



Shellino Education Society's Arunamai College of Pharmacy

Mamurabad, Jalgaon - 425001, MS, India.



Nanasaheb R.G.Patil
President

Mrs. Arunamai R. Patil
Secretary

Dr. Shashikant D. Barhate
Principal

9403710774/9403739090

(O) 9890608680 (Mob)

Visit Us: <http://www.acopmamurabad.com> Email:- jalpharmaedu@gmail.com

Date: 06/10/2025

NOTICE

A meeting of the members of the Internal Complaints Committee (ICC) will be held on **08/10/2025** at 11.00 a.m. in the Meeting Hall of SES Arunamai college of Pharmacy, Mamurabad. All Committee members are requested to attend the meeting.

Agenda:

1. To review reports of cases related to sexual harassment (if any) for the academic year 2025-26.
2. To discuss the roles and responsibilities of the committee members and to deliberate on issues related to sexual harassment.
3. To plan and organize ICC-related events and awareness programs.

Venue: SES Arunamai College of Pharmacy, Mamurabad, Jalgaon.

Note: All Internal Complaints Committee (ICC) members are requested to be present at the venue on time.



Principal
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Internal Complaint Committee (ICC)

Objectives of ICC:

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a secure physical and social environment to determine any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.

Functions:

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 university and give every complaint serious consideration.
- Crisis Management, Mediation and Counseling.
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.




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Internal Complaint Committee

Constitution:

As per the mandatory requirement of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, Internal Complaint Committee has been constituted for Prevention and Redressal of Sexual Harassment of women at workplace Reconstituted for the Academic year 2025-2026 as under:

Composition of Internal Complaint Committee

Sr. No.	Committee Member	Designation	Contact	mail ID
1.	Mrs. N. A. Porwar	Chairperson	9373937593	nehaporwar@gmail.com
2.	Dr. S. D. Barhate	Member	9890608680	jalpharmaedu@gmail.com
3.	Mrs. S. M. Valvi	Member	8208094153	valvisnehal@gmail.com
4.	Mrs. K. N. Ingale	Member	8766895984	kavitaingale1979@gmail.com
5.	Mr. Y.A.patil	Member (NGO)	09881520975	lilaifoundation[at]gmail[dot]com
6.	Under Secretary (Establishment I), DST	Member Secretary	022- 22026534	bharati[dot]dhuri[at]nic[dot]in
7.	Miss. T. S. Badgujar	Student Representative	8830186830	tejalbadgujar@gmail.com



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Academic Year 2025-26

Minutes of Internal Complaint Committee

Date: 08/10/2025

Venue: Meeting Hall

Time: 11.00 am

Following points were discussed in the meeting.

The minutes of last meeting were discussed and confirmed. Following points were discussed in meeting:

- Decision made regarding the implementation of conducting a minimum of two awareness programs per academic year.
- Responsibilities for the events were assigned to the faculty coordinators for women's day celebration.
- The committee will deal with the Cases / Complaints of sexual harassment and any other type of harassment of the Female students, Teaching & Non-Teaching women staff of the college.
- Mrs. S. M. Valvi informed to members that institute organized meeting on "Menstrual Hygiene Management" in the month of November for girl's students and will guide on use of Biodegradable sanitary pads, menstrual cup for health aspects.
- As there were no other points for discussion, the meeting was concluded with a vote of thanks by Mrs. S. M. Valvi.

Following members were present at the meeting

Sr. No	Committee Member	Designation	Contact No	Signature
1	Mrs. N.A. Porwar	Chairperson	9373937593	
2	Dr. S.D. Barhate	Member	9890608680	
3	Mrs. S.M. Valvi	Member	8208094153	
4	Mrs. K.N. Ingale	Member	8766895984	
5	Mr. Y.A. Patil	Member (NGO)	9881520975	
6	Miss. T.S. Badgujar	Student Representative	8830186830	



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2025-2026

Action Taken Report of Internal Complaints Committee

Date: 13/10/2025

Meeting of members of Internal Complaints Committee was held on **08/10/2025** at 11.00 am under the Chairmanship of Hon. Principal Dr. S.D. Barhate in meeting hall of Arunamai college of Pharmacy, Mamurabad. As per the discussions and the approved minutes in the said meeting action was taken as under:

1. To organized a Session on Women awareness seminar on the Occasion of International Women's Day **08/03/2026**.
2. Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the complaint box
3. Committee members planned a Girls meeting on "Menstrual Hygiene Management" and it was conducted on **20/11/2025**.
4. CCTV camera surveillance system has been installed in the institute to maintain safety & security for the Female students and Female staff.




