



5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Summary

Sr No	Particulars
1.	Implementation of guidelines of statutory/regulatory bodies
2 .	Organization wide awareness and undertakings on policies with zero tolerance A. Committee and Minutes of meetings Internal Complaint Committee Grievance redressal committee Anti -ragging committee
3 .	Mechanisms for submission of online/offline students' grievances
4 .	Timely redressal of the grievances through appropriate committees



Record file

Internal Complaint Committee

PERIOD 2019-2023



www.csmit.in
CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

रजिस्ट्री सं० डी० एल०—(एन)04/0007/2003—13

REGISTERED NO. DL—(N)04/0007/2003—13



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड I

PART II — Section I

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 18]

नई दिल्ली, मंगलवार, अप्रैल 23, 2013/ वैशाख 3, 1935 (सक)

No. 18]

NEW DELHI, TUESDAY, APRIL 23, 2013/ VAISAKHA 3, 1935 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:—

**THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**

(No. 14 of 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:---

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,---

(a) "aggrieved woman" means---

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means---

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly---

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means---

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.— For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment.

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or

(5) Where the Presiding Officer or any Member of the Internal Committee,—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification of District Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee —

- (a) contravenes the provisions of section 16; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest.

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
costs.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, 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:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.

- (b) grant leave to the aggrieved woman up to a period of three months; or
 (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be---

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

Punishment
for false or
malicious
complaint and
false evidence

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to

Determination of compensation

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall --

Duties of employer.

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer

20. The District Officer shall, -

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources, -

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace,

(h) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence;

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".



Guidelines for Student Grievance Redressal Cell

Cell: Making mechanism to resolve any other technical issues in technical Institution imparting technical education

Position Summary:

The student grievances secretary is responsible to provide mechanism to the students for redressal of their complaints on academic and non-academic matters and resolve their issues.

STUDENT GRIEVANCE REDRESSAL COMMITTEE Constitute(SGRC):

1. A Complaint from an aggrieved student relating to the institution shall be addressed to the chairperson, Student Grievance Redressal Committee (SGRC).
2. Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition namely
 - a. Principal of the College- Chairman
 - b. One Member Secretary of the teaching faculty to be nominated by the principal.
 - c. A representative among students of the college to be nominated by the principal based on academic merit/excellence in sports/performance in co-curricular activities.
3. The term of the member shall be of two years.
4. In considering the grievances before it, SGRC shall follow principles of natural justice.
5. The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy there of to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

PROCEDURE FOR REDRESSAL OF GRIEVANCES BY STUDENT GRIEVANCE REDRESSAL COMMITTEE



- i) On receipt of an online complaint, the Institution shall refer the complaint to the appropriate Student Grievance Redressal Committee (SGRC), along with its comments within 15 days.
- ii) Student Grievance Redressal Committee (SGRC), as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- iii) An aggrieved person may appear either in person or authorize a representative to present the case.
- iv) Grievances not resolved by the Student Grievance Redressal Committee (SGRC) shall be referred to the Ombuds person, within the time period provided in these regulations.
- v) An aggrieved student who has any grievances at the programme level shall make an application first to the programme coordinator/class coordinator as the case may be. They, after verifying the facts shall try to redress the grievance within a reasonable time preferably within a week if the receipt of the complaint. If the student is not satisfied with the verdict or the solution of programme coordinator, as the case may be then the same should be placed before the head of the institution i.e. Principal and the principal shall, if necessary refer the same to the respective (Constituent) college level committee (SRGC).
- vi) The constituent college level committee, in turn, shall verify the facts and try to redress the grievance within a reasonable time preferably within a week. . If the student is not satisfied with the verdict or the solution of programme coordinator, as the case may be then the same should be placed before the university level committee.

Committee is responsible for:

1. All the grievances of the students/staff which could not be settle in the routine process should be referred to this committee.
2. Committee tries to settle the issues amicably in a time bound manner.
3. Introduce a reasonable and reliable solution for grievances for various issues received from students/parents.
4. Ensure that the grievances are resolved on time impartially and confidentially.

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or Any combination of following.

- (i) Cancellation of Admission
- (ii) Suspension from Attending Classes



- (iii) Withholding/withdrawing scholarship/fellowship and other benefits
- (iv) Debarring from appearing in any test/examination or other evaluation process
- (v) Withholding results
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Co-Ordinator

Chairman

(Principal)



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmiit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

New Delhi

NOTIFICATION

Dated 01-07-2009

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

1. Short title and commencement:-

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

2. Objectives:-

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations.

