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RAMKRISHNA TECHNICAL EDUCATION SOCIETY'S

SHIVAJI POLYTECHNIC COLLEGE, SANGOLA

(Approved by AICTE, New Delhi, Recognized by DTE, Mumbai & Govt. of Maharashtra, Affiliated to MSBTE, Mumbai)

Sur No. 76/1,77 Sangola-Jath Road, Sangola, Dist. Solapur (Maharashtra) 413 307

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O.W.No . RTES/SPC/

Date :

Date:24-02-2025

Internal Complaints Committee (ICC)

Meeting Minutes

Date: March 4, 2025 Time: 4:00 PM

****Location:**** President's Cabin, Room No. 103

****Attendees:****

List of present /absent member attached below

1. Welcome and Introductions:

- * The meeting was called to order by the Member Secretary Dr. R.A.Deshmukh
- * All present members introduced themselves.

2. Review of ICC Constitution and Mandate:

- * The committee reviewed the AICTE regulations and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, which form the basis of the ICC's mandate.
- * The committee discussed its roles and responsibilities in preventing and addressing sexual harassment.

3. Understanding Sexual Harassment:

- * The committee discussed the definition of sexual harassment, including various forms it can take (verbal, non-verbal, physical).
- * Examples were discussed to ensure all members had a clear understanding.



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4. Review of Complaint Procedure:

- * The existing complaint procedure was reviewed, including the steps for filing, investigating, and resolving complaints.
- * The importance of a fair and impartial process was emphasized.

5. Awareness and Prevention Strategies:

- * The committee discussed strategies for raising awareness about sexual harassment among students, faculty, and staff.
- * Ideas for workshops, seminars, and informational materials were brainstormed.

6. Confidentiality and Ethical Considerations:

- * The importance of maintaining strict confidentiality in all ICC proceedings was stressed.
- * Ethical considerations related to handling sensitive information were discussed.

7. Roles and Responsibilities of Members:

- * The roles and responsibilities of each ICC member were clarified.
- * Specific tasks were assigned as needed.

8. Review of Complaint:

There were no complaints to review at this meeting."]

9. Any Other Business:

No other business was discussed


Member Secretary

Chairman/Secretary

Internal Complaints Committee (ICC)