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Unipune Code: 1315

Institution Code

6731

Anekant Education Society's

ANEKANT INSTITUTE OF MANAGEMENT STUDIES (AIMS)

((Approved by AICTE, DTE, Recognized by Govt. of Maharashtra & Affiliated to University of Pune)

- Religious Minority Institution
- NAAC Accredited with B++, CGPA 2.93
- ISO 9001 : 2015 Certified & Green Audit Certification
- Permanent Affiliation

Anekant Education Society Campus

Baramati, Dist-Pune, Maharashtra, PIN-413102

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Website: www.aimsbaramati.org

Email ID : director@aimsbaramati.org

Ref. -AES/AIMS/MBA/2023-24

INTERNAL COMPLAINTS COMMITTEE

Introduction

AIMS practices the women empowerment in real sense and has zero tolerance for sexual harassment. The administrator have set policies who is working or studying in the institute has the right to be treated with dignity and respect and has a right to safe and healthy work environment. AIMS is committed to provide a place of work and study that is free of sexual harassment. Hence, the institute has an Internal Complaints Committee which promptly and thoroughly looks into matters related to sexual harassment. The committee respects the confidentiality and privacy of individuals reporting and the accused of sexual harassment to the extent possible. Care is also taken to see that the complainants, witnesses and the harasser does not face victimization and discrimination during the process of enquiry.

Objectives

- To build self-esteem and dignity among girl students and ladies faculty members.
- To offer service such as counseling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To avoid and prohibit sexual harassment at institute.
- To arrange programs regarding health, personality development etc.
- To record and document the minutes of meetings and annual reports.

What constitutes sexual harassment?

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013.

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place. Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India.

Act 2013 includes any one or more of the following 'Unwelcome' acts or behaviour:

- physical contact and advances;
- a demand or request for sexual favours;
- making sexually coloured remarks;
- showing pornography; or
- any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This would also include online harassment via internet, SMS and social network sites. Further, the following may also amount to sexual harassment:

- implied or explicit promise of preferential treatment;
- implied or explicit threat of detrimental treatment;
- implied or explicit threat about present or future employment status;
- interference with work or creating an intimidating or offensive or hostile work environment; or
- humiliating treatment likely to affect health or safety.

Functions of ICC

The Internal Complaints Committee has two major functions: 1. Preventive 2. Remedial

Preventive

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.

Remedial

- To receive and take cognizance of complaints made about sexual harassment at the institute and give every complaint serious consideration.

- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

Mechanism of ICC on Sexual Harassment

The mechanism for registering complaints at AIMS is safe, accessible and sensitive.

Step I: An aggrieved female should give a written complaint either in person or through post or email. It should be submitted to the 'Internal Complaints Committee' within 3 months of the date of the incident. The time-limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

Step II: On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

Step III: If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Director to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

Step IV: The institute management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

Step V: Appeal against the decision of the ICC is allowed within 90 days of the recommendations.



Dr. S. V. Khatavkar
ICC- Coordinator



Dr. M. A. Lahori
Director

Internal Complaints Committee

Meeting No. 21

A.Y. 2023 - 24

1) Date: - 07/07/2023

2) Venue: - AIMS, Board Room

3) CONSTITUTION OF COMMITTEE

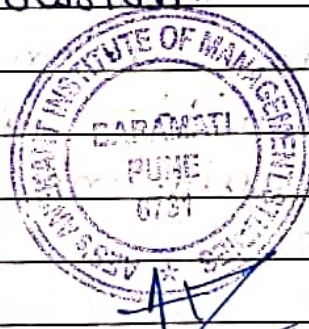
Sr. No.	Name	Constitution
1.	Dr. M. A. Lahoti	Chairperson & Director
2.	Dr. S. V. Khataulkar	Coordinator
3.	Dr. S. S. Khatri	Member
4.	Dr. P. D. Hanchale	Member
5.	Mrs. S. M. Beldar	Member
6.	Dr. A. Y. Dikshit	Member
7.	Prof. S. S. Jadhav	Member
8.	Adv. Mrs. S. R. Londhe	Member
9.	Ms. Ashwini Khomane	Member (Student Representative)

8E.
No.

