

**Sipna Shikshan Prasarak Mandal, Amravati's**

**ARTS, SCIENCE AND COMMERCE COLLEGE**

**CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)**



## **CRITERION – V**

### **5.1 Student Support**

#### **5.1.4**

**The Institution Adopts the Following for Redressal of Student Grievances Including Sexual Harassment and Ragging Cases**

- 1. Implementation of Guidelines of Statutory/Regulatory Bodies**
- 2. Organization Wide Awareness and Undertakings on Policies with Zero Tolerance**
- 3. Mechanisms for Submission of Online/Offline Students' Grievances**
- 4. Timely Redressal of The Grievances Through Appropriate Committees**

■ President  
**Shri. Jagdish M. Gupta**  
(Ex. Minister of State, Maharashtra)  
0721 (O)2522341 (R) 2572526



SIPNA SHIKSHAN PRASARAK MANDAL'S AMRAVATI

**ARTS, SCIENCE &**

**COMMERCE COLLEGE, CHIKHALDARA**

■ Principal  
**Dr. Rajesh S. Jaipurkar**  
(Mob.) 9423126066

Distt. Amravati (Maharashtra) 444 807  
NAAC Reaccredited 3rd Cycle with CGPA 2.77 at grade B++ (2018-2023)


■ E-mail : [ascc163@sgbau.ac.in](mailto:ascc163@sgbau.ac.in) ■ Website : [www.sipnaascc.ac.in](http://www.sipnaascc.ac.in) ■ Tel. (O) 07220-230309


Outward No : *ASCC/Cert./248/2023*

Date : *23/05/2023*

## DECLARATION

This is to declare that the information, photos, reports, true copies, numerical data, etc. furnished in this file as supporting documents is verified by IQAC and found correct.

  
Dr. V.D. Kapse  
IQAC Coordinator  
Co-ordinator  
**IQAC**  
Arts, Science & Commerce College,  
Chikhaldara  
Distt.: Amravati (M. S.)

  
Dr. R.S. Jaipurkar  
Principal  
**PRINCIPAL**  
Art, Science & Commerce  
College, Chikhaldara



**Sipna Shikshan Prasarak Mandal, Amravati's**  
**ARTS, SCIENCE AND COMMERCE, COLLEGE**  
**CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)**



**SUPPORTING DOCUMENTS**

**Sipna Shikshan Prasarak Mandal, Amravati's**  
**ARTS, SCIENCE AND COMMERCE COLLEGE**  
**CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)**

**Metric No. 5.1.4**

**-I N D E X-**

**Proof for Implementation of Guidelines of  
Statutory/Regulatory Bodies**

<b>Sr. No</b>	<b>Name of Document</b>	<b>Page No.</b>
<b>1</b>	<b>Constitution of Internal Complaint Committee</b>	<b>5</b>
<b>2</b>	<b>Proceedings of the Internal Complaint Committee</b>	<b>6-25</b>

Arts, Science & commerce College, Chikhaldara  
2021-22  
Internal Complaint Cell

Constitution of the cell

Sr. No.	Name	Position	Contact Numbers
1	Dr. N. Y. Bhoge	Presiding Officer From (01/02/2022)	7066757788
2	Dr. P. G. Gawnde	Member	942294160
3	Shri P. S. Tayde	Member	9423610533
4	Dr.U. S. Wasnik	Member	9423648847
5	B. R. Darshimbe	Member	7378546342
6	Vijaya V. Wakode	Member Non Government organization	7887950389
7	Ku Nindini N. Dehale(UG)	Member	94237725197
8	Ku. Renuka Barhate(PG)	Member	9404640655
9	Ku. Punam Harane (Ph. D)	Member	7709463653

*NBhoge*  
Dr. Nilima Y. Bhoge  
Associate Professor & Head (Arts and Science)  
Arts, Science & Commerce College,  
Chikhaldara

## Notice

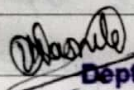
All the members of Women Grievance cell are hereby informed that meeting will be held on Tuesday, 09<sup>th</sup> Nov 21 at 3-30 pm to consider the agenda items given below :

Agenda ⇒

- To read & confirm the minutes of previous meeting of women Grievance cell
- To develop proper guidelines & norms for a policy against sexual harassment to the girl student of the college.
- Including the name of girl student representative
- Finalization of date of program suggested by SAAC
- Any other items with the permission of chairperson.

