



**INSTITUTE OF SCIENCE, NAGPUR**  
(An Autonomous Institute of Government of Maharashtra)  
Civil Lines, R. T. Road, Nagpur 440001  
NAAC Accredited "A" Grade

**Minutes of the Meetings**  
**&**  
**Annual Report of**  
**Internal Complaint Committee (ICC)**  
**2022-23**



**Report Submitted by**  
**Dr. Naqui Jahan Siddiqui**  
**Presiding Officer**  
**(In-Charge)**

**ICC Members:**

1. Dr. N. J. Siddiqui
2. Dr. U. S. Thool
3. Dr. Sandhya Dhabe
4. Dr. Balu Navale
5. Smt. Vasanti Deshpande
6. Mr. Bhaskar Kewat
7. Ms. Shivani Kawale
8. Ms. Devashri Diwanji

**Internal Complaint Committee, Institute of Science, Nagpur**  
**2022-2023**

**ICC Committee Members**

Sr. No.	Name of the Member	Post	Designation/ Department	Contact No.
1.	<b>Dr. Anjali Rahatgaonkar</b>	Chairperson	<b>Director</b>	7774080442
2.	<b>Dr. N. J. Siddiqui</b>	Presiding Officer	<b>Prof. Chemistry</b>	9552605522
3.	<b>Dr. U. S. Thool</b>	Member	<b>Asso. Prof. Mathematics</b>	9422835707
4.	<b>Dr. Sandhya Dhabe</b>	Member	<b>Prof. Statistics</b>	9420855918
5.	<b>Dr. Balu Navale</b>	Member	<b>Assist. Prof. Chemistry</b>	9273304094
6.	<b>Smt. Vasanti Deshpande</b>	External Member	<b>Representative with Legal Knowledge</b>	7709001402
7.	<b>Mr. Bhaskar Kewat</b>	Member	<b>Senior Clerk</b>	9326425976
8.	<b>Ms. Shivani Kawale</b>	Member	<b>Research Student</b>	9604634947
9.	<b>Ms. Devashri Diwanji</b>	Member	<b>M.Sc. II-Student Representative</b>	7743968616



## **Introduction:**

What is Internal Complaints Committee (ICC)? As per the POSH Act, an employer has 10 workers or more is required to set up an Internal Complaints Committee for the redressal of **‘sexual harassment’** complaints and to regulate and administer complaints on sexual harassment. An Internal Complaints Committee is required to be constituted which shall submit an annual report to its employer and District Officer.

Initially when the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 was passed Internal Committee was called ICC (Internal Complaints Committee) but on 9<sup>th</sup> May 2016, the amendment was made and ICC was substituted by Internal Committee (IC) wherever it existed. This was done to expand the role of the sexual harassment Committees so that they are not restricted to complaint resolution only.

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13<sup>th</sup> August, 1997 in the case of Vishakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women in the workplace, IOS, Nagpur duly constitutes an Internal Complaint Committee every year for considering complaints of sexual harassment of women working in this Institute.

## **Composition of Internal Complaints Committee**

Under the Act, Internal Complaints Committee Policy is required to prevent instances of sexual harassment and also to receive and effectively deal with complaints related to such acts. Accordingly, the Internal Complaints Committee (ICC) is to be constituted at all administrative units and offices of a company, and once the committee is appointed the details of the Internal Complaints Committee Policy is to be notified to all persons at the workplace.

## **The Internal Complaints Committee must comprise of:**

- i) Presiding Officer:** The presiding officer must be a woman employed at a senior level in the organization or workplace to work according to the Internal Complaints Committee Policy.
- ii) Internal Members:** At least two Internal Complaints Committee members must be selected from among the employees who are committed to the cause of women or who have had the experience of social work or have legal knowledge.
- iii) External Member:** The external member of the IC has to be selected from non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. External members could be, doctors, Advocate or Among NGOs working against the cause of women. We also provide empanelment of external members.
- iv) 50% Women:** At least one-half of the total members nominated to the IC must be women.