3. Definitions:-

- (a) "Act" means the All India Council for Technical Education Act 1987 (52 of 1987);

- (b) **“Technical Institution”** means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;
- (c) **“University”** means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) **“Academic year”** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (e) **“Head of the institution”** means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (f) **“Fresher”** means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

5. Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt./Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep

thereof, including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.

8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. Incase of freshers admitted to a Hostel it shall be the responsibility of the teacher incharge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters

(preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

5. Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:-

- a) **Anti-ragging Committee:** Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) **Anti-Ragging Squad:** Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the

campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
- f) **Mentoring Cell:** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) **Monitoring Cell on Ragging:-** The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.
- h) The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.
- i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

7. Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to

be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

8. Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.

- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
- ii. In case of an order of a University, to its Chancellor.
- iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:-

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.
2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.
4. The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;
 - i. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
 - ii. Withholding any grant allocated.
 - iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.
 - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.
 - v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

10. Duties and Responsibilities of the All India Council for technical Education:-

- a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- f) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- g) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

11. The All India Council for technical Education shall take the following regulatory steps, namely;

- a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

- c) The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

(Member Secretary)

Role of committee during session:

- a. Awareness in the campus regarding anti-ragging.
- b. Undervaluing of students.
- c. Raids in the campus, corridor.
- d. Counseling students.
- e. To encourage the students to express their grievance/problem freely and frankly without any fear of being victimized.
- f. To publicize all students and prevalent directives and the action that can be taken against those in-charging in ragging.
- g. To consider the complaints received from the students, conduct enquiry and submit report to the anti-ragging committee along with punishment recommended for the offender.
- h. Oversee the procedure obtaining the undertaking from the student in accordance with provision
- i. To provide student the information pertaining to contact address and telephone number
Of person(s) identified to receive complaints cells.
- j. To offer services of counseling and create awareness to the students.
- k. To take all necessary measures for prevention of Ragging inside the Campus.

The Procedure for handling issues of ragging will be as follows.

1. The information on ragging can be received in the following manner:
 - a. Through the notified contact details of the Committee members, and national helpline number on ragging for necessary relief in terms of the provisions of UGC regulations.

- b. Through any other member of the institute.
- c. From any external sources.
2. In the event of receipt of information of ragging by any of the officers mentioned at (a) above, he/she will promptly alert/inform the Chairman of the Anti-ragging Committee of the institute or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
3. The Anti-ragging committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
4. The Anti-Ragging Committee of institute shall complete the enquiry and submit its report along with recommendation of the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.

Co-Ordinator

Chairman

(Principal)

Organization wide awareness **and** undertakings on policies **with** zero tolerance

(a) Prohibition of Ragging in Educational institutions Act 26, 1997 and Disciplinary Act:

Salient Features:

- Prohibition of Ragging within or outside educational institution.
- Without permission no entry is allowed within college and hostel premises.
- It is compulsory for all students to carry identity cards and need to show on demand.
- The Hostel Wardens can inspect the rooms at any time.

(b) Detention of students from Internal and External Examinations:

Salient Features:

- Students Attendance in the classes must be maintained above 75% for internal examinations Mid Tenn Test.
- Student detained in internal examinations are debarred from external examinations conducted.

(c) Reporting of Teaching and non-teaching staff members:

Salient Features:

- Every teaching and non-teaching staff member must do biometric attendance.

(d) Grievance submission and redressal:

Salient Features:

- Grievance Form submitted to the concerned section in-charge as per format.
Available on website: [https:// www.antiragging.in/affidative](https://www.antiragging.in/affidative)
- Action taken report must be submitted within stipulated time for the closure of grievance.
Information about action taken must be communicated to the individual within stipulated time.

e) Faculty Appraisal:

Salient Features:

- Office Superintendent maintains Academic Performance Indicators (APT) files of every faculty member.
- Faculty members have to submit his/her Appraisal Form at least 15 days prior to the date of increment.
- Faculty members must have at least 50% score points to get annual appraisals.

