



SHRI SAI SHIKSHAN SANSTHA'S



NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

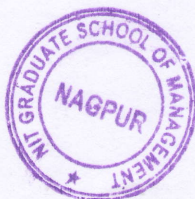
INTERNAL COMPLAINT COMMITTEE

NITGSM is a coeducational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. This Committee aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

In Pursuance of UGC (Prevention, Prohibition and Redressal of Sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaint Committee (ICC) of NITGSM was reconstituted:

1. To deal with the complaints relating to sexual harassment at workplace.
2. To spread awareness about gender-related issues and functioning of the ICC.

The college has zero tolerance policy towards sexual harassment and is proactively committed to provide a safe conducive work and academic environment to students and employees. We at NITGSM are extremely alert to matters pertaining to any kind of harassment and gender sensitivity. Any complainant in this matter may fearlessly approach the Presiding Officer i.e., Chairperson or any of the IC members against sexual harassment.



CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2nd Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010

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Internal Complaint Committee members (2023-24)

S.N.	Name of the Member	Designation
1.	Dr. Mukesh Patil	Presiding Officer -Chairperson
2.	Dr. Nilesh Yemde Assistant Professor	Secretary
4.	Mrs. Vaishali Gode- Assistant Professor	Member
5.	Ms. Pallavi Shekhar Assistant Professor	Member
6.	Mrs. Sonika Kocher	External Member NGO.
7.	Ms. Harshali Mahadev Bhandhe	Students Representative Member
8.	Ms. Shweta Raut	Students Representative Member

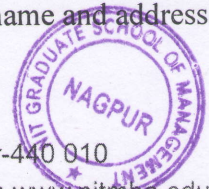
Procedure for filing a Complaint with ICC:-

- Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.
- Nature of the complaint should be clearly stated in detail with dates and locations.
- As per stipulation of the Act the aggrieved person can make the written complaint of sexual harassment at workplace 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.
- The complaint must be in no case anonymous and the aggrieved person's name and address should be legible.

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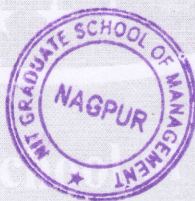
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- As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to any Internal Committee member of the College

Working of Internal Complaint Committee

- All complaints will be dealt with confidentially.
- Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
- Other conflicts and grievances if any should be submitted to the respective Grievance Redressal Cells (either for Staff or Students) or to the Discipline Committee
- Interview with the complainant and the accused will be conducted separately.
- Minutes of the interview will be signed by all present.
- Necessary action as deemed fit will be taken.



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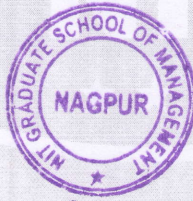
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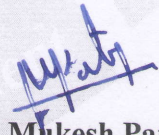
Date: - 08/09/2023

All members of the Internal Complaint Committee (ICC) are requested to attend a meeting to be held on 11th September, 2023 at 04.00 PM in the Seminar Hall to discuss the following agenda.

Agenda:-

1. Framing the working rules of the committee.
2. Planning to conduct programs and activities about gender equity.
3. Monitoring and controlling the action of students.
4. Any other point with permission of Chairperson or other members.




Dr. Mukesh Patil

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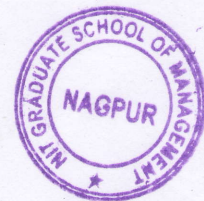
Minutes of Meeting

A committee on "Internal Complaint Committee (ICC)" has been duly constituted at NITGSM. The first meeting of ICC of NITGSM to review all internal complaints was held on Monday, 11th September, 2023 at 16:00 hrs. in Seminar Hall. Following members were Present during the meeting.