### **Objectives of formation of ICC**

- To have a committee exclusively responsible for addressing and undertaking the issues of sexual harassment at the workplace and which is easily manageable by all.
- To raise awareness on sexual harassment in the campus.
- To keenly promote a social, physical and psychological environment that will raise awareness about and dissuade acts of sexual harassment of women.
- To deal with cases of sexual harassment in a time bound manner, with an aim to ensure support services to the victimized and termination of the harassment.
- To sustain women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.
- To develop a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women.



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**NOTICE**

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 17<sup>th</sup> September, 2022 at 3.30 pm in Directors Chamber.

**Agenda:**

1. To decide the procedure to be followed while dealing with the complaints received in Internal Complaint Committee of the Institute.
2. Organization of awareness programs for both girls and boys on gender equity and gender sensitization.
3. To take suggestions from the members for efficient working of the committee.
4. Any other point with the permission of the Principal.

**Dr. Naqui Jahan Siddiqui**  
**In-charge ICC**

## Minutes of the Internal Complaints Committee Meetings: 2022-23

**17<sup>th</sup> September, 2022**

The meeting of Internal Complaints Committee (ICC) was held on 17/09/2022 at 3.30pm in Directors chamber. Prof. N. J. Siddiqui, in-charge of the ICC welcomed the Chairperson and all the members for the first meeting. She submitted a report stating that there were no cases relating to sexual harassment in the college during the last academic year 2021-22.

Then agendas of the meeting were taken up.

**1. Agenda item no. 1:** It was discussed to decide the procedure to be followed while dealing with the complaints received in Internal Complaint Committee of the Institute. After discussing all the possibilities it was decided to work in the following manner.

**Working of Internal Complaint Committee:** The cell will look into complaints lodged by any staff or student and judge its Merit.

1. All complaints will be dealt with confidentially.
  2. Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
  3. Other conflicts and grievances if any should be submitted to the respective Grievance Redressal Cells (either for Staff or Students) or to the Discipline Committee.
  4. Complaints can be received either in written or in the form of the mail to the ICC in charge.
  5. Interview with the complainant and the accused will be conducted separately.
  6. Minutes of the interview will be signed by all present.
- 2. Agenda item no. 2:** Organization of awareness programs for both girls and boys on gender equity and gender sensitization: It was discussed that to make aware the students about the sensitive issues like gender equity and gender sensitization it was necessary to conduct online or offline programs. Dr. Thool expressed that workshop on self-defense should be made mandatory for all the girl students and all the members unanimously agreed for this.
- 3. Agenda item no. 3:** Suggestions from the members.
1. Members suggested that the committee should always take the action immediately after it receives the complaints from the staff and students maintaining the confidentiality the problems has to be resolved.
  2. To invite all the women amongst non-teaching staff, hostel warden, security service providers for attending the orientation program on awareness of sexual harassment and gender sensitization.
  3. ICC members were motivated to participate in the orientations/workshops/short term training programs on sexual harassment.

**4. Agenda item no. 4:** As there were no other points for discussion, the meeting was concluded with a vote of thanks. Dr. N. J. Siddiqui thanked all for their cooperation and valuable suggestions for the successful functioning of the ICC.

**Following members were present for the meeting:**

1. Dr. U. S. Thool
2. Dr. Sandhya Dhabe
3. Dr. Balu Navale
4. Smt. Vasanti Deshpande
5. Mr. Bhaskar Kewat
6. Ms. Shivani Kawale
7. Ms. Devashri Diwanji



**Dr. Naqui Jahan Siddiqui**  
In-charge ICC



**Dr. Anjali Rahatgaonkar**  
Director

## Minutes of the Internal Complaints Committee Meetings

8<sup>th</sup> January, 2023

A meeting was organized on 08/01/2023 at 2.30pm in Directors Chamber by Dr. N.J.Siddiqui.