Venue : Hon'ble Principal cabin.

(Meeting Reschedule on 12/11/2021) MYL

  
 Head  
 Deptt. of Chemistry  
 Arts, Science & Commerce College  
 Chikhaldara

28/10/2021  
 PRINCIPAL  
 Art, Science & Commerce  
 College, Chikhaldara

1. Dr. Ku. S. N. Jagtap

2. Dr. Ku. V. R. Kokate

3. Dr. Ku. N. Y. Bhoge

4. Dr. P. G. Gawande

Minutes of meeting.

Date : 12/11/2021

Time : 3.30 pm.

Meeting started at 3.30 pm. under the chairmanship of Dr. R. S. Jaipurkar, Principal of the college.

Initially Dr. Usha S. Inasnik, convener of Women Grievance cell gave a warm welcome to all the members present. Afterwards the meeting followed by taking the items agenda wise.

- Minutes of previous meeting read.
- Members unanimously confirmed the minutes.
- \* Discussed on Preparation of Policy documents against sexual harassment.
- \* Discussed on date of Programme.
- \* As there was no other matter to discuss, the meeting ended with vote of thanks to all the members present.

*Ushasnik*

Dept. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

*Principal*

Art, Science & Commerce  
College, Chikhaldara

### Notice

All the members of Women Grievance Cell are hereby informed that meeting (urgent) will be held on 16<sup>th</sup> Nov - 2021, Tuesday at 12-30 pm to consider the item given below.

- \* Renaming of Women Grievance Cell as Internal Complaints Committee.

*W. Vasnik*

Dept. of Chemistry  
Art, Science & Comm. College

Principal  
PRINCIPAL  
Art, Science & Commerce  
College, Chikhaldara

1. Dr. M. S. N. Jagtap
2. Dr. P. G. Gawande
3. Dr. M. V. R. Kokate
4. Dr. M. N. Y. Bhoge

### Minutes of meeting -

Date: 16/11/21

Time: 12-30 pm

Meeting started at 12-30 pm under the chairmanship of Dr. R. S. Jaipurkar, Principal of the college.

Dr. V. S. Wasnik gave warm welcome to all the members present & meeting followed by regarding the item

- \* As per the letter of HRDE, WGC renamed as ICC (Internal Complaints Committee)

- \* Notesheet submitted regarding above issue.

- \* Meeting ended with vote of thanks.

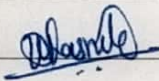
*W. Vasnik*

*Principal*



All the members of women Grievance cell are hereby informed that, meeting will be held on 06<sup>th</sup> Jan 2022, Friday at 3:30 pm to consider the item given below.

- \* Reconstitution of committee as per given norms of HRSC.



Head  
Deptt. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

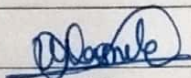
Principal.  
Art, Science & Commerce  
College, Chikhaldara

1. Dr. Ku. S.N. Jagtap
2. Dr. P.G. Gawande
3. Dr. Ku. U.R. Kokate
4. Dr. Ku. N.Y. Bhoge

Minutes of the meeting :

Meeting started at 3:30 pm. Under the chairmanship of Dr. R.S. Jaipurkar, Principal of the college.

- \* Committee as per the norms decided to reconstitute.



DR. U. S. WASNIK  
Asst. Professor & H.O.D. (Chemistry)  
Arts, Science & Comm. College  
Chikhaldara

Due to COVID-19, Pandemic situation and lockdown with the permission of Hon'ble Principal online meeting arranged on Zoom platform dated 02<sup>nd</sup> Aug 2020 at 11.00 am. Following members of Women Grievance cell were present for the meeting.

1. Dr. V. R. Patil Chairman of meeting
2. Dr. U. S. Inasik coordinator of WGC
3. Dr. S. N. Jagtap Member &
4. Dr. P. G. Gawande member
5. Dr. U. R. Kokate member
6. Smt. B. R. Darsimbe

Agenda : To discuss about online programmes.

