

Website: www.cncvcw.edu.in

Ph.No.:(0231) 2535405 Fax. (0231) 2535708

CHH.SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH TRUST'S
COLLEGE OF NON-CONVENTIONAL VOCATIONAL COURSES FOR WOMEN

University Road, Kolhapur - 416 004
Reaccredited by NAAC with B Grade



Dr. R. A. SHINDE
Secretary & Managing Trustee

OFFICE ORDER

Functions and procedures for Students and Parents Redressal Committee

Functions:

1. To make officials of the college responsive, accountable and courteous in dealing with students.
2. To ensure effective solution to the students grievances with an impartial and fair approach.
3. To look into complaints lodged by the students and judge its merit.
4. To provide a means to seek redressal through investigation and resolution of academic, resource related and personal grievances.

Procedure

1. Students should report their grievances to the class co-coordinators.
2. Staff members should report their complains to co-coordinator of students and parents grievance redressal committee.
3. After having the complains, committee should take appropriate decisions.




Principal
College of Non-Conventional
Vocational Courses for Women
Kolhapur

Date: 11/09/2023

CSIBER TRUST'S

COLLEGE OF NON-CONVENTIONAL VOCATIONAL COURSES
FOR WOMEN, KOLHAPUR.

GRIEVANCE AND REDRESSAL COMMITTEE

N O T I C E

This is to inform all members of Grievance and Redressal committee to be present for the scheduled meeting on 14/09/2023 in I @ AC Room at 12.30 p.m.

Sr. No	Name of the Faculty.	Designation.	Sign.
1.	Dr. A. P. Kulkarni	Principal/Chairman.	
2.	Ar. Amar. N. Meshy.	Co-ordinator.	
3.	Ms. Pradhya. Kapdi	member.	
4.	Ms. Jyoti Hirvath	member.	
5.	Ms. Chweta. Patil	member.	
6.	Ms. Mukta. Reddy.	Special Invitee.	

AGENDA OF MEETING.

1. to read and confirm minutes of last meeting held on 18th of May 2023.
2. to discuss regarding the shiraji university circular dated 4/09/2023. received to the college.
3. to discuss regarding any grievance raised.
4. any other item with the permission of chair.



Principal
College of Non-Conventional
Vocational Courses for Women
Kolhapur

SIBER, 11/2023
OF NON-CONVENTIONAL JUDICIAL COURSES
FOR WOMEN, KOLHAPUR.

GRIEVANCE AND REDRESSAL COMMITTEE

MINUTES OF MEETING

Meeting of Grievance and Redressal committee was held on 14/09/2023 at 12:30 in IQAC Room following were the proceedings of the meeting.

Proceeding of the meeting:

Agenda 1. to read and confirm the minutes of last meeting held on 18th of May 2023.

Resolution: - minutes of last meeting were read and confirm.

Agenda 2. to discuss regarding the shiraji university circular received to the college dated 4/09/2023.

Resolution: - Discussion was done of the circular received regarding the formation of committee and to inform the names of committee members to shiraji university. framed ^{functionary} for the college for students. Grievance Redressal committee. committee members were informed that our college has already functional committee and members details were already submitted to shiraji university by the college dated on 30/05/2023. under the chairman Mr. Anam. S. Meshy. along with the members of committee.

Agenda 3. to discuss regarding any grievance received.

Resolution: No grievance was received from the students. Hence, this period.

Agenda 4. Any other item with the permission of chair.
Resolution: No other item was discussed.

Following members of the committee were present
for the meeting.

R.	Name of the faculty	Designation.	Sign.
	Dr. A. R. Kulkarni	Principal/Chairman.	
	Dr. Amar. H. Meshy.	Co-ordinator.	<u>Amar</u>
	Ms. Pradnya Kapdi	Member.	<u>Kapdi</u>
	Ms. Jyoti Hivemath.	Member.	<u>Jyoti</u>
	Ms. Shweta Patil	Member.	<u>Patil</u>
	Ms. Mukta Reddy	Special Invited.	

Co-ordinator
Dr. Amar. H. Meshy.
Amar

Principal/Chairman
Dr. A. R. Kulkarni.



