



(Affiliated to Mahatma Phule Krishi Vidyapeeth, Rahuri)

(Accredited with 'A' Grade)

Ref No: DYPES/DDYPCAET/ 14

Date: 16/06/2025

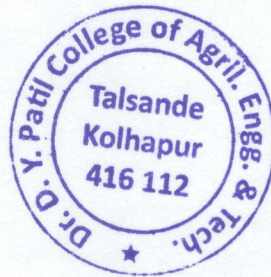
CONSTITUTION OF AN INTERNAL COMPLAINT COMMITTEE & SPECIAL CELL 2025-26

Following members have been appointed on the position mentioned against their name for the academic year 2025-26.

Sr. No.	Name of Member	Designation
1	Dr. S. S. Salunkhe	Presiding Officer
2	Er. Ms. S. B. Mali	Member
3	Er. Ms. S. R. Mundale	Member
4	Dr. P. S. Bandgar	Member
5	Mr. U. S. Mane	Member
6	Ms. Namrata Vishwas Shinde	Student Member
7	Ms. Maithili Anil Gondhali	Student Member
8	Ms. Riya Mahendra Bhokare	Student Member
9	Ms. Prajakta Chavan	Member from NGO

Note:

- **Dr. S. S. Salunkhe**, Presiding Officer, The Internal Complaint Committee shall be responsible for the smooth functioning of the Committee as per the guidelines.
- The Committee shall ensure timely inquiry, proper redressal of complaints, maintenance of confidentiality and submission of reports after each case is addressed.
- The Committee shall conduct regular meetings as required and is expected to meet at least once every quarter to review the status and functioning of the ICC and submit reports.



PRINCIPAL

Dr. D. Y. Patil College of
Agricultural Engineering and Technology,
Talsande, Dist.- Kolhapur.

address: Wathar-Warna Nagar Road, Talsande, Tal- Hatkanangle, Dist.-Kolhapur, Maharashtra 416112

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phone: 9356801183 | college code: 15192



Ref. No.: DYPES/DDYPCAET/ACD./

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Date:

ROLES AND RESPONSIBILITIES OF INTERNAL COMPLAINT COMMITTEE

1. To ensure a safe, secure and gender-sensitive environment for all students, faculty, staff and visitors on campus.
2. To prevent incidents of sexual harassment by promoting awareness and sensitization through orientation programs, seminars, workshops and awareness campaigns for students and staff.
3. To receive written complaints related to sexual harassment from aggrieved women (students, faculty, staff or visitors) and acknowledge receipt of such complaints.
4. To ensure that all complaints are dealt with promptly, sensitively, fairly and confidentially in accordance with the provisions of the PoSH Act, 2013 and institutional policies.
5. To conduct thorough inquiry into complaints received, ensuring that both the complainant and respondent are given equal opportunity to present their statements, evidence and witnesses.
6. To complete inquiry proceedings and submit the final report, along with recommendations for appropriate disciplinary action to the competent authority within the stipulated time frame (generally within 90 days as per law).
7. To maintain strict confidentiality regarding all proceedings, documents, evidence and identities of parties involved throughout the complaint redressal process.
8. To recommend suitable disciplinary actions, which may include written apology, warning, reprimand, suspension, demotion, termination or legal action depending on the severity of the offense.
9. To ensure proper implementation of recommendations and monitor compliance with decisions taken on the basis of the ICC's inquiry report.
10. To provide support, counselling and assistance to the complainant including referral to professional counselling or legal aid if required.
11. To maintain complete and secure records of all complaints, inquiry proceedings, reports, decisions and actions taken.
12. To submit annual reports to the university/institutional head and concerned authorities containing following details:
 1. Number of complaints received
 2. Number of cases disposed of
 3. Pending cases
 4. Actions taken
 5. Awareness programs conducted
13. To advise the institution on measures for improving gender sensitization, safety and prevention of sexual harassment on campus.
14. To review and update institutional policies related to gender equity, safety and grievance redressal periodically as per evolving legal and regulatory frameworks.
15. To coordinate with legal authorities, police or any external agency whenever required in compliance with applicable laws.
16. To convene regular ICC meetings to review the status of complaints, preventive measures, awareness programs and overall functioning of the Committee. The Committee shall meet at least once every quarter.

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