

## Internal Complaint Committee (ICC)

St. Paul provides equal opportunities to everyone whether it is staff or students. To maintain a harmonious environment it is necessary that there should be as few as possible complaints. This is only possible if all complaints are addressed promptly. Internal Complaint Committee is a cell where we not only answer complaints but we ensure building harmonious end to end relationship. Complaints regarding any misbehavior from staff or students are not neglected. We treat everyone equally without any discrimination of gender. We are very careful about the safety of our female staff and students. Any untoward happening with them is severely punishable.

### Objectives :-

- To improve quality at service.
- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls
- To educate students about ICC and it's working.
- To provide conducive environment and congenial atmosphere for women.

### Who can approach ICC?

- a. Anybody who is an employee, or
- b. Someone visiting workplace, or
- c. Student

### ICC Composition

Internal Complaint Committee	
Mrs .Sharaya Gupte	Chairperson
Mr. Avadhoot Kaande	Member
Mrs .Shrishti Masand	Member



# INTERNAL COMPLIANCE COMMITTEE PREVENTION OF SEXUAL HARASSMENT

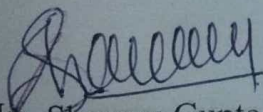
## NOTICE Academic Year 2020-21

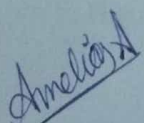
This is to inform to all the committee members that there is a meeting scheduled on 14/08/2020. All are requested to be present at 10:00am in Room no – G3

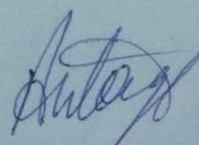
Internal Complaint Committee / Prevention of Sexual Harassment Committee		
1	Mrs .Sharaya Gupte	Chairperson
2	Mr. Avadhoot Kaande	Member
3	Mrs .Shrishti Masand	Member

### Agenda Of the meeting

1. Introduction of the committee.
2. Scheduling a Seminar on Prevention of Sexual harassment.
3. Addressing complaints if any.
4. Any other matter with the permission of the chair.

  
Mrs. Sharayu Gupte  
Chairperson – ICC

  
Ms. Amelia Antony  
IQAC – Coordinator

  
Dr. Antony Lawrence  
Principal

**Principal**  
**St. Paul College**  
(Affiliated to Mumbai University)  
Behind VTC Ground, Ashelepada,  
Post - Ullasnagar - 4.







PAL SIKSHAN SANSTHA

## St. Paul College

Behind VTC Ground, Ashelepada,  
Near GanpatiMandir, Ulhasnagar – 421004.  
(Affiliated to University of Mumbai)

NAAC Accredited

### Internal Complaint Committee and Sexual Harassment

#### Minutes of the meeting

The first ICC meeting held on 14/08/2020 the chairperson Mrs. Sharayu Gupte started the meeting by telling the importance of the Internal Complaint Committee. We have also clubbed prevention of sexual harassment in the same committee. This committee is basically to resolve problems and issues faced by students, staff and anybody from the premises.

As per agenda will proceed the meeting she said

#### 1. Introducing committee members

Introducing all committee members and informing them about their role and responsibilities. She also explained any complaint received by this committee needs to resolve immediately.

#### 2. Scheduling seminar on Prevention of Sexual harassment

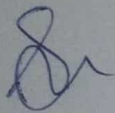
The objective of this Committee is not only to resolve issues but to prevent them from happening. Thus it was discussed that during the First Year Orientation programme we can give students, information



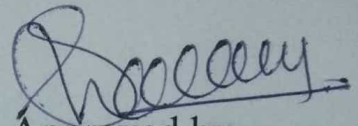
about how to prevent sexual harassment in the campus. How they can reach the committee members directly.

### **3. Complaints received so far**

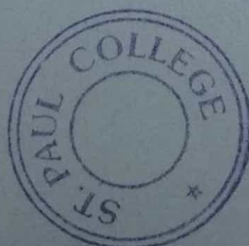
Since no major complaints were received as it was a pandemic year the discussion got over with the note that we should add all the required information regarding this on the website.