Estd. 1962
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NAAC(2021)
With CGPA 3.52

SHIVAJI UNIVERSITY, KOLHAPUR - 416 004,
MAHARASHTRA

PHONE : EPABX - 2609000, www.unishivaji.ac.in,
शिवाजी विद्यापीठ, कोल्हापूर - 416 004,

दुरध्वनी - ईपीएबीएक्स - 2609000, www.unishivaji.ac.in,

विद्यार्थी विकास विभाग

Dr. P. T. Gaikawad
Director, Students' Development
Phone - (0231) 2609175, 2609475
Email: dsw@unishivaji.ac.in



जा. क्र. शिवाजी वि/विद्यार्थी विकास/ 1810

दि.: 4/09/2023

प्रती,

मा. प्राचार्य / संचालक / समन्वयक
सर्व सलग महविद्यालये व मान्यताप्राप्त संस्था,
शिवाजी विद्यापीठ, कोल्हापूर.

विषय : विद्यार्थी तक्रार निवारण समिती व विद्यार्थी विकास कक्ष स्थापन करणेबाबत

संदर्भ : यु. जी. सी. चे दि. १२ एप्रिल, २०२३ रोजीचे पत्र व दि. ११ एप्रिल रोजीचे राजपत्र

महोदय / महोदया ,

उपरोक्त संदर्भीय या विभागाच्या दि. १७/०५/२०२३ रोजीच्या इमेल द्वारे यु.जी. सी.कडून प्राप्त दि. १२ एप्रिल, २०२३ रोजीचे पत्र व पत्रासोबत जोडलेले राजपत्र पाठवण्यात आले होते. परंतु नवीन राजपत्रानुसार विद्यार्थी तक्रार निवारण समिती स्थापन करून त्या बाबतची माहिती या विभागास अद्यापि ब-याच महाविद्यालयांनी कळवलेली नाही. तरी आपणास कळवण्यात येते कि, सोबत जोडलेल्या यु. जी. सी. च्या राजपत्रानुसार आपल्या महाविद्यालयात विद्यार्थी तक्रार निवारण समिती स्थापन करण्यात यावी.

तसेच महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम सन 2016 मधिल कलम 56 (2) (क) नुसार विद्यार्थी विकास कक्ष स्थापन करणेबाबत या विभागामार्फत या पूर्वीच कळवण्यात आले आहे. परंतु ब-याच महाविद्यालयात विद्यार्थी विकास कक्ष स्थापन करण्यात आलेला नाही. तरी सोबत जोडलेल्या महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम सन 2016 मधिल कलम 56 (2) (क) नुसार आपल्या महाविद्यालयात / संस्थेत विद्यार्थी विकास कक्ष स्थापन करण्यात यावा.

विद्यार्थी विकास कक्ष व विद्यार्थी तक्रार निवारण समिती स्थापन झाल्यानंतर तसे फलक तयार करून आपल्या महविद्यालयाच्या दर्शनी भागात विद्यार्थ्यांच्या निदर्शनास येईल अशा प्रकारे लावण्यात यावेत व समिती सदस्याची नावे या विभागास दि. १२ सप्टेंबर, २०२३ पर्यंत माहितीसाठी कळवण्यात यावीत ही विनंती.

कळावे,

आपला विश्वासू,

CNCVCW, Kolhapur

Inward No. 251

Date: 06/09/2023

Directed to: Ar. Anand Y. Mastry

Signature: P. D. S. S. S.

Signature: P. D. S. S. S.

संचालक,
विद्यार्थी विकास विभाग

सोबत : वरील प्रमाणे



छत्रपती शाहू इन्स्टिट्यूट ऑफ विज्ञान एज्युकेशन अंड रिसर्च ट्रस्ट, सपोनेत

कॉलेज ऑफ नॉन कन्व्हेशनल व्होकेशनल कोर्सेस फॉर वूमेन

विद्यापीठ रोड, कोल्हापूर ४१६००४ फोन नं- (०२३१) २५३५४०५

शिवाजी विद्यापीठ, कोल्हापूर संलग्नित

नेक मानांकन-" बी++" श्रेणी

Website: www.cncvcw.edu.in

E-Mail: cncvcw@siberindia.edu.in

प्रा. डॉ. ए डी शिंदे

डॉ. आर. ए. शिंदे

संस्थापक

सचिव व कार्यकारी विश्वस्त

Ref: CNCVCW/2022-23/504

Date: 30/05/2023

प्रति,

मा. संचालक

विद्यार्थी विकास,

शिवाजी विद्यापीठ,

कोल्हापूर.

