

II Be one with the downtrodden and the underprivileged II
Shri Shivaji Education Society, Karad, Board for Higher Education's

Venutai Chavan College, Karad



Internal Complaints Committee

Aim of the Committee: -

To create and maintain safe, secure, and gender-sensitive environment for all students, staff, and faculty by preventing and addressing incidents of sexual harassment at the institution in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Regulation of 2nd May 2016.

Objectives of the Committee:

- **Prevention:** To foster campus environment that is free from gender discrimination and sexual harassment.
- **Awareness:** To organize workshops, seminars, and training sessions to educate students and staff on gender sensitization and equal rights.
- **Redressal:** To address complaints of sexual harassment in a time-bound, confidential, and impartial manner.
- **Support:** To provide appropriate support services to victims, including counseling, legal advice, and grievance redressal.
- **Policy Implementation:** To monitor and ensure the effective implementation of institutional policies related to workplace safety and dignity.

Operational Framework of the Committee:

Composition:

Chairperson: A senior female faculty member (Associate Professor or above).

Faculty Members (2 or more): With background in social work/legal knowledge/gender studies.

External Member: From an NGO or association committed to women's issues or with legal experience.

Student Members: preferably one undergraduate and one postgraduate representative.

The committee should have at least 50% women members.

Meetings:

Conducted at least twice a year, or as needed when complaints arise.

Emergency meetings may be convened upon receiving a formal complaint.

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Process to Register a Complaint:

- ❖ Written complaint to be submitted to the ICC within 3 months of the incident.
- ❖ The ICC will conduct a preliminary inquiry within 7 days of receipt.
- ❖ Investigation to be completed within 90 days, followed by a recommendation report.
- ❖ Confidentiality and fairness to be ensured throughout.

Reporting:

- Maintain proper documentation of complaints and actions taken.
- Submit annual report to the institution head and concerned regulatory bodies (UGC, Affiliating University, etc.).

Awareness Initiatives:

- Conduct orientation sessions for students and employees.
- Display ICC constitution and contact details on the website and notice boards.
- Encourage gender sensitization workshops and legal awareness campaigns.



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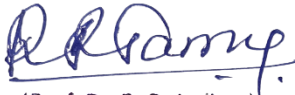
Venutai Chavan College, Karad

Internal Complaints Committee

Academic Year 2025-26

Name	Designation	Role in ICC	Contact No.
Smt. Swati P. Patil	Assistant Professor	Presiding Officer	9623801899
Dr. Smt. Nilam S. Desai	Assistant Professor	Member	9168079131
Smt. Tejashree A. Patil	Assistant Professor	Member	9673753639
Smt. Sindhu Thorwade	Office Superintendent	Non-Teaching Representative	8308692778
Miss Pratiksha Jadhav	Student B.A.III	Student Representative	
Miss Vijaya Ware	Student M.A. II	Student Representative	
Adv. Smt. Vidyarani G. Salunkhe	Practicing Lawyer	Legal Adviser	8999626667
Smt. Aruna D. Chavan	Social Worker and Academician	NGO Representative	9158030999




(Prof. Dr. R. R. Jadhav)
Principal
Venutai Chavan College
Karad

II जे का रंजले गांजले I त्यांसी करूया आपुले II
श्री शिवाजी शिक्षण संस्था, उच्च शिक्षण मंडळ, कराडचे
वेणूताई चव्हाण कॉलेज, कराड
अंतर्गत तक्रार समिती

तक्रार नोंद करण्यासाठी फॉर्म

प्रति,
अध्यक्ष,
अंतर्गत तक्रार समिती
वेणूताई चव्हाण कॉलेज, कराड
दिनांक-

विषय: लैंगिक छळ तक्रार नोंद करणे संदर्भात....

तक्रारदाराचे नाव : _____

पद: _____

विभाग : _____

संपर्क क्रमांक: _____

ज्या विरुद्ध तक्रार आहे त्यांची माहिती:

नाव : _____

पद: _____

विभाग: _____

संपर्क क्रमांक: _____

तक्रारीचे स्वरूप :

घडलेल्या प्रसंगाचा तपशील :

घडलेला प्रसंग: दिनांक व वेळ

प्रसंग घडला ते ठिकाण:

तक्रार देणाऱ्याची सही -नाव, पद व दिनांक सहित

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Internal Complaints Committee

Form To Register Complaint of Sexual Harassment at Workplace

To,
The Presiding Officer,
Internal Complaints Committee
Venutai Chavan college, Karad
Date

Subject: Complaint of Sexual Harassment at Workplace....

Name of Complainant: _____
Designation: _____
Department: _____
Contact No.: _____

Information of the person against whom the complaint is registered:

Name: _____
Designation: _____
Department: _____
Contact No. _____

Nature of Complaint:

Details about the incident:

Date and time of the incident:

Place of the incident:

Effect of the incident on Complainant:

Name and Signature with Date