S.N.	Name of the Member	Designation	Signature
1.	Dr. Mukesh Patil	Presiding Officer -Chairperson	
2.	Dr. Nilesh Yemde Assistant Professor	Secretary	
4.	Mrs. Vaishali Gode- Assistant Professor	Member	
5.	Ms. Pallavi Shekhar Assistant Professor	Member	
6.	Mrs. Sonika Kocher	External Member NGO.	
7.	Ms. Harshali M Bhandhe	Students Representative Member	
8.	Ms. Shweta Raut	Students Representative Member	

Agenda:-

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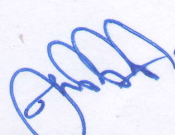
Suggestions/ Discussions:-

Following points were discussed / agreed for further action

1. Presiding officer welcomed all the members of Internal Complaint Committee.
2. Working rules of the committee were framed as per the UGC guidelines.
4. It has been discussed that committee will conduct programs and activities about gender equity and gender sensitization.
5. The committee members should take measures for continuous monitoring and controlling the action of students.
6. The decision on whether Internal Complaint Committee will be functional during vacation will be taken in consultation with the Head of the Institution.
7. The meeting concluded with vote of thanks by Presiding officer.

Action Taken Report:-

1. The Committee has discussed about to prepare working rules for Internal Complaints Committee is being Under Process.
2. The Guidelines for College holidays to be differentiated from vacation for functioning of Internal Complaint Committee will be forwarded to Head of the Institution for approval. 2. Planning to conduct programs and activities about gender equity and gender sensitization has been assigned to concern person.
3. Faculty members are interacting with the students regarding if they have any complaints by taking one on one session.


Dr. Nilesh Yemde
Secretary
Internal Complaint Committee




Dr. Mukesh Patil
Chairman
Internal Complaint Committee

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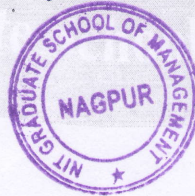
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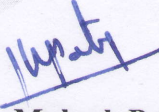
Date: - 02/02/2024

All members of the Internal Complaint Committee (ICC) are requested to attend a meeting to be held on 05th February, 2024 at 03.30 PM in the Seminar Hall to discuss the following agenda.

Agenda:-

1. Check the complaint Status of the employee.
2. Miscellaneous.
3. Any other point with permission of Chairperson or other members.




Dr. Mukesh Patil

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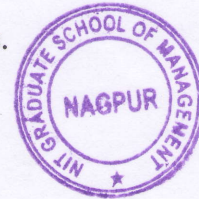
Minutes of Meeting

The meeting of ICC of NITGSM to review all internal complaints was held on Monday, 05th February, 2024 at 15:30 hrs. in Seminar Hall. Following members were Present during the meeting.

S.N.	Name of the Member	Designation	Signature
1.	Dr. Mukesh Patil	Presiding Officer -Chairperson	
2.	Dr. Nilesh Yemde Assistant Professor	Secretary	
4.	Mrs. Vaishali Gode- Assistant Professor	Member	
5.	Ms. Pallavi Shekhar Assistant Professor	Member	
6.	Mrs. Sonika Kocher	External Member NGO.	
7.	Ms. Harshali Bhandhe	Students Representative Member	
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Agenda:-

1. Check the complaint Status of the employee.
2. Miscellaneous.
3. Any other point with permission of Chairperson or other members.



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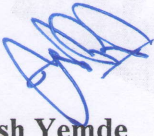
Suggestions/ Discussions:-

Following points were discussed / agreed for further action

1. At the outset, Chairperson welcomed all the members of the Committee. He had kept last meetings MOM in front of the committee and all the committee members had anonymously approved the MOM.
2. The committee had undergone with the Action Taken Report on last meeting. All the members of committee had shown their satisfaction about the action taken.
3. The Committee noted that no internal complaint has been received from any employee.
4. The Chairperson conveyed his thanks to the members for attending the meeting and the members agreed that the Committee will meet earlier, if need arise.

Action Taken Report:-

As per the discussions happened in ICC meeting which was held at Seminar Hall of NITGSM on 05th February 2024. No any action taken for this meeting, as there is NO any suggestion received from the committee.


Dr. Nilesh Yemde
Secretary
Internal Complaint Committee




Dr. Mukesh Patil
Chairman
Internal Complaint Committee

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