विषय- **Student's Grivenance Redressal Committee** स्थापन केलेबाबत.

संदर्भ : क्र. शिवाजी वि./ विद्यार्थी विकास/०१३८२ दिनांक १७/०५/२०२३.

महोदय,


उपरोक्त संदर्भीय विषयास अनुसरून आपणास विनंतीपूर्वक कळविण्यात येते की, आमच्या कॉलेज ऑफ नॉन कन्व्हेशनल व्होकेशनल कोर्सेस फॉर वूमेन, कोल्हापूर या महाविद्यालयामध्ये विद्यार्थी तक्रार निवारण कक्ष (Student's Grivenance Redressal Committee) शैक्षणिक वर्ष २०१९-२०२० पासून कार्यरत आहे. महाविद्यालयातील Student's Grivenance Redressal Committee खालीलप्रमाणे गठीत केली आहे.

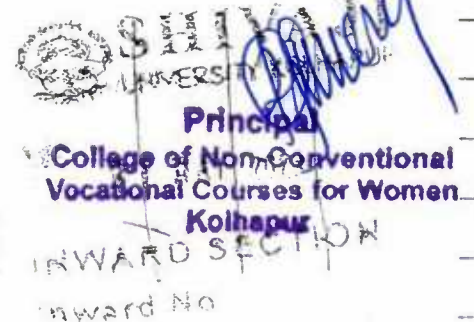
१	सहा.प्रा. ए.एन. मेस्त्री	चेअरमन
२	सहा.प्रा. जे.आर. हिरेमठ	सदस्य
३	सहा.प्रा. एस.ए. पाटील	सदस्य
४	सहा.प्रा. डॉ. एन. आर. जीरगे	सदस्य
५	सहा.प्रा. डी.एस. सातपुते	सदस्य (अ.जा)
६	सहा.प्रा. यो.आर. मिरजकर	सदस्य (इ.मा)
७	कु. पाटील सेजल एस. (बी.आय.डी प्रथम वर्ष)	विद्यार्थी प्रतिनिधी

तरी सदरची समिती कार्यरत असून या महाविद्यालयामध्ये विद्यार्थ्यांकडून कोणतीही लेखी तक्रार आजतागायत दाखल झालेली नाही.

कळावे,

आपला विश्वासू,


(प्रा. (डॉ.) व्ही. एस. ढेकळे)



College of Non-Conventional Vocational Courses for Women,

SIBER Trust, Kolhapur

Anti ragging committee

Objectives of anti ragging committee

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus.

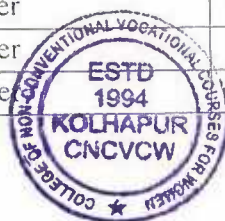
To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student.

Functions:

1. Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
2. Creation of free atmosphere among students.
3. Entrusting the responsibilities jointly, by involving students of final year.
4. Inter-action and casual warning.
5. Ensuring the spot solutions by adapting soft measures.
6. In case of need, reporting to the nearest police station.
7. Offering services of counseling & creating awareness to the students.
8. Taking all necessary measures for prevention of ragging inside the Campus/ Hostels.
9. Organizing lectures from experts on self defense techniques.

Composition of committee

1.	Chairman	Principal
2.	Member	Co-ordinator
3.	Member	Police dept representative
4.	Member	Media representative
5.	Member	College office member
6.	Member	Guardian of student
7.	Member	Student representative (last year student)
8.	Member	Student representative (first year student)



Principal
College of Non-Conventional
Vocational Courses for Women
Kolhapur

FUNCTIONS OF ANTI-RAGGING COMMITTEE

1. To sensitize the students about evils of ragging by displaying the charts & other material stating evil nature
2. To create ragging free environment in College campus.
3. To organize training programs on self defense for students.
4. To conduct awareness programmes on the menace of ragging, its impact, consequences and redressal mechanism available.
5. To take all necessary measures for prevention of ragging in the campus
6. To enquire into any instances of ragging that have been reported and if necessary take all appropriate action against the students found to have indulged in ragging



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University Road, Kolhapur - 416 004

Accredited by NAAC with B++ Grade (4th Cycle)

