



Outward No. SEDCOM/COMMITTEE/05

Date: 01/07/2025

OFFICE ORDER

All the concern mentioned below are pleased to inform that they have been deputed on **Internal Complaint Committee**. The objective of this committee is to maintain discipline within institute campus.

Sr.No	Name of the Staff	Designation
01	Mrs. Jayawanta B. Rahane	Presiding Officer (Secretary- KGVP)
02	Prof. Bhakti B. Panchariya	Member (Academic Representative)
03	Dr. Shubhangi S. Bade	Member (Partner- Bade Multispecialty Hospital)
04	Adv. Sanjay Sanap	Member (Advocate & NGO Representative)
05	Dr. Riyazkhan H. Attar	Member Secretary (Director)

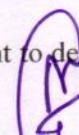
The Women's Grievance & Empowerment Cell which is also called Internal Complaints Committee (ICC) is required to review periodically the empowerment & awareness programmes of women faculty, staff and girl students of the college for enhancing their role adopting specific strategies in achieving upward mobility. It provides an opportunity to the staff and students to bring their gender related issues to the notice of the higher authorities thereby creating a congenial atmosphere of mutual trust and respect. The committee deals with the complaints related to sexual harassment at workplace and finds amicable solutions.

Vision:

To prevent gender discrimination and sexual harassment by empowering the women employees and the girl students

Mission:

1. To empower the women employees and girl students by conducting periodical awareness programmes under the banner of Saheli Club
2. To address complaints from girl students, teaching and nonteaching faculty members and take appropriate action.
3. To create a secure physical, social and psychological environment to deter any act of sexual harassment.



Dr. Riyazkhan H. Attar
Director

Sunitatai Eknathrao Dhakane
College of Management, Shevgaon

Procedure:

1. Any aggrieved woman/girl may make, in writing, a complaint of sexual harassment within the campus to the Internal Committee immediately.
2. The Internal Committee before initiating an enquiry and at the request of the aggrieved woman/girl take steps to settle the matter between her and the respondent through conciliation (provided that no monetary settlement shall be made as a basis of conciliation)
3. Where a settlement has been arrived, the Internal Committee, shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation.
4. The Internal Committee shall provide the copies of the settlement as recorded to the aggrieved woman/girl and the respondents.
5. Where a settlement is arrived, no further inquiry shall be conducted by the Internal Committee.
6. The Internal Committee, shall, where the respondent is employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondents.
7. For the purpose of making an inquiry , the Internal Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters: Summoning an enforcing the attendance of any person and examining him/her on oath.

Grievance Submission:

<http://kgvp.grievanceportals.com/>

Functions of the ICC Committee:

1. Creates awareness about the Internal Complaints Committee among the academic and administrative units of the institution
2. Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint
3. Encourages an open-dialogue between the complainant and the committee members
4. Works in coordination with the MSBTE to ensure proper reporting of the complaints and the follow-up procedures
5. Takes appropriate measures for prevention of gender discrimination in the institution
6. Redresses the complaints received regarding sexual harassment
7. Conducts programmes to empower the girl students and women employees thereby making them self-reliant.


Dr. Riyazkhan H. Attar
Director
Sunitatai Eknathrao Dhakane
College of Management, Shevgaon



Kedareshwar Gramin Vikas Pratisthan, Sangamner's

Sunitatai Eknathrao Dhakane College of Management, Shevgaon



Approved by AICTE: New Delhi, DTE-Mumbai, Government of Maharashtra- H&T, Affiliated to SPPU, Pune

Gat No. 147/2, At /Po. Rakshi, Tal. Shevgaon, Dist. Ahilyanagar 414 502
Email: sedhakane@gmail.com | Ph. 02429-293666

AICTE Permanent ID: 1-44136040053 | DTE Code: 5644
SPPU Code: IMMA022320 |

Establishment
MBA - 2024

INTERNAL COMPLAINTS COMMITTEE (ICC)

The Women's Grievance & Empowerment Cell which is also called Internal Complaints Committee (ICC) is reconstituted on 19th June 2017. The committee is required to review periodically the empowerment & awareness programmes of women faculty, staff and girl students of the college for enhancing their role adopting specific strategies in achieving upward mobility. It provides an opportunity to the staff and students to bring their gender related issues to the notice of the higher authorities thereby creating a congenial atmosphere of mutual trust and respect. The committee deals with the complaints related to sexual harassment at workplace and finds amicable solutions.