The agenda of the meeting was:

1. Review of complaints received if any.
2. Discussion on organization of online orientation on Sexual Awareness for the Women employees and girl students of UG/PG/Research Scholars of the institute in collaboration of ICC with WDC.
3. Any other item with the permission of the chair.

➤ **Agenda Item No. 1: Review of complaints received if any.**

Dr. Siddiqui expressed that the committee has not received any complaints against sexual harassment of women or girl students in the campus of this institute till date.

➤ **Agenda Item No. 2:** It was discussed to arrange an online orientation/workshop on awareness of “Sexual Harassment at Workplaces” by the resource person Mrs. Vasanti Deshpande, (External Member of the Committee) for all the girls of UG/PG/Research scholars and all women employees of the college with the permission of the hon. Director, Dr. Rahatgaonkar mam on Sunday 15<sup>th</sup> January, 2023 so that it would be beneficial to all.

➤ **Agenda Item No. 3:** As there were no other point for discussion, the meeting was concluded with a vote of thanks.

**Following members were present for the meeting:**

1. Dr. U. S. Thool
2. Dr. Sandhya Dhabe
3. Dr. Balu Navale
4. Smt. Vasanti Deshpande
5. Mr. Bhaskar Kewat
6. Ms. Shivani Kawale
7. Ms. Devashri Diwanji



**Dr. Naqui Jahan Siddiqui**  
In-charge ICC



**Dr. Anjali Rahatgaonkar**  
Director

## Minutes of the Internal Complaints Committee Meetings

**1<sup>st</sup> March, 2023**

A meeting was organized on 01/03/2023 at 3.00pm in Directors Chamber by Dr. N.J.Siddiqui. The agenda of the meeting was:

1. Discussion on the celebration of International Women's Day on 8<sup>th</sup> March, 2023 in collaboration of ICC with WDC.
  2. Review of complaints received if any.
- **Agenda Item No. 1:** It was decided to celebrate International Women's Day on 8<sup>th</sup> March, 2023 in collaboration of ICC with WDC. After a thorough discussion on the theme it was suggested by students of WDC and ICC that Mrs. Priya Zoting leading advocate of the Nagpur city to be invited for a guest lecture on "**Laws against Domestic Violence and Mental Health of Women**". The members agreed in consensus that programs should be organized to educate students about the provisions in law for protection of girls. As the Chief Guest was unavailable on 8<sup>th</sup> March, 2023 it was decided to organize the program on 10<sup>th</sup> March, 2023.
- **Agenda Item No. 2: Review of complaints received if any.**
- The committee noted that no complaint of sexual harassment has been received by any women employee or girl students of this institute either in written or in the form of the mail.
- Dr. Siddiqui conveyed that there were no cases of complaints against sexual harassment in the campus of this institute. She expressed satisfaction that the male and the female students have a healthy and friendly relationship in the Institute, they team up together and perform their academic work and participate in co-curricular and extra-curricular activities without any gender disparity.
- As there was no other issue raised by anybody, the meeting ended with a vote of thanks by Dr. N. J. Siddiqui.

### **Following members were present for the meeting:**

1. Dr. U. S. Thool
2. Dr. Sandhya Dhabe
3. Dr. Balu Navale
4. Mr. Bhaskar Kewat
5. Ms. Shivani Kawale
6. Ms. Devashri Diwanji



**Dr. Naqui Jahan Siddiqui**  
In-charge ICC



**Dr. Anjali Rahatgaonkar**  
Director

## Minutes of the Internal Complaints Committee Meetings

29<sup>th</sup> April, 2023

A meeting was organized on 29/04/2023 in Directors Chamber at 2.00pm by Dr. N.J.Siddiqui. The agenda of the meeting was:

1. Review of complaints received if any, as the summer vacation was going to be commenced from 11<sup>th</sup> May, 2023.
2. Enhancing the no. of programs for awareness.
3. Any other item with the permission of the chair.

➤ **Agenda Item No. 1:**

The committee reported that none of the complaints been received by any girl students or any women employee regarding sexual harassment either in written or in the form of the mail.