Dr. R. A. SHINDE

Secretary & Managing Trustee

ORDER

The following Anti-Ragging committee is constituted for the academic year 2023-24

Sr.No.	Name	Designation
1.	Dr.A.R.Kulkarni Principal,CNCVCW	Chairperson
2.	Smt.Ashwini.S.Raibagkar Asst.Prof.Dept.of Food Technology, CNCVCW,CSIBER	Nodal Officer
3.	Ms.Deepika Tukaram Jounjal Asst.Police Inspector Rajarampuri Police Station Kolhapur	Asst. Sub-Inspector of Police
4.	Mr.Avdhoot Gaikwad Asst.Manager,Sakal YIN , Kolhapur	Representative of Media
5.	Sonia Rajput Associate.Prof. Dept. of Social Work CSIBER Kolhapur and President Swayambhu Trust Kolhapur	Representative of NGO
6.	Mr.Balkrishna Dhond(BID)	Representative of Parents
7.	Dr.Vinay Joshi Kolhapur	M.D Psychiatrist
8.	Ms. Shravani Dhond (BID I) CNCVCW,Kolhapur	Representative of Fresh students
9.	Ms.Ketaki Phadnis M.Sc (FSN) II CNCVCW,Kolhapur	Representative of Senior students
10.	Pradnya Kapdi Asst.Prof,Dept.of Fashion Design, CNCVCW,CSIBER	Senior Faculty member
11.	Mrunalini Shinge Clerk,CNCVCW Kolhapur	Non-teaching Staff
12.	Sarita Jadhav Warden Ladies Hostel CSIBER Kolhapur	Residential warden of Ladies Hostel



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Dr. R. A. SHINDE

Secretary & Managing Trustee

Ref: CNCVCW/Notice/2023-24/

Date: 09/08/2023

NOTICE

ANTI - RAGGING COMMITTEE

All the members of Anti-Ragging Committee are hereby informed that the Anti-Ragging Committee meeting is scheduled on 11th August 2023 in meeting hall at 3.00 pm. in IQAC room. Following members are requested to attend the meeting.

Sr.No.	Name	Signature
1.	Prin. Dr.A.R.Kulkarni	
2.	Smt.Ashwini.S.Raibagkar	
3.	Ms.Deepika Tukaram Joundal	
4.	Mr.Avdhoot Gaikwad	
5.	Ms.Sonia Rajput	
6.	Mr.Balkrishna Dhond(BID)	
7.	Dr.Vinay Joshi	
8.	Ms.Shravani Dhond(BID)	
9.	Ms.Ketaki Phadnis (M.Sc.FSN-II)	
10.	Ms.Pradnya Kapdi	
11.	Ms.Mrunalini Shinge	
12.	Ms.Sarita Jadhav	

Agenda:-

1. To read and confirm the minutes of last meeting held on 12th September 2022.
2. To welcome the members of Anti-ragging committee
3. Discussion on Celebration of Anti-Ragging Week. (12th August to 18th Aug 2023)
4. To complete the process of Registration of antiragging affidavit forms by all the students.
5. To fill the compliance form by the college (National Ragging Prevention Project)

Ashwini Raibagkar
Nodal Officer
Anti-Ragging Committee

CHH.SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH TRUST'S
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Dr. R. A. SHINDE

Secretary & Managing Trustee

f: CNCVCW/Notice/2023-24/

Date: 11/08/2023

**MINUTES OF MEETING
ANTI-RAGGING COMMITTEE**

The meeting of Anti-Ragging Committee was held on 11th August 2023 at 3.00 pm in the
I.C room.

Following members were present for the meeting.

Sr.No.	Name	Signature
1.	Prin.Prof.Dr.A.R.Kulkarni	
2.	Ms.Ashwini.S.Raibagkar	
3.	Ms.Deepika Tukaram Jounjal	
4.	Mr.Avdhoot Gaikwad	
5.	Sonia Rajput	
6.	Mr.Balkrishna Dhond(BID)	
7.	Dr.Vinay Joshi	
8.	Ms.Shravani Dhond(BID)	
9.	Ms.Ketaki Phadnis (M.Sc. FSN-II)	
10.	Pradnya Kapdi	
11.	Mrunalini Shinge	
12.	Sarita Jadhav	

Proceedings of the meeting were as follows-

Agenda No.1 : To read and confirm the minutes of last meeting held on 12th September 2022

Resolution : The minutes of last meeting held on 12th September 2022 were read and confirmed by all the members.