Vision:

To prevent gender discrimination and sexual harassment by empowering the women employees and the girl students

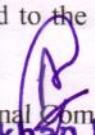
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Procedure:

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2. The Internal Committee before initiating an enquiry and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation (provided that no monetary settlement shall be made as a basis of conciliation)
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4. The Internal Committee shall provide the copies of the settlement as recorded to the aggrieved woman and the respondents.
5. Where a settlement is arrived, no further inquiry shall be conducted by the Internal Committee.




Dr. Riyaz Khan H. Attar

Director

**Sunitatai Eknathrao Dhakane
College of Management, Shevgaon**



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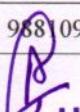
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6. Redresses the complaints received regarding sexual harassment
7. Conducts programmes to empower the girl students and women employees thereby making them self-reliant.

Committee Members:

Sr.No	Name of the Staff	Position	Designation	Contact No.
01	Mrs. Jaya B. Rahane	Presiding Officer	Secretary- KGVP	+91 9423784819
02	Prof. Bhakti B. Panchariya	Member	Academic Representative	+91 8009200985
03	Dr. Shubhangi S. Bade	Member	Doctor	+91 9975285901
04	Adv. Sanjay Sanap	Member	Advocate & NGO Representative	+91 9422236034
05	Dr. Riyazkhan H. Attar	Member Secretary	Director	+91 9881099844


Dr. Riyazkhan H. Attar
Director

Sunitatai Eknathrao Dhakane
College of Management, Shevgaon

**INTERNAL COMPLAINTS COMMITTEE****REPORT 2024-25**

The Internal Complaints Committee is a statutory body instituted with the purpose of **Prevention of sexual harassment at the workplace**. Its functions include:

- Grievance Redressal of sexual harassment
- Counseling services for complainants
- Consultation/ Support services for colleges
- Sensitization/ Awareness programmes for prevention of sexual harassment at the workplace

It is constituted by 5 members:

- Presiding Officer
- NGO representative
- 1 Doctor / Advocate
- 1 faculty members
- 1 non-teaching staff

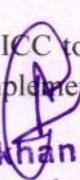
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05	Dr. Riyazkhan H. Attar	Secretary	Director	+91 9881099844

Activities of the ICC

In the year 2024-25, ICC stood by its purpose and worked on fulfilling the mission of its existence through sensitization and awareness programs for prevention of sexual harassment at the workplace.

The year brought about the offline working of the institution as well as the ICC. The campus reopened for all the students and staff. ICC members remained abreast to make sure that campus remains a safe place for every individual, this year we began with a motive to build a sensitized community of young people and encouraged the students to join ICC in the volunteering capacity. The volunteers were enriched with the understanding about the grave concern of "sexual harassment at workplace", the purpose of ICC at workplace, and their role of creating further awareness in their classrooms, peer groups and campus as a whole.

Regular meetings were convened with the student representatives of the ICC to chalk out the events for the year; follow-up meetings were held to see the flawless implementation of the plans.


Dr. Riyazkhan H. Attar
 Director
 Sunitatai Eknathrao Dhakane
 College of Management, Shevgaon



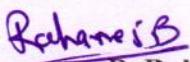
The year **2024-25** witnessed the active engagement of student volunteers in competitions as well as off-campus workshops for virtual sensitization and awareness programmes for prevention of sexual harassment at workplace with active involvement of the ICC student representatives. The social media handles were created to spread awareness and reach to maximum number of participants and be easily approachable to them. The representatives along with the volunteers, under the guidance of the Chairperson, managed the social media page and posted information about sexual harassment at workplace, the role, purpose and functions of ICC and other information regarding the engagement activities conducted by the ICC. A combination of posts, posters, interactive stories and reels were created to spread awareness and sensitize people in an easy and comprehensive manner.