ANNEXURE I
AFFIDAVIT BY THE STUDENT

I, _____ (full name)
_____ (student with admission/registration/enrollment number) s/o -
d/o Mr./Mrs./Ms

- 1) _____ having been admitted to _____ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations .
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging: and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this- _____ day of _____ month of _____ year _____

Signature of Deponent

ame

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on _____ (year)
this the (day) _____ of _____
(month)

Signature of deponent

Solemnly affirmed and signed in my _____
presence on this the day _____ of _____
(month) _____ after reading
the contents of this affidavit.

OATH COMMISSIONER

AN EXHIBIT II
AFFIDAVIT BY PARENT/GUARDIAN

Mr./Mrs ./Ms.

(full name of parent/guardian) father / mother/guardian of _____
(full name of student with admission /registration / enrolment number),

- 1) having been admitted to _____
name of the Institution have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations .
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. ..
- 3) I have also, in particular , perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled .

Declared this _____ day of _____ month of _____ year _____

Signature of Deponent

Name:

Address:

Telephone Mobile No:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this the (day) of (month) .
Year

Signature of deponent

Solemnly affirmed and signed in my presence on this the after reading the contents of this affidavit.

(day) of month,

OATH Commissioner

INTERNAL COMPLAINT COMMITTEE
(ICC)



Chhatrapati Shivaji Maharaj Institute of Technology

Panvel, Navi Mumbai

Ref: CSMIT/03/047/23

August 23, 2023

Subject: Internal Complaints Cell.

Internal Complaints Cell is hereby constituted of following member with immediate effect till further order.

1. Er. Shreyas Pande- HOD CE - Member
2. Dr Baljit Singh -Asst Prof ME - Member
3. Er H C Maurya- Asst Professor CS - Member
4. Er Revatee Bagade- Asst Prof Sc & oths- Members

(Principal)



CC:

- 1) H'ble Secretary- For Kind information Please
- 2) All Concerned
- 3) Office Record



**Internal Complaint committee
Notice**

Ref No: CSMIT/03/048/23

Date : 28/08/2023

A meeting of internal committee will be held on 29/08 / 2022 at CSMIT in Board Room
First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

**Presiding Officer and Assistant professor
Shreyas Pandey
CSMIT,Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel
- 2] The Vice-Principal, Panvel
- 3] OFFICE ORDER



Minutes of Meeting

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 29/08/2023	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 29/08/2023	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Dr Baljit Singh	HOD ME	Member	
3	Er H C Maurya	Assistant Professor	Member	
4	Er. Revatee Bagade	Assistant Professor	Member	
5	Harshita Chawan	Student Representative		
6	Aman Pingar	Student Representative		

Presiding Officer and Assistant professor
Shreyas Pandey
CSMIT, Panvel

Copy to :

- 1] The Principal VIT, Panvel
- 2] The Vice-Principal, Panvel
- 3] Office Copy



Chhatrapati Shivaji Maharaj Institute of Technology

Panvel, Navi Mumbai

Ref: CSMIT/03/079/22

August 10, 2022

Subject: Internal Complaints Cell.

Internal Complaints Cell is hereby constituted of following member with immediate effect till further order.

1. Er. Shreyas Pande- HOD CE - Member
2. Er Manoj Dongare -HOD ME - Member
3. Er H C Maurya- Asst Professor CS - Member
4. Er Revatee Bagade- Asst Prof Sc & oths- Members

(Principal)



CC:

- 1) H'ble Secretary- For Kind information Please
- 2) All Concerned
- 3) Office Record



**Internal Complaint committee
Notice**

Ref No: CSMIT/03/080/22

Date : 12/08/2022

A meeting of internal committee will be held on 13/08 / 2022 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complaints regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel
- 2] The Vice-Principal, Panvel
- 3]OFFICE ORDER



Minutes of Meeting

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 13/08/2022	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 13/08/2022	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Dr Baljit Singh	HOD ME	Member	
3	Er H C Maurya	Assistant Professor	Member	
4	Er. Revatee Bagade	Assistant Professor	Member	
5	Harshita Chawan	Student Representative	Member	
6	Aman Pingar	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

- 1]The Principal VIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3] Office Copy**



www.csmit.in

CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Internal Complaint committee Notice

Ref No: CSMIT/03/080/22

Date : 06/02/2022

A meeting of internal committee will be held on 07/02 / 2022 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complaints regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT,Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel
- 2] The Vice-Principal, Panvel
- 3] OFFICE ORDER



