

KDK COLLEGE OF ENGINEERING, NAGPUR

Minutes of Meeting

Ref No: KDKCE/minutesmeet/95/2017

Date: 9.10.17

The Meeting of Internal complaints Committee under the chairmanship of Mrs. S.S.Kshirsagar, Presiding Officer ICC was held on -- 09/10/2017 at 12:45 p.m. in room no.B-107 B-building of KDKCE, Nagpur.

The agenda of the meeting: Complaints regarding Sexual Harassment .

The following members were present at meeting

1. Mrs. S.S. Kshirsagar ,Presiding Officer & Asso. Professor
2. Mrs. Pallavi S. Randive,Member & Asst. Professor
3. Mrs. Sushma G. Bawane Member & Asst. Professor
4. Mr. Anant B. Bute ,Non-Teaching Member & System Analyst
5. Mr. Mr. N.A. Kharapkar,Non-Teaching Member & Clerk
6. Miss. Nishigandha Wagh ,UG Student Representative
7. Mr. Surajkumar Sonkusale,PG Student Representative
8. Mr. Swapneel R. Satone,Ph. D. Student Representative
9. Dr. Mrs. Sangita P. Bhagadkar,NGO Member

No complaint regarding Sexual Harassment was found.

The meeting was concluded.

Copy to :

- 1) Principal, KDKCE, Nagpur
- 2) Vice – Principal, KDKCE, Nagpur
- 3) Committee members

S.Kshirsagar

Professor Mrs. S.S. Kshirsagar
Presiding officer, ICC

KDK COLLEGE OF ENGINEERING, NAGPUR

Minutes of Meeting

Ref No: KDKCE/ *minutes meet / 7A/2017*
Date: 20/06/2017

Date 20/06/2017

The Meeting of Internal complaints Committee under the chairmanship of Mrs. S.S.Kshirsagar, Presiding Officer ICC was held on -- 20/06/2017 at 2 P.m. in room no.B-107 B-building of KDKCE, Nagpur.

The agenda of the meeting: Complaints regarding Sexual Harassment .

The following members were present at meeting are

1. Mrs. S.S. Kshirsagar ,Presiding Officer & Asso. Professor
2. Mrs. Pallavi S. Randive,Member & Asst. Professor
3. Mrs. Sushma G. Bawane Member & Asst. Professor
4. Mr. Anant B. Bute ,Non-Teaching Member & System Analyst
5. Mr. Mr. N.A. Kharapkar,Non-Teaching Member & Clerk
6. Miss. Nishigandha Wagh ,UG Student Representative
7. Mr. Swapneel R. Satone,Ph. D. Student Representative
8. Dr. Mrs. Sangita P. Bhagadkar,NGO Member

No complaint regarding Sexual Harassment was found.

The meeting was concluded.

Copy to :

- 1) Principal, KDKCE, Nagpur
- 2) Vice – Principal, KDKCE, Nagpur
- 3) Committee members

S.Kshirsagar
Professor Mrs. S.S. Kshirsagar
Presiding officer, ICC

KDK COLLEGE OF ENGINEERING, NAGPUR

Minutes of Meeting

Ref No: KDKCE/minutes Meet/46A/2016.

Date: 08/09/2016.

The Meeting of Internal complaints Committee (9 members) under the chairmanship of Mrs. S.S.Kshirsagar, Presiding Officer ICC was held on -- 7/09/2016 at 2 P.m. in room no.B-107 B-building of KDKCE, Nagpur.

The agenda of the meeting: The Sexual Harassment of Women at workplace ACT 2013 & the University Grants Commission Regulations 2015, definition of Sexual Harassment, working procedure and responsibilities of ICC.

The following members were present at meeting

1. Mrs. S.S. Kshirsagar ,Presiding Officer & Asso. Professor
2. Mrs. Pallavi S. Randive,Member & Asst. Professor
3. Mrs. Sushma G. Bawane Member & Asst. Professor
4. Mr. Anant B. Bute ,Non-Teaching Member & System Analyst
5. Mr. Mr. N.A. Kharapkar,Non-Teaching Member & Clerk
6. Miss. Nishigandha Wagh ,UG Student Representative
7. Mr. Surajkumar Sonkusale,PG Student Representative
8. Mr. Swapneel R. Satone,Ph. D. Student Representative
9. Dr. Mrs. Sangita P. Bhagadkar,NGO Member

In the meeting the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013 & the University Grants Commission (Prevention, Prohibition and Redressal of women employees & students in Higher Educational Institutions) Regulations 2015 were explained.

The following points were discussed in the meeting.

- 1) **Sexual Harassment** - It includes any one or more of following unwelcome acts or behaviors namely,
 - i) Physical contacts and advances or
 - ii) A demand or request for sexual favor or
 - iii) Making sexually colored remarks or
 - iv) Showing pornography or
 - v) Any other unwelcome physical, verbal or non verbal conduct of sexual nature

2) Working Procedure

- i) Written complaint of sexual Harassment shall be submitted to ICC in 6 copies along with supporting documents & names, addresses of witnesses.
- ii) ICC shall send the copy to respondent within 7 working days.
- iii) The respondent shall file the reply along with his list of witnesses within a period of 10 working days from receipt of document.
- iv) Inquiry shall be completed within a period of 90 days & inquiry report will be issued within 10 days of completion of inquiry.