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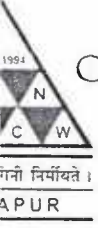
Dr. R. A. SHINDE

Secretary & Managing Trustee

- Agenda No.2** : Welcoming the members of Anti-Ragging Committee.
- Resolution** : Nodal Officer Ms. Ashwini Raibagkar welcomed all the committee members
- Agenda No.3** : Discussion on the celebration of Anti-Ragging week
- Resolution** : As per UGC and Shivaji University Circular it was decided to celebrate Anti-Ragging week from 12th to 18th August 2023 by organizing an orientation program on Antiragging awareness and Slogan competition for students.
- Agenda No.4** : To complete the process of Registration of antiragging affidavit forms by all the students
- Resolution-** : It was decided to collect the affidavit forms by the students till 10th of September 2022, using online mode.
- Agenda No.5** : To fill the compliance form by the college
- Resolution-** : It was decided to fill the anti ragging compliance form by the college before 5th September, 2023.

The meeting ended by proposing a vote of thanks to the chairman.

Ms.A. S. Raibagkar
Nodal officer
Anti-Ragging committee



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Dr. R. A. SHINDE

Secretary & Managing Trustee

Ref: CNCVCW/Notice/2023-24/

Date: 05/01/2023

NOTICE

ANTI - RAGGING COMMITTEE

All the members of Anti-Ragging Committee are hereby informed that the Anti-Ragging Committee meeting is scheduled on 10th January 2024 in meeting hall at 3.00 pm. in IQAC room. Following members are requested to attend the meeting.

Sr.No.	Name	Signature
1.	Prin. Dr.A.R.Kulkarni	
2.	Smt.Ashwini.S.Raibagkar	<i>f.s.Raibagkar</i>
3.	Ms.Deepika Tukaram Joundal	
4.	Mr.Avdhoot Gaikwad	<i>Avdhoot</i>
5.	Dr. Sonia Rajput	<i>Sonia Rajput</i>
6.	Mr.Balkrishna Dhond(BID)	<i>Balkrishna Dhond</i>
7.	Dr.Vinay Joshi	<i>Vinay Joshi</i>
8.	Ms.Shravani Dhond(BID)	<i>Shravani</i>
9.	Ms.Ketaki Phadnis (M.Sc.FSN-II)	<i>Ketaki Phadnis</i>
10.	Ms.Pradnya Kapdi	<i>Pradnya Kapdi</i>
11.	Ms.Mrunalini Shinge	<i>Mrunalini Shinge</i>
12.	Ms.Sarita Jadhav	<i>Sarita Jadhav</i>

Agenda:-

1. To read and confirm the minutes of last meeting held on 12th September 2022.
2. To discuss about any complaints received from staff and students from 15-8-23 to 15-1-2024
3. Any other subject with the permission of Chairman

Ashwini Raibagkar
Ashwini Raibagkar
Nodal Officer
Anti-Ragging Committee



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Dr. R. A. SHINDE

Secretary & Managing Tr

Ref: CNCVCW/Notice/2023-24/

Date: 10/01/2024

**MINUTES OF MEETING
ANTI-RAGGING COMMITTEE**

The meeting of Anti-Ragging Committee was held on 10th January 2024 at 3.00 pm in the IQAC room.

Following members were present for the meeting.

Sr.No.	Name	Signature
1.	Prin. Dr.A.R.Kulkarni	
2.	Ms.Ashwini.S.Raibagkar	
3.	Ms.Deepika Tukaram Jounjal	
4.	Mr.Avdhoot Gaikwad	
5.	Dr.Sonia Rajput	
6.	Mr.Balkrishna Dhond(BID)	
7.	Dr.Vinay Joshi	
8.	Ms.Shravani Dhond(BID)	
9.	Ms.Ketaki Phadnis (M.Sc. FSN-II)	
10.	Pradnya Kapdi	
11.	Mrunalini Shinge	
12.	Sarita Jadhav	

Website: www.cncvcw.edu.in

Ph.No.:(0231) 2535405

CHH.SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH TRUST'S
COLLEGE OF NON-CONVENTIONAL VOCATIONAL COURSES FOR WOMEN

Affiliated to Shivaji University, Kolhapur, Maharashtra, India

University Road, Kolhapur - 416 004

Accredited by NAAC with B++ Grade (4th Cycle)

Dr. R. A. SHINDE

Secretary & Managing Trustee

Proceedings of the meeting were as follows-

Agenda No.1 : To read and confirm the minutes of last meeting held on 11th August 2023

Resolution : The minutes of last meeting held on 11th August 2023 were read and confirmed by all the members.