Zoom ID : 278-331-1382

Password : 5fr42

Time : 11.00 am

Day : Sunday.

Minutes of meeting :

- \* online meeting was held on zoom platform dated 02<sup>nd</sup> Aug 2020 at 11.00 am, Sunday under the chairperson Hon'ble Principal V. R. Patil.
- \* Dr. Usha S. Inasik's coordinator of cell gave a warm welcome to all the members were present.
- \* Discussed regarding the online programme to be conduct under the ~~cell~~ Women Grievance cell, for all girls students of the college.
- \* Regarding one online programme to be decide due to / under Silver Jubilee of college.

- Date of the programme was decided to be finalized as per the schedule decided by silver jubilee committee.
- As there was no other matter to discuss the meeting ended with vote of thanks to all the members present.

W. S. Wansale

Dr. W. S. Wansale

Coordinator of WGC.

Deptt. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

principal

Acting Principal

Arts, Science & Commerce College  
Chikhaldara, Dist. Amravati

- 1 Dr. Ku. S. N. Jagtap &
- 2 Dr. P. G. Gawande
- 3 Dr. Ku. U. R. Kokate

All the members of Women Grievance cell are hereby informed that meeting is arranged on 15<sup>th</sup> feb 2021 Monday at 1:30 pm in Principal office.


Attend the same.


Agenda :- Confirmation of date of online programme.  
& Guest speaker


\* Name of Student (girl) representative


Principal.  
Acting Principal

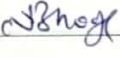
Art, Science & Commerce College  
Chikhaldara, Dist. Amravati


  
Coordinator of WGC  
Dept. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

1. Dr. K. S. N. Jagtap 

2. Dr. P. G. Gawande 

3. Dr. V. R. Kokate 

4. Dr. N. Y. Bhoge 

5. Smt B. R. Darsimbe 

Minutes of meeting :-

Meeting was held in Honible Principal cabin and discussed on regarding

\* online programme date & Guest speaker

\* As there was no other matter to discuss meeting ended with vote of thanks.

\* Following members were present for the meeting.  
& Student representative name finalized from B-S II


Name : Miss. Sakshi Choudhari.

Dr. S. N. Jagtap

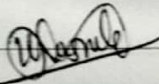
Dr. P. G. Gawande

Smt. B. R. Darsimbe

Dr. V. R. Kokate


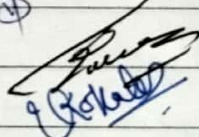
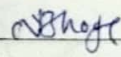
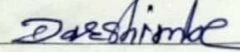
Dr. N. Y. Bhoge 

- \* Meeting with Honble Principal
- \* Due to lockdown matter regarding online guest lecture discussed telephonically
- \* Guest speaker Dr. Anita J. Bodake Associate professor, Rajaram College Kolhapur decided for guest lecture on topic POSH ACT 2013.
- \* Date finalised on 9<sup>th</sup> of March 2021 on the occasion of International Women's day celebration.
- \* Guest speaker was decided by telephonic contact.

  
 Coordinator  
 (Women Grievance Cell)  
 Dept. of Arts & Comm.  
 Arts, Science & Comm. College  
 Chiklodi, Dist. Solapur

Principal,  
 (Dr. V. R. Patil)  
 Acting Principal

Arts, Science & Commerce College  
 Chiklodi, Dist. Solapur

- 1) Dr. Ku. S. N. Jagtap 
- 2) Dr. P. G. Gawande
- 3) Dr. Ku. V. R. Kokate 
- 4) Dr. Ku. N. Y. Bhoge 
- 5) Smt. B. R. Darsimbe 

- \* Due to COVID-19 Pandemic situation and lockdown matter regarding organization of University level online webinar on Safety & Security of women through ICT tools discussed telephonically with Honble Principal, dated 2<sup>nd</sup> Aug 2021, Monday
- \* Guest speaker decided by telephonic talk
- \* Name of the Guest :
- 1) Dr. D. H. Pethkar, Assistant Professor, Shankarlal Khandalwal College, Akola &
  - 2) Dr. Alka A. Bhoze, Principal Vinayak Vidyamandir, Nandgaon Khandeshwar.
- \* Date of the programme decided (2<sup>nd</sup> gen of August 2021)

