



CIRCULAR	FROM: DIRECTOR & PRINCIPAL	FOR: All & Notice Board
DATE: 22 nd May 2024	Ref: AIKTC/Admin/2024/216	
Sub: INTERNAL COMPLAINTS COMMITTEE (ICC) of School of Engineering & Technology: reg.. AICTE Approval Process Hand-Book: Appendix 6.0, Clause: 6.3.2, Page 170 and UGC Regulation 2015 guidelines F.91-1/2013(TFGS)		

As per the reference cited above, it is mandatory for all Technical Institutions to establish an Internal Complaint Committee (ICC) to address female student and staff related matters at the institutional level.

The **aim of the committee** is to build a gender sensitive campus. The **committee** is also responsible to undertake awareness programmes on gender sensitization, women rights and women empowerment in the campus. The centre also aims to prevent sexual harassment on campus and promote general well being of female students, teaching and non-teaching staff.

In view of this, the following members are hereby appointed to the Internal Complaints Committee (ICC) with immediate effect:

Sr. No.	Name of the member	Designation	Composition
1	Dr. Nusrath Junaidi	Associate Professor, HAS Dept	Presiding Officer
2	Dr. Prabha Joshi	Assistant Professor, Civil Dept	Faculty Member
3	Prof. Ghazala Parveen	Assistant Professor, HAS Dept	Faculty Member
4	Ms. Shaheen Momin	Librarian	Non-Teaching Staff Member
5	Ms. Yogita Palve	Head Clerk	Non-Teaching Staff Member
6	Ms. Mrunal Bhosale	Student, SOET	Student representative Member
7	Ms. Anam Raikar	Student, SOET	Student representative Member
8	Ms. Priyanshi Bhoir	Student, SOET	Student representative Member
9	Dr. Shobhana Shailesh Palekar	Doctor and NGO Member (Rotary Club of Panvel and Inner Wheel Club, Panvel)	External Officio Member
10	Dr. Adv. Falaknaaz Shaikh	Legal Advisor	External Officio Member





RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

- Provide an assistance if an employee or a student chose to file a complaint with the police;
- Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

PROCEDURE

- Regular meetings to discuss about matters pertaining to awareness, grievances of women and female students shall be conducted post.
- Minutes of the meeting shall be recorded.
- Addressal of a complaint or grievance shall be through discussion and evaluation in a meeting called by the Controller.
- Selected members from the committee as well as other members appointed from the concerned department time to time shall be appointed depending on the nature of the issue for further investigation.
- Typically, any matter shall be resolved in a time span of not more than two months.
- Resource persons shall be contacted to conduct various events related to awareness, self defence and gender equality.
- Taking feedback from the students for improving the quality of events organised.
- Preparation of report on the event.

(DR. RAJENDRA MAGAR)
Principal, SOET



(DR. RAMJAN A. KHATIK)
Director, AIKTC

