- Ragging Committee



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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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1. 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.
2. 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.
3. 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.
4. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
5. 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



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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 18th December 2021, 5th floor 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 26th 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
13/12/21
Dr. Neelam Jirage
Presiding Officer
Internal Complaint Committee



Neelam Jirage
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Secretary & Managing Trustee**CSIBER Trust's****College of Non-Conventional Vocational Courses for Women, Kolhapur****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 18th 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>Neelam Jirage</i>
2	Mrs. Jyoti Hiremath	Faculty Member	Department of Fashion Design	<i>Jyoti Hiremath</i>
3	Mrs. Shweta Patil	Faculty Member	Department of Food Technology	<i>Shweta Patil</i>
4	Mr. Amarr Mestry	Faculty Member	Department of Interior Design	<i>Amarr Mestry</i>
5	Mrs Anuradha Bhosale	Non-teaching Member	Administrative Staff	<i>Anuradha Bhosale</i>
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. Pratikaha Jadhav	Student Member	Department of Fashion Design	<i>Pratikaha Jadhav</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 26th 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.

*[Signature]*
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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 23rd December 2021.

Neelam Jirage
14/11/21

Dr. Neelam Jirage
Presiding Officer
Internal Complaint Committee



Neelam Jirage
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