Agenda No.2 : To discuss about any complaints received from staff and students from 15-8-23 to 15-1-2024

Resolution : No cases of ragging were received by the committee from 15-8-23 to 15-1-2024


Agenda No.3 : Any other subject with the permission of Chairman

Resolution : No other subject was discussed

The meeting ended by proposing vote of thanks to the Chairman.


Ms.A.S.Raibagkar
Nodal officer
Anti-Ragging committee




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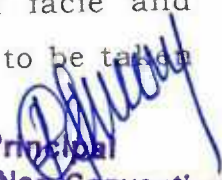
Internal Complaints Committee

The Role of the Committee:-

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the Internal Complaints Committee reserves the right to make exceptions to the procedure stated hereunder.

1. **Any aggrieved woman may make, in writing, a complaint of dishonor harassment at workplace to the Internal Complaints Committee, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.** 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to Internal Complaints Committee at a later stage during the proceeding. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.
2. **Any complaint received by the members should be immediately forwarded to the Presiding Officer,** and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. **The Committee shall discuss and decide on its jurisdiction to deal with the case** or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.




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4. **The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.** The aggrieved woman/respondent has to submit the written reply before the committee within the specified time given.
5. **The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses** for the purpose of supplementary testimony and/or clarifications.
6. **All proceedings of the Internal Complaints Committee shall be recorded in writing.** The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof.
7. **After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.**
8. **The Institute authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.**

Composition of Internal Complaint Committee(ICC):-

Sr. no.	Members	No. of Members	
1.	Presiding Officer	01	Women Faculty Member
2.	Faculty Members	02	Social Work Experience
3.	Non-Teaching Employees	02	
4.	Students	03	Elected through a transparent Democratic procedure
5.	External Member	01	Amongst NGO or Association committed to the cause of women

INTERNAL COMPLAINT COMMITTEE, 2023-24

Notice

18/07/2023

All the members of Internal Complaint Committee are hereby informed that the meeting is scheduled on 28th August 2023 in IQAC at 11:30 a.m. Following members are requested to be present-

Sr. n	Name of the Member	Designation	Department	Signature
1	Dr. Neelam Jirage	Presiding Officer	Food Technology	<i>Neelam</i>
2	Mrs. Jyoti Hiremath	Faculty Member	Fashion Design	<i>Jyoti</i>
3	Mrs. Shweta Patil	Faculty Member	Food Technology	<i>Patil</i>
4	Mr. Amarr Mestry	Faculty Member	Interior Design	<i>Amarr</i>
5	Mrs. Geeta Hasurkar	External Member	NGO Member	<i>Mrs. Geeta</i>
6	Ms. Shrushti Katkar	Student Member	Food Technology	<i>Katkar</i>
7	Ms. Ziya Patel	Student Member	Interior Design	<i>Ziya Patel</i>
8	Ms. Manali Adake	Student Member	Fashion Design	

Agenda-

1. To read and confirm minutes of the last meeting held on 10/09/2022.
2. Reconstitution of the Internal Complaint Committee for the academic year 2023-24.
3. Discussion on planning of one day workshop under Internal Complaint Committee for the academic year 2023-24.
4. Any other item with the permission of chair.