ICC collaborated with all the 05 (student-headed) cultural societies and other members of the Students' Association of the college to make people aware about the purpose and presence of ICC in the campus and workplace as a whole. All the 05 societies, a core part of the Students' Association passed on the word that they "stand against sexual harassment at workplace" as a unified whole. This year, ICC observed the Discrimination against women Pakhwada from 25th November – 10th December 2024, which began with a "Poster Writing" activity to earmark the International Day for Elimination of Violence against Women on 25 November 2024. As part of the activities, an online competition was organized with the theme "Break the Shackles of Silence" on the topic of sexual harassment at workplace in November- December 2024, wherein the students, teaching and non-teaching staff from the college were encouraged to participate and share their thoughts on the given topic through slogan and poster making; it was a successful event as students, teaching and non-teaching staff participated with a lot of enthusiasm; however, the student examination curtailed the participation of the students and staff owing to their time constraints. To acknowledge the efforts and admirable work of all the winners as well as participants, certificates were awarded. Certificates were also given to the volunteers for their contribution in spreading awareness about the ICC.

The ICC had a great year generating awareness regarding ICC and its activities with a team of dedicated student representatives and volunteers.

Complaint Report of ICC

Session	No. of Complaints of Sexual harassment Received in the Year	No. of complaints disposed off during the year	No. of Cases pending for more than 90 Days	Nature of Action
2024-25	NIL	NIL	NIL	NIL


Jayawanta B. Rahane

Presiding Officer
Internal Complaint Committee



Dr. Riyazkhan H. Attar
Director
Sunitatai Eknathrao Dhakane
College of Management, Shevgaon



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Establishment
MBA - 2024

Meeting No. 06

MINUTES OF INTERNAL COMPLAINT COMMITTEE

First Meeting of the Internal Complaint Committee was held on 27th December, 2025 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist-Ahmednagar 414502

Following Committee Members & Officers were remain present for the same

Mrs. Jayawanta B. Rahane— Presiding Officer
Prof. Bhakti B. Panchariya – Member
Dr. Shubhangi S. Bade – Mem.0ber
Adv. Sanjay Sanap – Member
Dr. Riyazkhan H. Attar – Member Secretary

Following points were discussed in the meeting;

Item No. 1	To confirm minutes of meeting dated 27/09/2025.
Resolution No.1	Hon'ble Member - Secretary Read the minutes of meeting held on 27/09/2025. Appeal is made to mention any query or suggestion over it. Neither query mentioned nor any suggestion made by the body. Hence the said minutes are confirmed with all consent.
Item No. 2	To discuss on any complaint / case received / conferred towards Internal Complaint Committee.
Resolution No. 2	None of single complaint / case is received till date. Hence the nil report taken on record.
Item No. 3	To discuss surprising arisen points with due permission to president.
Resolution No. 3	No further points are put forward for discussion.

Hon'ble Presiding Officer Mrs. Jayawanta B. Rahane have deliberate vote of thanks. The next meeting of the ICC would be held on Friday 27th March 2026 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist- Ahmednagar 414502.

Rahane J.B
Mrs. Jayawanta B. Rahane— Presiding Officer

SS Bade
Dr. Shubhangi S. Bade – Member

BB Panchariya
Prof. Bhakti B. Panchariya – Member

Sanap
Adv. Sanjay Sanap – Member

DRH
Dr. Riyazkhan H. Attar – Member Secretary

Minutes Approved

Rahane J.B
Chairperson

DRH
Member Secretary

DRH
Dr. Riyazkhan H. Attar

Director

Sunitatai Eknathrao Dhakane
College of Management, Shevgaon

**Meeting No. 05****MINUTES OF INTERNAL COMPLAINT COMMITTEE**

First Meeting of the Internal Complaint Committee was held on 27th September, 2025 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist-Ahmednagar 414502