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Date: 11/04/2026

NOTICE

All members of the Internal Complaints Committee (ICC) are hereby informed that a meeting of the committee is scheduled to be held on **16/04/2025** at **11:00 AM** in the Meeting Hall of Shellino Education Society's Arunamai College of Pharmacy, Mamurabad.

Agenda:

1. To review and discuss the roles and responsibilities of the committee members and address matters related to the prevention of sexual harassment.
2. To discuss and plan Internal Complaints Committee (ICC) related events and programmes to be organized for creating awareness and promoting a safe and respectful institutional environment.
3. Any other point with the permission of the Principal.

Venue: SES Arunamai College of Pharmacy, Mamurabad, Jalgaon.

Note: All committee members are requested to attend the meeting and be present on time.



Principal

(Dr. S.D. Barhate)

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2.	Dr. S. D. Barhate	Member	9890608680	jalpharmaedu@gmail.com
3.	Mrs. S. M. Valvi	Member	8208094153	valvisnehal@gmail.com
4.	Mrs. K. N. Ingale	Member	8766895984	kavitaingale1979@gmail.com
5.	Mr. Y.A.patil	Member (NGO)	9881520975	lilaifoundation[at]gmail[dot]com
6.	Under Secretary (Establishment I), DST	Member Secretary	022- 22026534	bharati[dot]dhuri[at]nic[dot]in
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Academic Year 2025-26

Minutes of Internal Complaint Committee

Venue: Meeting Hall

Date: 16/04/2026

Time: 11.00 am

Following points were discussed in the meeting.

The minutes of last meeting were discussed and confirmed. Following points were discussed in meeting:

- The committee discussed its roles and responsibilities concerning the prevention and redressal of complaints related to sexual harassment and other grievances under the Internal Complaints Committee (ICC).
- The Presiding Officer and Principal granted permission to organize a three-month Karate Training Programme and a Women Awareness Programme under the Internal Complaints Committee (ICC). The committee discussed the objectives and implementation of these programmes to promote women's safety, self-defense, awareness, and a supportive institutional environment.
- The responsibility for organizing and conducting the Women's Day celebration programme was assigned to Mrs. P. L. Tadvi.
- Since there were no further points for discussion, the meeting ended with a vote of thanks delivered by Mrs. S. M. Valvi.

Following members were present at the meeting

Sr. No	Committee Member	Designation	Contact No	Signature
1	Mrs.N.A.Porwar	Chairperson	9373937593	N
2	Dr.S.D.Barhate	Member	9890608680	Dr. Barhate
3	Mrs.S.M.Valvi	Member	8208094153	M. Valvi
4	Mrs.K.N.Ingale	Member	8766895984	K. Ingale
5	Mr. Y.A.patil	Member (NGO)	9881520975	Y. Patil
6	Miss.T.S.Badgujar	Student Representative	8830186830	T. Badgujar



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2025-2026

Action Taken Report of Internal Complaints Committee

Date: 24/04/2026

A meeting of the Internal Complaints Committee (ICC) members was convened on 16/04/2026 at 11:00 AM in the Meeting Hall of SES Arunamai College of Pharmacy, Mamurabad, under the chairmanship of Hon. Principal Dr. S. D. Barhate.

The minutes of the previous meeting were reviewed and approved. In accordance with the discussions and resolutions passed during the meeting, the following action was taken:

1. Roles and responsibilities were communicated to all committee members and guidelines for handling complaints were reviewed and implemented.
2. Mrs. P. L. Tadvi coordinated and organized the International Women's Day 08/03/2026 celebration programme successfully with active participation.
3. A three-month Karate Training Programme was conducted from 15/01/2025 to 15/04/2025 for girl students by Swayam-siddha Multipurpose Foundation, Jalgaon. The programme was organized to motivate students towards self-defense and to develop confidence, safety awareness, and essential life skills required during their student life.
4. Any woman employee or female student may file a complaint relating to sexual harassment against any student or employee of the institute through a written application or by submitting the complaint in the complaint box established for this purpose.




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