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Minutes of Meeting

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 7/02/2022	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 07/02/2022	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Dr Baljit Singh	HOD ME	Member	
3	Er H C Maurya	Assistant Professor	Member	
4	Er. Revatee Bagade	Assistant Professor	Member	
5	Harshita Chawan	Student Representative	Member	
6	Aman Pingar	Student Representative	Member	

Presiding Officer and Assistant professor
Shreyas Pandey
CSMIT, Panvel

Copy to :

- 1] The Principal VIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3] Office Copy**



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Chhatrapati Shivaji Maharaj Institute of Technology

Panvel, Navi Mumbai

Ref: CSMIT/03/01/21

June 19, 2021

Subject: Internal Complaints Cell.

Internal Complaints Cell is hereby constituted of following member with immediate effect till further order.

1. Er. Shreyas Pande- HOD CE - Member
2. Er Manoj Dongare -HOD ME - Member
3. Er Mahesh Thakur- Asst Professor - Member
4. Er Sayali Bhandekar- Asst Professor - Members

(Principal)

CC:

- 1) H'ble Secretary- For Kind information Please
- 2) All Concerned
- 3) Office Record





**Internal Complaint committee
Notice**

Ref No: CSMIT/03/02/21

Date : 21/06/2021

A meeting of internal committee will be held on 22/06 / 2021 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

**Presiding Officer and Assistant professor
Shreyas Pandey
CSMIT,Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3]OFFICE ORDER**

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: -22/06/2021	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Minutes of Meeting

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 22/06/2021	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er.Manoj Dongre	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er. Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1]The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Internal Complaint committee Notice

Ref No: CSMIT/03/02/21

Date : 09/12/2021

A meeting of internal committee will be held on 10/12 /2021 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor
Shreyas Pandey
CSMIT,Panvel

Copy to :

- 1]The Principal CSMIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3] OFFICE ORDER**



Minutes of Meeting

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: -10 /12/2021	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 10/12/2021	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er. Manoj Dongre	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er. Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1] The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



Chhatrapati Shivaji Maharaj Institute of Technology

Panvel, Navi Mumbai

Ref: CSMIT/03/01/2019

July 19, 2019

Subject: Internal Complaints Cell.

Internal Complaints Cell is hereby constituted of following member with immediate effect till further order.

1. Er. Shreyas Pande- HOD CE - Member
2. Er Manoj Dongare -HOD ME - Member
3. Er Mahesh Thakur- Asst Professor - Member
4. Er Sayali Bhandekar- Asst Professor - Members


(Principal) **Principal**
CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY
Near Shedung Toll Plaza, Old Mumbai-Pune Highway
Shedung-Panvel 410206

CC:

- 1) H'ble Secretary- For Kind information Please
- 2) All Concerned
- 3) Office Record



**Internal Complaint committee
Notice**

Ref No: CSMIT/03/01/2019

Date : 21/07/2019

A meeting of internal committee will be held on 22/07 / 2019 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3]OFFICE ORDER**



Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 22/07/2019	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Minutes of Meeting

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 22/07/2019	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er. Manoj Dongare	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er. Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1] The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Internal Complaint committee Notice

Ref No: CSMIT/03/01/2020

Date : 14/01/2020

A meeting of internal committee will be held on 22/07 / 2019 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT,Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3] OFFICE ORDER**



Minutes of Meeting

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 15/01/2020	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 15/01/2020	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er.Manoj Dongare	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er.Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1]The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Ref :CSMIT /03/01/2020

July 20,2020

Subject : Internal Complaints Cell.

Internal complaints Cell is hereby constituted of following member with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Er. Shreyas Pande	HOD CE	Convener
2	Er. Manoj Dongre	HOD ME	Member
3	Er Mahesh Thakur	Assistant Professor	Member
4	Er. Sayali Bhandekar	Assistant Professor	Member
5	Jayesh Gawade	Student Representative	Member
6	Anchita Lokhande	Student Representative	Member

Principal

CC:

- 1)H'ble Secretary- For Kind information Please
- 2) All Concerned.
- 3) Office Record.