Minutes of Meeting

2. For A.Y. 2023-24 all complaints will be considered as serious grievance. The students will be given full flexibility to submit complaints.
3. Director's Academic coordinator desk will be open for any kind of complaint redressal. Also, Faculty members & student mentees will address any complaints of students. In such cases, this committee will conduct meeting and will redressal the complaints within 2 Hrs under chairperson guidance.
4. This meeting was first for A.Y. 2023-24 undertaken in Sem-I & Sem-III for first academic session.

Dr. M. A. Lahori
Chairperson &
Director



Dr. S. S. Khair
Member

Dr. P. D. Hanchale
Member

Dr. A. Y. Dikshit
Member

Prof. S. S. Jadhav
Member

Mrs. S. M. Beldar
Member

Ad. Mrs. S. R. Landhe
Member

Ms. Khomane
Ashiwini

Dr. S. V. Kharbalkar
Coordinator

Student
Representative

Sr.
No.

Action Taken Report

1. Minutes of previous meeting were read out by the committee Co-ordinator & following action were taken

a) The Committee were constituted as per the guidelines of statutory committee for A.Y. 2023-24 new committee will be re-constituted.

b) Students orientation towards Internal complaints committee laws & redressed mechanism will be conducted in the orientation session.

c) Zero tolerance was practised towards any complaint. Faculty members as mentors of students, discussed students issues towards any form of complaints practised in the institute.

Internal Complaints Committee

Meeting No. - 22

A.Y. 2023-24

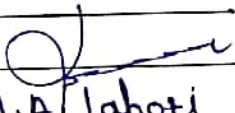
- 1) Day & Date: - Monday, 14/01/2024
- 2) Venue :- AIMS, Board Room
- 3) Constitution of committee with Attendance

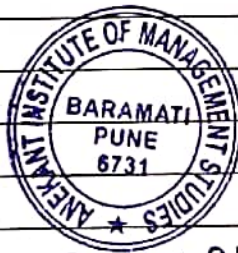
Sr. No.	Name	Constitution
1.	Dr. M. A. Lahori	Chairperson & Director
2.	Dr. S. V. Khatavkar	Coordinator
3.	Dr. S. S. Khatri	Member
4.	Dr. P. D. Hanchate	Member
5.	Mrs. S. M. Beldar	Member
6.	Dr. A. Y. Dikshit	Member
7.	Prof. S. S. Tadhar	Member
8.	Adv. Mrs. S. R. Londhe	Member
9.	Ms. Ashwini Khomane	Member (Student representative)

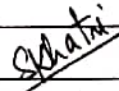
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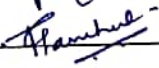
Minutes of Meeting

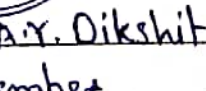
2. In this meeting, the complaints instances were discussed. No any case of complaint is registered.
3. It is decided to display a board of ICC on the campus. This mechanism will be updated from the previous version. Now the mentorship meeting, personal counselling & student suggestion box along with complaints will be shared as platforms for Internal Complaints Committee.
4. This year AIMS adhere to its policy on Code of Conduct & showed zero tolerance to complaint grievance to be settled within 24 hrs. of occurrence (if any)
5. This meeting was second for A.Y. 2023-24 undertaken in Sem II & Sem IV.



Dr. M.A. Lahoti
Chairman & Director

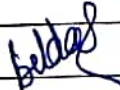


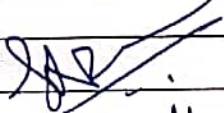

Dr. S.S. Khatri
Member

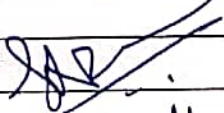

Dr. P.D. Hanchate
Member

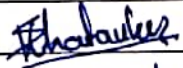

Dr. A.Y. Dikshit
Member


Prof. S.S. Jadhav
Member


Mrs. S.M. Beldar
Member


Adv. Mrs. S.P. Londhe
Member


Ms. Khormane
Ashwini
Student


Dr. S.V. Kharbule

Representative

Sr No.

Action Taken Report

1. Minutes of previous meeting dated 07/07/2023 read out by coordinator & following action taken were reported-

a) The committee were constituted as per the guidelines of statutory committee.

b) Students of MBA-I & II yrs were oriented on complaints structure & law mechanism of complaint settlement in the induction program.

c) Offline access to registered complaints was made available through mentorship meetings & academic coordinator desk

RAJASHREE