Following Committee Members & Officers were remain present for the same

Mrs. Jayawanta B. Rahane— Presiding Officer
Prof. Bhakti B. Panchariya – Member
Dr. Shubhangi S. Bade – Mem.0ber
Adv. Sanjay Sanap – Member
Dr. Riyazkhan H. Attar – Member Secretary

Following points were discussed in the meeting;

Item No. 1	To confirm minutes of meeting dated 28/06/2025.
Resolution No.1	Hon'ble Member - Secretary Read the minutes of meeting held on 28/06/2025. Appeal is made to mention any query or suggestion over it. Neither query mentioned nor any suggestion made by the body. Hence the said minutes are confirmed with all consent.
Item No. 2	To discuss on any complaint / case received / conferred towards Internal Complaint Committee.
Resolution No. 2	None of single complaint / case is received till date. Hence the nil report taken on record.
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Resolution No. 3	No further points are put forward for discussion.

Hon'ble Presiding Officer Mrs. Jayawanta B. Rahane have deliberate vote of thanks. The next meeting of the ICC would be held on Friday 27th December 2025 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist- Ahmednagar 414502.

Rahane J B
Mrs. Jayawanta B. Rahane— Presiding Officer

BB Panchariya
Prof. Bhakti B. Panchariya – Member

SS Bade
Dr. Shubhangi S. Bade – Member

Sanap S
Adv. Sanjay Sanap – Member

Riyazkhan H Attar
Dr. Riyazkhan H. Attar – Member Secretary

Minutes Approved

Rahane J B
Chairperson

Attar
Member Secretary

Attar
Dr. Riyazkhan H. Attar
Director
Sunitatai Eknathrao Dhakane
College of Management, Shevgaon



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Establishment
MBA - 2024

Meeting No. 04

MINUTES OF INTERNAL COMPLAINT COMMITTEE

First Meeting of the Internal Complaint Committee was held on 28th June, 2025 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist-Ahmednagar 414502

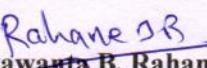
Following Committee Members & Officers were remain present for the same

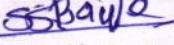
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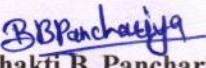
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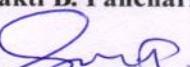
Item No. 1	To confirm minutes of meeting dated 29/03/2025.
Resolution No.1	Hon'ble Member - Secretary Read the minutes of meeting held on 29/03/2025. Appeal is made to mention any query or suggestion over it. Neither query mentioned nor any suggestion made by the body. Hence the said minutes are confirmed with all consent.
Item No. 2	To discuss on any complaint / case received / conferred towards Internal Complaint Committee.
Resolution No. 2	None of single complaint / case is received till date. Hence the nil report taken on record.
Item No. 3	To discuss surprising arisen points with due permission to president.
Resolution No. 3	No further points are put forward for discussion.

Hon'ble Presiding Officer Mrs. Jayawanta B. Rahane have deliberate vote of thanks. The next meeting of the ICC would be held on Friday 27th September 2025 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist- Ahmednagar 414502.


Mrs. Jayawanta B. Rahane— Presiding Officer

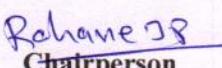

Dr. Shubhangi S. Bade – Member


Prof. Bhakti B. Panchariya – Member


Adv. Sanjay Sanap – Member


Dr. Riyazkhan H. Attar – Member Secretary

Minutes Approved


Chairperson


Member Secretary


Dr. Riyazkhan H. Attar
Director
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Establishment
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Meeting No. 03

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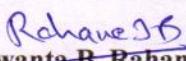
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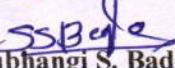
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Adv. Sanjay Sanap – Member
Dr. Riyazkhan H. Attar – Member Secretary