Dr. Siddiqui was happy enough to convey that there were no cases of complaints against sexual harassment in the campus of this institute.

All the students and teaching and non-teaching staff have worked in a very safe environment for the whole session of 2022-23.

➤ **Agenda Item No. 2:** She stressed on the need to increase the no. of programs for bringing awareness among students of UG and PG about sexual harassment. Suggestion was received to organize the programs during induction meeting of fresh students admitted.

Workshop can be organized regarding awareness of the school students about the good and bad touch.

➤ **Agenda Item No. 3:** As there was no other issue, the meeting ended with a vote of thanks.

Dr. N. J. Siddiqui thanked all for the cooperation of each member for the successful functioning of the ICC during the session.

**Following members were present for the meeting:**

1. Dr. U. S. Thool
2. Dr. Sandhya Dhabe
3. Dr. Balu Navale
4. Smt. Vasanti Deshpande
5. Mr. Bhaskar Kewat
6. Ms. Shivani Kawale
7. Ms. Devashri Diwanji



**Dr. Naqui Jahan Siddiqui**  
In-charge ICC



**Dr. Anjali Rahatgaonkar**  
Director

## **Programs Organized under the banner of ICC in collaboration with WDC**

### **Lecture on "Self-defense of Women" by Mrs. Vijaya Wanjari (API)**

As suggested by Dr. Thool the necessity of self-defense of girls in colleges should be made compulsory a Lecture on "Self-defense of Women" was organized on 23<sup>rd</sup> September, 2022 in collaboration with WDC. The chief guest was Mrs. Vijaya Wanjari, API, Sitabuldi Police Station, Nagpur. This was a one to one interactive session as they guided the students on how to report if they suffer from any type of crime against them including cybercrime and how they can overcome them by giving many tips of self-defense with examples. Her lecture showed that self-defense is not all about preparing ourselves to counter physical abuse but also how to protect ourselves from the entire cyber and technology screen we are surrounded with. It emphasized "Har Screen can be a Crime Screen".

### **Felicitation of Mrs. Vijaya Wanjari, API and her talk on Self defence of Women**



## **Guest Lecture on "Laws against Domestic Violence & Mental health of Women" by Mrs. Priya Zoting, Advocate, Nagpur**

ICC in collaboration with WDC of the Institute has organized a guest lecture on "Laws against Domestic Violence & Mental health of Women" by the Chief Guest Mrs. Priya Zoting on the occasion of Women's Day-2023. Event started with lightning of lamp by our chief guest. She was felicitated by Dr. C. M. Dudhe, President of the program. Mr. Sushant Rathod, explained the theme of International Women's Day-2023 "Innovation and Technology on Gender Equality". Mr. Tejas Dharmale introduced Mrs. Priya Zoting and the program was anchored by Ms. Monali Batki.

No relation is complete without women in this world. She plays the role of a "loving mom "a" caring sister" an "understanding wife" and a "lovable daughter" .You have everything in you and that's the reason why the world is celebrating you. Women's development cell never steps back to organize something which can provide new set of information to the students of Institute of Science. WDC organized a lecture on.

She started her lecture with why there was the need to make Domestic Violence Act which came in action after 2005. It was an interactive session. She emphasized both on mental and emotional health. She focused on things which give the students comfort, distraction from the outer world to calm their mind and heart. Before concluding she answered many questions from the audience and thus ended her remarkable session. Mrs. Priya Zoting emphasized that initiatives to be taken by students to organize programmes involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization.

The chairperson also appreciated and congratulated all the members for involving both boys and girls celebrations of International Women's Day celebration organized by the WDC and ICC on such a topic that is the need of the hour.

### **Felicitation of the Chief Guest Mrs. Priya Zoting and her talk on "Laws against Domestic Violence and Mental Health of Women"**





**Dr. Naqui Jahan Siddiqui**  
**Presiding Officer**  
**(In-charge)**  
**ICC: 2022-23**