

'INTERNAL COMPLAINT COMMITTEE' As per AICTE circular dated 21/03/2022

Sub: Maintenance of safe working environment for female employees at workplace –
Action taken by Internal Complaint Committee (ICC) at Gharda Institute of Technology,
Lavel, Tal. Khed, Dist. Ratnagiri, Maharashtra.

Respected sir,

With reference to the above mentioned subject, following actions are taken by ICC Committee.

Ref: AICTE Circular no. AICTE/P&AP/Misc/2022 dated 21.03.2022

1) I kindly request you to give permission to display the ICC Committee members list including names and contact details of Committee Members at various notice boards including hostels.

Committee details are attached with the mail.

2) I kindly request you to give permission to upload : (i) "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013"; (ii) Constitution of the Committee; and (iii) details of the Members of the Internal Complaints Committee (ICC) such as name, phone number, address etc. **on the Institute portal at a prominent place These will be uploaded on GIT Portal .**

"Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" is attached with the mail. Committee details are attached with the mail. Mail sent to Administrator- Mr. Amol Salunkhe Sir.

3) **I kindly request you to go through the banners designs attached with the mail .** After confirmation from your side, I will process the same for printing and displaying. Total 3 banners are designed and 12 copies of each will be required to display in the buildings and the campus to create awareness amongst the employees about what is sexual harassment and how to prevent it.

4) To conduct training programmes in the month of April 2022 to sensitize the employees of the Institutions on the issues related to maintenance of safe working environment, **I have communicated with 'Mrs. Nisha Jadhav madam, PI, Khed Police Station' and program will be taken in the next week 25/4/22 or 26/4/22 with your kind permission.**

Prepared by,

Prof V. S. Kolge

ICC Committee convener