Principal

(Involved Head of WAC)

Dept. of Chemistry  
Arts, Science & Commerce College  
Chikhaldara

Principal

(Dr. V. R. Patil)  
Acting Principal

Art, Science & Commerce College  
Chikhaldara, Dist. Amravati

1. Dr. Ku. B. N. Jagtap

2. Dr. P. G. Gawande

3. Dr. Ku. U. R. Kokate

4. Dr. Ku. N. Y. Bhoje

5. Smt. B. R. Darsimbe

All the members of Women Grievance Cell are hereby informed that meeting is arranged in Hon'ble Principal office at 1.15 pm, dated 21<sup>st</sup> Aug 2021.

- 1) Dr. Ku. S. N. Jagtap
- 2) Dr. P. G. Gawande
- 3) Dr. Ku. U. R. Kokate
- 4) Dr. Ku. N. Y. Bhoge
- 5) Smt. B. R. Dassimbe

*Ushas*  
Convener WGC  
Head  
Deptt. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

### minutes of meeting

- \* Meeting started at 1.15 pm under the chairmanship of Dr. V. R. Patil, Principal of college. Initially Dr. Usha S. Wasnik, convener of Women Grievance cell gave a warm welcome to all the members present. Afterwards the meeting followed by taking the item agenda wise.
- \* To read and confirm the minutes of previous meetings held.
- \* The members unanimously confirmed the minutes.
- \* As there was no other matter to discuss, the meeting ended with vote of thanks to all the members present.

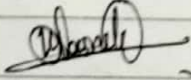
*Ushas*  
Dr. Usha S. Wasnik  
Head  
Deptt. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

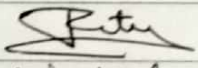
Principal  
(Acting Principal)  
Art, Science & Commerce College  
Chikhaldara Dist Amravati


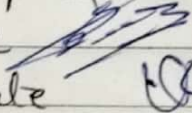

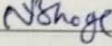
### Notice

All the members of Women Grievance cell are hereby informed that meeting is arranged in Hon'ble Principal's office at 12:15 pm, dated 31<sup>st</sup> August 2019.  
Attend the same.

Agenda : Selection of one girl student representative  
finalization of date of program.

  
(Convener)  
Dr. V. R. Patil  
Deptt. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

  
Principal  
Acting Principal  
Art, Science & Commerce College  
Chikhaldara, Dist. Amrayati

1. Dr. Ku. S. N. Jagtap 
2. Dr. P. G. Gawande 
3. Dr. Ku. U. R. Kokate 
4. Dr. Ku. N. J. Bhoje 

### Minutes of the meeting

- Meeting was held under the chairmanship of Hon'ble Principal of the college Dr. V. R. Patil
- It was decided to select one girl student by considering all three streams.
- Program for all girls students of the college should be organized in the first week of September.
- Meeting was ended with vote of thanks.

1)                      2)                      3)                      4)                      5)



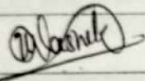
## Notice

All the students of Arts, science & commerce faculty are hereby informed that programme under Women Guidance cell is arranged on 4<sup>th</sup> September 2019, Wednesday. Attend it

Venue : Seminar Hall

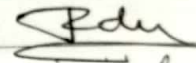
Time : 12.30 pm.

(Notice provided to the students at the time of National Anthem)



(Convener)

Dr. Ku. Vasanth  
Deptt. of Chemistry  
Arts, Science & Comm. College  
Chikhalidara



principal.  
Acting Principal  
Art, Science & Commerce College  
Chikhalidara, Dist. Amrayati

Meeting was held in Seminar hall  
All documents are in file.

### Notice

All the girls students of Arts, science and commerce faculty are hereby informed that meeting is arranged at seminar hall, dated 27<sup>th</sup> february 2020, Thursday.

Attend the same.

