

**INTERNAL
COMPLAINT
COMMITTEE
AY 2017-18**

Internal complaint committee

As per AICTE notification regulation for prevention & prohibition of ragging, the Resolution & Internal complaint committee has been constituted on 01/01/2018

MINUTES

Minutes of the 1st Meeting of the Internal Complaint committee for the academic year 2017-2018, was scheduled on Monday, 07th Aug 2017 in classroom 1. The meeting was started at 2.00 pm.

Initially principal, Dr. Nilesh Salunke, welcomed all the members. Afterwards the meeting started by taking the agenda for consideration. Agenda of meeting is as follows

composition of committee.

Sl. No.	Name of Person	Designation	mobile no	Sign.
1	Dr. Nilesh Salunke.	Head	9881136769	
2	Mr. Mohammad Junaidudin.	Departmental. Student counsellor.	9130147319	
3	Mr. Girish Patil	— II —	9665470744	
4	Ms. Varsha V. Bhutawade.	— II —	9420372626	
5	Mr. Anad B. Kulkarni	— II —	9822263828	

Duties/Responsibilities/Activities of the committee.

- It shall work parallel to the Anti-Ragging Committee
- To monitor the anti-ragging activities in the Institution.
- To develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the Institute.

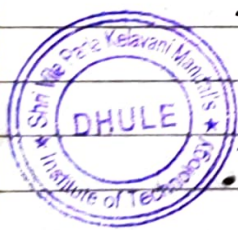


Discussion on policy making / Framing
Grievance may be due to following reasons.

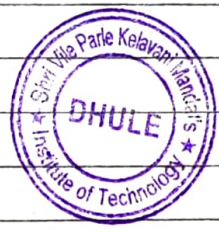
- Academic
- non-Academic
- Grievance related to Assessment.
- Grievance related to Victimization.
- Grievance related to Attendance.
- Grievance related to charging of Fees.
- Grievance regarding conducting of Examinations.
- Harassment by colleague students or the teachers etc.

The committee members are selected from the teaching / non teaching staff members and with the regular meeting held the following procedure is framed.

- The student will report in written letter about their Grievance to any of the committee members.
- Then the member who have been informed about the problem will report to all the other members of the committee.
- Then the victim and the suspect will be called by the committee members and the matter will be held in detail from both the ends separately.
- Then again a meeting will be held to discuss the issues with point of view of both the person to take a proper action.
- Members will decide that the suspect or the victim needs counseling or not.
- Whether the suspect is really found guilty or not, and is there any scope of improvement.
- Then if found guilty, a written letter will be from the person who is proved guilty saying that what he have committed.



- Family members of the person found guilty will be called to discuss their issues.
 - A view of the student will be taken from the family members before giving any punishment. The issues and the name of the persons (Victim or suspect) will not be revealed by the committee members to any other person.
- with the above discussion the meeting ended at
by vote of thanks



S. Salunke
Dr. Nilesh Salunke.
Principal
SVKM's Institute of Technology, Dhule

Internal complaint committee

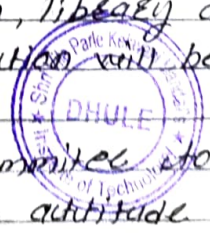
Minutes of the 2nd Meeting of the Internal complaint committee for the academic year 2017-2018 was scheduled on 16-02-2018 in principal's office. The meeting was started at

Following members were present.

Sl. No	name of person.	designation.	mobile no.
1	Mr. Nilesh Salunke	Head.	9881136769
2	Mr. Mohammad Junaidudin	Department Stud. counsellor.	913014219
3	Mr. Girish patil	— 11 —	9665470744
4	Ms. Vaasha V Bhatwara	— 11 —	9420372626
5	Mr. Anad Kulkarni	— 11 —	9822263828

Following points were discussed.

- Feedback of the academic was taken from staff.
- Students were encouraged to utilize library facility.
- Students requested to increase number of books copies and their proposal was considered.
- Sessional examination schedule was discussed and asked to follow academic schedule properly.
- It was observed that some students remain absent regularly in theory and practical. principal asked to take disciplinary action against them.
- Some furniture of Auditorium and classrooms was damaged by students, hence it was decided to implement fine system if such incidence occurs in future.
- Student's use of mobile in class-room, library and laboratory was restricted and strict action will be taken if anybody found guilty.
- Action plan was decided by committee to develop a responsive and accountable attitude among.



students to develop educational atmosphere in institute.

- Some students were facing difficulty on online scholarship form submission, faculty were guided to resolve the problem.
- Pending academic fees issue was discussed and enlisted students were asked to deposit remaining fees before due date.
- Students were asked if they face any harassment by colleague students or by staff and faculty.

With the above discussion the meeting ended at by vote of thanks.



Millesh
Dr. Millesh Sadhorne.

Principal
SVKM's Institute of Technology, Dhule