3) Responsibilities of ICC

- i) If the aggrieved woman is unable to make a complaint on account of physical or mental incapacity her relative, friend, colleague anyone who knows the incidence can file a complaint. ICC will provide assistance to write the complaint & to file a police complaint if required.
- ii) ICC before initiating an inquiry at the request of aggrieved women take steps to settle the matter between two parties through just and fair concillation & no monetary settlement shall be made . A copy of settlement will be provided to both & no further enquiry will be conducted.
- iii) Inquiry : Both the parties shall during the course of inquiry be given an opportunity of being heard. At no time in the complaints receiving & recording procedure the respondents & complainant will be placed face to face to protect the complainant from further problems.
- iv) Interim Redressal : During the pendency of inquiry ICC will prevent the victimization of complainant (student or employee), witnesses while dealing with complaints of sexual harassment & work for Interim redressal such as long leave, working hour relaxations, transfer to ensure to ensure safety, protection & conducive environment .
- v) ICC will suggest punishments in case of false evidence, and if allegation against respondent is established malicious, to ensure protection of employees & students against Sexual Harassment.
- vi) Confidentiality with respect to details of the Complaint, complainants identity, witnesses & proceedings of ICC must be maintained mandatorily.

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- ✓ 2) Vice – Principal, KDKCE, Nagpur
- 3) Committee members

S. Kshirsagar

Professor Mrs. S.S. Kshirsagar
Presiding officer, ICC

KDK COLLEGE OF ENGINEERING, NAGPUR

Minutes of Meeting

Ref No: KDKCE/

Date: 17.3.2016

The Meeting of Internal complaints Committee under the chairmanship of Mrs. S.S.Kshirsagar, Presiding Officer ICC was held on -- 17/03/2016 at 2 P.m. in room no.B-107 B-building of KDKCE, Nagpur.

The agenda of the meeting: Complaints regarding Sexual Harassment .

The following members were present at meeting

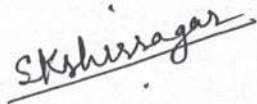
1. Mrs. S.S. Kshirsagar ,Presiding Officer & Asso. Professor
2. Mrs.S. Khandait ,Member & Asst. Professor
3. Mrs. N.Dhamge Member & Asst. Professor
4. Mr. Anant B. Bute ,Non-Teaching Member & System Analyst
5. Mr. Mr. N.A. Kharapkar,Non-Teaching Member & Clerk
6. Miss. Nikita Ghuhe ,UG Student Representative
7. Miss. Snehatai Khandait ,PG Student Representative

No complaint regarding Sexual Harassment was found.

The meeting was concluded.

Copy to :

- 1) Principal, KDKCE, Nagpur
- 2) Vice – Principal, KDKCE, Nagpur
- 3) Committee members


Professor Mrs. S.S. Kshirsagar
Presiding officer, ICC

KDK COLLEGE OF ENGINEERING, NAGPUR

Minutes of Meeting

Ref No: KDKCE/

Date: 21.8.2015

The Meeting of Internal complaints Committee under the chairmanship of Mrs. S.S.Kshirsagar, Presiding Officer ICC was held on -- 21/08/2015 at 2 P.m. in room no.B-107 B-building of KDKCE, Nagpur.

The agenda of the meeting: Complaints regarding Sexual Harassment .

The following members were present at meeting

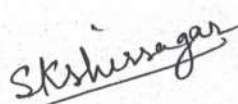
1. Mrs. S.S. Kshirsagar ,Presiding Officer & Asso. Professor
2. Mrs. S. Khandait ,Member & Asst. Professor
3. Mrs. N.Dhange Member & Asst. Professor
4. Mr. Anant B. Bute ,Non-Teaching Member & System Analyst
5. Mr. Mr. N.A. Kharapkar,Non-Teaching Member & Clerk
6. Miss. Nikita Ghuhe ,UG Student Representative
7. Miss. Snehatai Khandait ,PG Student Representative

No complaint regarding Sexual Harassment was found.

The meeting was concluded.

Copy to :

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- 3) Committee members


Professor Mrs. S.S. Kshirsagar
Presiding officer, ICC

KDK COLLEGE OF ENGINEERING, NAGPUR

Minutes of Meeting

Ref No: KDKCE/

Date: 22.8.2012

The Meeting of Internal complaints Committee under the chairmanship of Mrs. S.S.Kshirsagar, Presiding Officer ICC was held on -- 22/08/2012 at 2 P.m. in room no.B-107 B-building of KDKCE, Nagpur.

The agenda of the meeting: Complaints regarding Sexual Harassment .

The following members were present at meeting

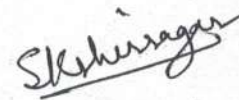
1. Mrs. S.S. Kshirsagar ,Presiding Officer & Asso. Professor
2. Mrs.S. Khandait ,Member & Asst. Professor
3. Mrs. N.Dhamge Member & Asst. Professor
4. Mr. Anant B. Bute ,Non-Teaching Member & System Analyst
5. Mr. Mr. N.A. Kharapkar,Non-Teaching Member & Clerk
6. Miss.Pallavi Shukla ,UG Student Representative
7. Mr. Sanket Thakre ,PG Student Representative

No complaint regarding Sexual Harassment was found.

The meeting was concluded.

Copy to :

- 1) Principal, KDKCE, Nagpur
- 2) Vice – Principal, KDKCE, Nagpur
- 3) Committee members



Professor Mrs. S.S. Kshirsagar
Presiding officer, ICC