(Information about meeting provided at the time of National Anthem)

Wasnik

(Convener)

Deptt. of Chemistry  
Arts, Science & Comm. College  
Chikhaldara

Patil

Principal,  
Acting Principal

Art, Science & Commerce College  
Chikhaldara, Dist. Amrayati

### Minutes of meeting

Meeting was held on 27<sup>th</sup> february 2020 under the chairmanship of Hon'ble Principal Dr. V. R. Patil. Convener of the cell Dr. V. S. Wasnik gave a warm welcome to all. All the members of Women Grievance cell were present.

In this meeting informed all girls students regarding

- Dress code is compulsory in the college campus
- Cleanliness of washroom
- Use of dustbin
- Cleanliness in girls common room
- Use of fan and lights in proper way
- Incorporate good hygiene habits.

Wasnik

Patil  
Principal

- |                         |                        |
|-------------------------|------------------------|
| 1. Dr. Ku. S. Jagtap    | 4. Dr. Ku. N. Y. Bhoge |
| 2. Dr. P. G. Gawande    | 5. Smt. B. R. Dandimbe |
| 3. Dr. Ku. V. R. Kokate |                        |

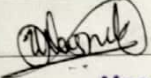
## Notice

All the members of Women Grievance cell are hereby informed that meeting is arranged on 6<sup>th</sup> March 2020.

Attend the same.

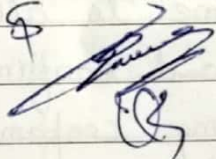
Venue : Hon'ble Principal office

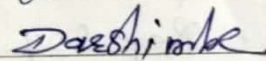
Time : 12-30 pm.

  
 Head  
 (Convener)  
 Deptt. of Chemistry  
 Arts, Science & Comm. College  
 Chikhaldara

  
 principal  
 Acting Principal  
 Art, Science & Commerce College  
 Chikhaldara, Dist. Amrayati

1. Dr. Ku. S.N. Jagtap
2. Dr. P. G. Gawande
3. Dr. Ku. V. R. Kokate
4. Dr. Ku. N. Y. Bhoge
5. Smt. B. R. Sarsimbe.

  
 Bhoge

  
 Sarsimbe

Minutes of meeting

The meeting of the Women Grievance Cell of the college was held on 6<sup>th</sup> March 2020 at 12.30 pm in Principal office

The following members were present

1. Dr. Ku. S. N. Jagtap
2. Dr. P. G. Gawande
3. Dr. Ku. U. R. Kokate
4. Dr. Ku. N. J. Bhoge
5. Mrs. S. R. Darsimbe

- In the meeting of the Women Grievance cell for the academic session 2019-2020, Dr. U. S. Masnis, convener of cell initially gave a warm welcome to all the members present for meeting.
- Read and confirm the minutes of previous meeting.
- Regarding confirmation of UGC guidelines of Women Grievance.
- Regarding matter relating to complaint, and it was confirmed that not a single complaint from the girls student of the college have been received by the committee, hence No redressal.
- Meeting ended with vote of thanks to all the members present.

(Signature)

- 1) Dr. Ku. S. N. Jagtap
- 2) Dr. P. G. Gawande
- 3) Dr. Ku. U. R. Kokate
- 4) Dr. Ku. N. J. Bhoge
- 5) Smt S. R. Darsimbe

(Signature)  
Principal

Acting Principal  
Art, Science & Commerce College  
Chikhali, Tal. Karavadi

All the members of Women Grievance cell are hereby informed that meeting is scheduled on 16<sup>th</sup> of July, Tuesday at 1.30 pm. Attend the same.

Venue : Hon'ble Principal cabin

Time : 1.30 pm.

Subject (meeting Agenda) : About

- functioning and working of cell
- meet with girls student
- Any other relevant topic with prior permission of chair.