Prepared by  
Mrs. Srishti Masand



Approved by  
Mrs. Sharayu Gupte







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### INTERNAL COMPLAINT COMMITTEE & PREVENTION OF SEXUAL HARASSMENT

#### NOTICE

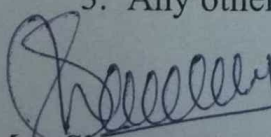
Academic Year 2020-21

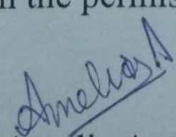
This is to inform all the committee members that there is a meeting scheduled on 14/02/2021. All are requested to be present at 10:00am in Room no – G3

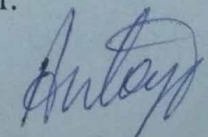
Internal Complaint Committee / Prevention of Sexual Harassment Committee		
1	Mrs .Sharaya Gupte	Chairperson
2	Mr. Avadhoot Kaande	Member
3	Mrs .Srishti Masand	Member

#### Agenda Of the meeting

1. Building awareness about rules and regulation in the campus. Have a code of conduct for standard principles to follow.
2. Make a complaint form.
3. Any other matter with the permission of the chair.

  
Mrs. Sharayu Gupte  
Chairperson – ICC

  
Ms. Amelia Antony  
IQAC – Coordinator

  
Dr. Antony Lawrence  
Principal



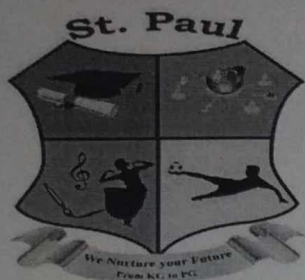
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Date :- 14/08/2020

### Member Present in the Meeting

#### Internal Complaint Committee / Prevention of Sexual Harassment Committee

Mrs .Sharaya Gupte	Chairperson
Mr. Avadhoot Kaande	Member
Mrs .Srishti Masand	Member

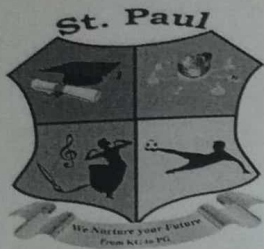
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IQAC – Coordinator

Dr. Antony Lawrence  
Principal

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### Minutes of the meeting

The meeting started after greeting everyone. Because of the pandemic year not a single complaint has been received by the chairperson of the committee. But we must keep some sessions or webinars on anti sex to create a awareness among the students and faculties should also participate she said.

1. **Plan and implement more webinars/seminars for the students on a prevention of Sexual Harassement.**
2. **Building Awareness about the process of filing a complaint and to have zero tolerance in the campus.**

We must call a lawyer to explain about various laws avail to stop the harassment. Everyone agreed and dates will be informed later.

3. **Make a complaint Form**

It is advisable to make a complaint form so that people can be more comfortable to write a complain rather than telling orally.

Prepared by  
Mrs. Srishti Masand

Approved by  
Mrs. Sharayu Gupte



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**Date :- 14/02/2021**

**Member Present**

### **Internal Complaint Committee / Prevention of Sexual Harassment Committee**

Mrs .Sharaya Gupte	Chairperson
Mr. Avadhoot Kaande	Member
Mrs .Srishti Masand	Member





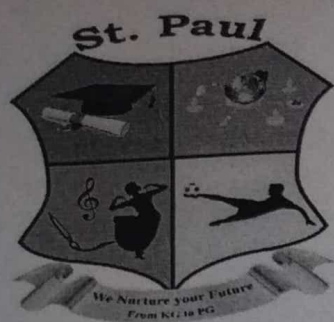
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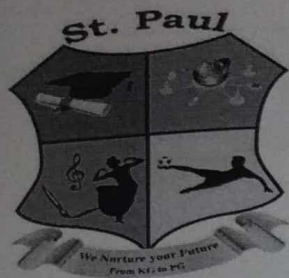


# INTERNAL COMPLAINT COMMITTEE & PREVENTION OF SEXUAL HARASSMENT

**Academic Year – 2020-21**

Internal Complaint Committee / Prevention of Sexual Harassment Committee	
Mrs .Sharaya Gupte	Chairperson
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# INTERNAL COMPLAINT COMMITTEE & PREVENTION OF SEXSUAL HARASSMENT

## Complain Form

Name of the individual: - \_\_\_\_\_

Department: - \_\_\_\_\_

Complain in detail: -

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Date: - \_\_\_\_\_ No of Occurrence: - \_\_\_\_\_

Name of the Committee member: - \_\_\_\_\_

