Nagar Yuwak Shikshan Sanstha's

Yeshwantrao Chavan College of Engineering

(An Empowered Autonomous Institution under RTM Nagpur University)

NAAC Accredited with 'A++' Grade

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Date : 28.08.2026

OFFICE ORDER

Sub :- Constitution of Internal Complaint Committee (ICC)

The ICC Committee is constituted to address the issue of female candidate (student/female employee) regarding Sexual Harassment for academic session 2026-27 is as under :-

Internal Complaint Committee (ICC)				
SN	**Name of the Member**	**Department**	**Category**	**Designation**
1	Dr. Ms. Ujjwala Gawande	Information Technology	Teaching	Presiding Officer
2	Dr. R.D. Thakare,	Electronics Engineering	Teaching	Member
3	Dr. Arvinder Kaur	Maths and Humanities	Teaching	Member
4	Mr. Chetan Wazalwar	Chief Administrative Officer	Non-Teaching	Member
5	Mrs. Vandana Mahant	Accounts	Non-Teaching	Member
6	Mrs. Vaishali Kelkar	NGO Nominee	External	Member
7	Ms. Saundarya Dhoke	Electrical Engineering	Students Nominee (UG)	Member
8	Ms. Sakshi Parate	M.Tech.-I.P.S.	Students Nominee (PG)	Member
9	Mrs. X.R. Pote	Electrical Engineering	Students Nominee (Research Scholar)	Member

Procedure for dealing with a complaint(s) under ICC: -

- The Committee will work as per the guidelines given by UGC from time to time.
- Any complaint relating to sexual harassment at the Higher Educational Institute may be made by the aggrieved person to the Internal Complaint Committee (ICC)
- Written complaint to be filed within 3 months from the date of the incident or within the 3 months from the date of last incident in case of series of incidents. The time limit can be extended for not over 3 months, for which reasons have to be stated in writing.
- The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of contravener.
- Where the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Head of the Institution and hand over the same in person or in a sealed cover. Upon recipient of such complaint the Head of the Institution shall retain the original complainant with himself and sent to the ICC a gist of the complaint containing all material and relevant details other than the name of the complainant and details which might disclose the identity of the complainant.
- The ICC shall immediate necessary action to deal with the complaint and may make necessary enquiry to ascertain the genuineness thereof.
- If the aggrieved person requests for consolation, then ICC should make recommendations in terms of agreed resolution. If not, the enquiry should be initiated.
- The ICC should complete its inquiry within 90 days from the date of written complaint.
- ICC should submit the Inquiry report within 10 days after the completion of inquiry to both parties and Executive authority.
- The Executive authority to act on ICC recommendations within 10 days of recipient of report.
- The Executive authority can decide to agree or disagree to act as per the recommendations of ICC. If the Executive authority agrees, then they should issue a show cause to the party against whom action is to be taken, that is answerable within 10 days. Executive authority to proceed only after considering the reply or hearing the aggrieved person. If the Executive authority disagrees, then they should record written reasons and sent it to both parties and ICC.

Additional responsibilities of ICC :-

- Assist in writing complaints.
- Assist in police complaint.
- Just and fair conciliation
- Safety of complaint
- Prevent Victimization or witnesses.
- Protection
- Maintain Confidentiality

Dr. U.P.Waghe
Principal