*U. S. Inasnik*

(Convener : Dr. U.S. Inasnik)

Head  
Women Grievance cell,  
Dept. of Chemistry

Arts, Science & Comm. College  
Chikhaldara

1. Dr. Ku. S. N. Jagtap

2. Dr. P. G. Gawande

3. Dr. Ku. V. R. Kokate

4. Dr. Ku. N. V. Bhoge

5. Dr. Ku. S. R. Kadu

6. Smt. S. R. Darsimbe

*P. S. Patil*

Principal,  
Acting Principal

Art, Science & Commerce College  
Chikhaldara, Dist. Amravati

*S. R. Kadu*

*V. R. Kokate*

*N. V. Bhoge*

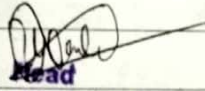
*S. R. Kadu*

*S. R. Darsimbe*

## Minutes of meeting :

- Meeting of the cell was held on 16<sup>th</sup> July 2019 at 1.30 pm in the Principal's office to discuss the agenda.
- The meeting of the Women Grievance cell with its newly constituted members for the academic session 2019-2020 started at 1.30 pm under the chairmanship of Dr. V. R. Patil, Principal of college. Initially I gave a warm welcome to all, afterwards the meeting followed by taking the agenda itemwise.
- Confirmation / adoption of UGC guidelines on women grievances and sexual harassment in the educational institute.
- Decided to develop a proper guidelines and norms for a policy against sexual harassment to the girls student of the college.
- Regarding awareness about cleanliness and use of vending machine and good hygiene habits.
- Decided to ensure healthy environment in the college campus.
- Since the college is a co-educational hence safety and security to the girls students should be given priority.
- As there was no other matter to discuss the meeting ended with the vote of


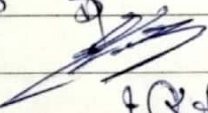
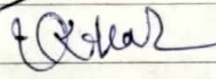
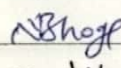
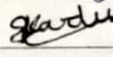
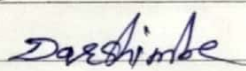
thanks to all the members of Women  
Guidance cell present.



Head  
Deptt. of Chemistry  
Arts, Science & Commerce College  
Chikhaldara



Acting Principal  
Art, Science & Commerce College  
Chikhaldara, Dist. Amravati

1. Dr. Ku. S. N. Jagtap 
2. Dr. P. G. Gawande 
3. Dr. Ku. U. R. Kekate 
4. Dr. Ku. N. Y. Bhoge 
5. Dr. Ku. S. R. Kadre 
6. Smt. B. R. Darsimbe 

Arts, Science and Commerce College, Chikhaldara, Dist Amravati, MS, 444807

**Internal Complaint Committee Proceedings**

**2018-19**

(These proceedings were noted in Marathi in the committee proceedings book and are hereby translated into English as a part of the process of accreditation and assessment of college by NAAC)

The committee met on 30<sup>th</sup> of August 2018 at 1.00 pm in the principal's cabin.

Four out of six members were present for the meeting. Following decisions were taken unanimously in the meeting.

1. Active members for the committee should be selected with prior discussion with teachers and mentors.
2. Efforts would be taken to make first year students aware about this committee, its objectives, etc.
3. To arrange a guest lecture of an advocate to address student on legal aspects of committee.

MYL  
PRINCIPAL  
Art, Science & Commerce  
College, Chikhaldara



**Arts, Science and Commerce College, Chikhaldara, Dist, Amravati, MS, 444807**

**Internal Complaint Committee Proceedings**


**2017-18**

(These proceedings were noted in Marathi in the committee proceedings book and are hereby translated into English as a part of the process of accreditation and assessment of college by NAAC)

The committee met on 14<sup>th</sup> of September 2017 at 2.00 pm in the Principal's cabin.

Five out of six members were present for the meeting. Following decisions were taken unanimously in the meeting.

1. For the session 2017-18 the members should be selected from all three streams and from last year class only.
2. Details about a program to make student aware about this committee, its objectives, etc were finalized and the program was scheduled.
3. The first aid box would be made available in girls' common room.
4. Foot - mats, brooms, benches a dust bin, etc. would be kept in girls' common room.
5. The concerned would be intimated about the non functioning sanitary napkin vending machine.
6. To appoint an advocate for legal consultation, if need be.
7. To see to it that cleanliness in toilet and college campus was carefully maintained

  
**PRINCIPAL**  
**Art, Science & Commerce**  
**College, Chikhaldara**