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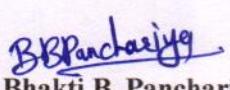
Item No. 1	To confirm minutes of meeting dated 27/12/2024.
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Mrs. Jayawanta B. Rahane— Presiding Officer

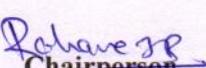

Dr. Shubhangi S. Bade – Member


Dr. Riyazkhan H. Attar – Member Secretary

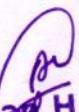

Prof. Bhakti B. Panchariya – Member


Adv. Sanjay Sanap – Member

Minutes Approved


Chairperson


Member Secretary


Dr. Riyazkhan H. Attar
Director
Sunitatai Eknathrao Dhakane
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Establishment
MBA - 2024

Meeting No. 02

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Prof. Bhakti B. Panchariya – Member
Dr. Shubhangi S. Bade – Mem.0ber
Adv. Sanjay Sanap – Member
Dr. Riyazkhan H. Attar – Member Secretary

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Rahane J B
Mrs. Jayawanta B. Rahane— Presiding Officer

SSBade
Dr. Shubhangi S. Bade – Member

BBPanchariya
Prof. Bhakti B. Panchariya – Member

Sanap
Adv. Sanjay Sanap – Member

Riyazkhan H Attar
Dr. Riyazkhan H. Attar – Member Secretary

Minutes Approved

Rahane J B
Chairperson

Gov
Member Secretary

R
Dr. Riyazkhan H. Attar
Director

Sunitatai Eknathrao Dhakane
College of Management, Shevgaon



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Gat No. 147/2, At /Po. Rakshi, Tal. Shevgaon, Dist. Ahilyanagar 414 502
Email: sedhakane@Gmail.com | Ph. 02429-293666

AICTE Permanent ID: 1-44136040053 | DTE Code: 5644
SPPU Code: IMMA022320 |

Establishment
MBA - 2024

Meeting No. 01

MINUTES OF INTERNAL COMPLAINT COMMITTEE

First Meeting of the Internal Complaint Committee was on 27th September, 2024 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist-Ahmednagar 414502

Following Committee Members & Officers were remain present for the same

Mrs. Jayawanta B. Rahane— Presiding Officer
Prof. Bhakti B. Panchariya – Member
Dr. Shubhangi S. Bade – Mem.0ber
Adv. Sanjay Sanap – Member
Dr. Riyazkhan H. Attar – Member Secretary

Following points were discussed in the meeting;

Item No. 1	To welcome Internal Complaint Committee.
Resolution No.1	Hon'ble Member - Secretary welcomes all deputed members for Internal Complaint Committee. He also illustrate role and responsibilities of ICC. All members take serious note of it.
Item No. 2	To discuss on any complaint / case received / conferred towards Internal Complaint Committee.
Resolution No. 2	None of single complaint / case is received till date. Hence the nil report taken on record.
Item No. 3	To discuss surprising arisen points with due permission to president.
Resolution No. 3	Institute has subscribed cloud-based online grievance Redressal software services from SDGI TechnoSystem Pvt.Ltd. Our stake holders could register their grievances by visiting our website. Link is provided on website. It provides speedy disposal of grievances. It is suggested to give wide publicity of this services to our stakeholders.

Hon'ble Presiding Officer Mrs. Jayawanta B. Rahane have deliberate vote of thanks. The next meeting of the ICC would be held on Friday 27th December 2024 at 12:00 noon in the Meeting Hall, SEDCOE, Shevgaon, Dist- Ahmednagar 414502.

Mrs. Jayawanta B. Rahane— Presiding Officer

BBPanchariya
Prof. Bhakti B. Panchariya – Member

SSBade
Dr. Shubhangi S. Bade – Member

Sanjay
Adv. Sanjay Sanap – Member

DRHAttar
Dr. Riyazkhan H. Attar – Member Secretary

Minutes Approved

Rahane J.B.
Chairperson

DRHAttar
Member Secretary Dr. Riyazkhan H. Attar
Director
Sunitatai Eknathrao Dhakane
College of Management, Shevgaon