Neelam
Dr. Neelam Jirage

Presiding Officer

Internal Complaint Committee

INTERNAL (COMPLAINT) COMMITTEE, 2023-24

Date:28/08/2023

Minutes of the Meeting

Meeting of Internal (Complaint) Committee was held 28th August 2023 in IQAC at 11:30 a.m. Following members were present-

Sr. no.	Name of the Member	Designation	Department	Signature
1	Dr. Neelam Jirage	Presiding Officer	Food Technology	
2	Mrs. Jyoti Hiremath	Faculty Member	Fashion Design	
3	Mrs. Shweta Patil	Faculty Member	Food Technology	
4	Mr. Amarr Mestry	Faculty Member	Interior Design	
5	Mrs. Shraddha Kalamkar	Non-teaching Represtative	Administrative Staff	
6	Mrs. Geeta Hasurkar	External Member	NGO Member	
7	Ms. Shrushti Katkar	Student Member	Food Technology	
8	Ms. Ziya Patel	Student Member	Interior Design	
9	Ms. Manali Adake	Student Member	Fashion Design	

Proceedings of the Meeting were as follows-

Agenda I: To read and confirm minutes of the last meeting held on 10/09/2023.

Resolution: Minutes of the last meeting held on 10/09/2023 were read and confirmed and also the action taken report was noted.

Action Taken Report-

Agenda	Resolution	Action Taken
Discussion on e-mail received from CISCO NIIT regarding Cyber Security workshop (online)	It was unanimously decided to organize the workshop on 19 th sept 2022 1pm onwards	The workshop was conducted online. Report of the same is filed in the ICC file.

Agenda 2: Reconstitution of the Internal (Complaint) Committee for the academic year 2023-24.

Resolution: For the academic year 2023-24 following committee was reconstituted –

Sr no	Name of the Member	Designation	Department	Mail ID and Contact number	Signature
1	Dr. Neelam Jirage	Presiding Officer	Food Technology	<u>neelamjirage1@gmail.com</u> 9689258855	<i>Neelam</i>
2	Mrs. Jyoti Hiremath	Faculty Member	Fashion Design	<u>jiyotihiremath@gmail.com</u> 9890031273	<i>Jyoti</i>
3	Mrs. Shweta Patil	Faculty Member	Food Technology	<u>shweta310388@gmail.com</u> 9923344241	<i>Shweta</i>
4	Mr. Amarr Mestry	Faculty Member	Interior Design	<u>amarrmestry@gmail.com</u> 9860703327	<i>Amarr</i>
5	Mrs. Shraddha Kalambar	Non-teaching member	Administrative Staff	<u>Kshraddha093@gmail.com</u> 7722040078	<i>Shraddha</i>
6	Mrs. Geeta Hasurkar	External Member	NGO Member	<u>geetahasurkar@gmail.com</u> 8983661655	<i>Mrs. Geeta</i>
7	Ms. Shrushti Katkar	Student Member	Food Technology	<u>katkarshrushti@gmail.com</u> 8669023773	<i>Katkar</i>
8	Ms. Ziya Patel	Student Member	Interior Design	<u>ziyapatel2003@gmail.com</u> 8669161293	<i>Ziya Patel</i>
8	Ms. Mauli Adake	Student Member	Fashion Design		

Agenda 3: Discussion on planning of one day workshop under Internal Complaint Committee for the academic year 2023-24.

Discussion: It was unanimously decided to conduct Awareness Program in the first week of January 2024 for all students of the college.

Resolution: Committee member Mrs. Geeta Hasurkar was appointed as a Resource Person for the same.

Agenda 4: Any other item with the permission of chair.

Resolution: No other item was discussed

Meeting concluded by proposing vote of thanks to the chairman.

Dr. Neelam Jirage

Dr. Neelam Jirage

Presiding Officer

Internal (Complaint) Committee



CSIBER Trust's College of Non- Conventional Vocational Courses For Women (CNCVCW)

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Founder
Late Dr. A. D. Shinde

STUDENT GRIEVANCE CELL

STUDENT GRIEVANCE FORM

Student Name *

PRN No *

Email *

Phone *

Department *

Please Select



Year *

Please Select



Type of Grievance *

Please Select



Any Other grievance as per UGC (Redressal of grievances of students) Regulations 2023 *

Submit




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Prof. Dr. A. D. SHINDE
Founder

Dr. R. A. SHINDE
Secretary & Managing Trustee

5.1.5 The institution has proactively constituted the following committees to facilitate the swift and efficient resolution of grievances, ensuring a harmonious and supportive environment for students and their families:

- 1) **Students and Parents Redressal Committee**
- 2) **Anti-Ragging Committee**
- 3) **Internal Complaint Committee**

During the academic year 2023-24, no grievances were reported. Comprehensive records of the committee meetings have been meticulously maintained and are attached as supporting documentation.




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