**Internal Complaint committee
Notice**

Ref No: CSMIT/03/01/2020

Date : 23/07/2020

A meeting of internal committee will be held on 22/07 / 2019 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3] OFFICE ORDER**



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 24/07/2020	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Minutes of Meeting

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 24/07/2020	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er. Manoj Dongare	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er. Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1] The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



www.csmiit.in

CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Internal Complaint committee Notice

Ref No: CSMIT/03/12/2020

Date : 13/12/2020

A meeting of internal committee will be held on 22/07 / 2019 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1] The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] OFFICE ORDER



Minutes of Meeting

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 15/12/2020	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 15/12/2020	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er.Manoj Dongare	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er.Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1]The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Ref :CSMIT /03/01/2018

July 19,2018

Subject : Internal Complaints Cell.

Internal complaints Cell is hereby constituted of following member with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Er. Shreyas Pande	HOD CE	Convener
2	Er. Manoj Dongare	HOD ME	Member
3	Er Mahesh Thakur	Assistant Professor	Member
4	Er. Sayali Bhandekar	Assistant Professor	Member
5	Geeta Shukla	Student Representative	Member
6	Jayant Shinde	Student Representative	Member

Principal

CC:

- 1) H'ble Secretary- For Kind information Please
- 2) All Concerned.
- 3) Office Record.



Internal Complaint committee

Notice

Ref No: CSMIT/03/02/2018

Date : 20/07/2018

A meeting of internal committee will be held on 24/07 / 2018 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complaints regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3] OFFICE ORDER**



Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 24/07/2018	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Minutes of Meeting

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 24/07/2018	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er. Manoj Dongare	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er. Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

1] The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



www.csmit.in

CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Internal Complaint committee Notice

Ref No: CSMIT/03/01/2019

Date : 13/01/2019

A meeting of internal committee will be held on 24/07 / 2018 at CSMIT in Board Room First Floor of Building at 2.00 p.m. to 3.00pm The agenda of meeting is to discuss.

Agenda :

- a) Complants regarding Sexual harassment.
- b) All the committee members should note and attend.

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

- 1] **The Principal CSMIT, Panvel**
- 2] **The Vice-Principal, Panvel**
- 3] **OFFICE ORDER**



Minutes of Meeting

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 15/01/2019	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Agenda No. 1: Training, awareness Initiatives and Review of Policies and Procedures

Discussion on the implementation of training and awareness programs for students and staff on preventing harassment and understanding the complaint resolution process. The committee reviewed the existing policies and procedures related to harassment complaints to identify any necessary revisions or improvements.

Agenda No. 2: Report on Complaints Received and Status Update on Ongoing Investigations

Members presented a summary of the complaints received since the last meeting. This included details of the complainants, nature of complaints, and any actions taken thus far. Committee members provided updates on ongoing investigations, including any challenges faced and progress made.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

The complaint and Complainants Identity, witnesses and proceeding is mandatory should be keep confidentially.

It was found that no complaints were received regarding Sexual Harassment.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Attendance

Meeting Title: - Internal Complaint Committee Meeting	
Meeting date: - 15/01/2019	Meeting Time: - 2.00 pm-3.00 pm
Meeting location:- Board Room	

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Er. Shreyas Pande	HOD CE	Convener	
2	Er.Manoj Dongare	HOD ME	Member	
3	Er Mahesh Thakur	Assistant Professor	Member	
4	Er.Sayali Bhandekar	Assistant Professor	Member	
5	Geeta Shukla	Student Representative	Member	
6	Jayant Shinde	Student Representative	Member	

Presiding Officer and Assistant professor

**Shreyas Pandey
CSMIT, Panvel**

Copy to :

- 1]The Principal CSMIT, Panvel**
- 2] The Vice-Principal, Panvel**
- 3] Office Copy**



www.csmit.in

CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Student Grievance Redressal Cell (SGRC).



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Ref :CSMIT/07/047/2023

21 July, 2023

Subject : Student Grievance Redressal Cell (SGRC).

Internal complaints Cell is hereby constituted of following members with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Mrs. Nargis Khan	Assistant Professor	Member
3	Er. Bharat Parihar	Assistant Professor	Member
4	Sagar Biswas	Student Representative	Member
5	Sonakshi Borse	Student Representative	Member

Copy to :

1] The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



Ref :CSMIT/07/048/2023

Date :22-july-2023

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 24 July 2023 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Mrs. Nargis Khan	Assistant Professor	Member
3	Er. Bharat Parihar	Assistant Professor	Member
4	Sagar Biswas	Student Representative	Member
5	Sonakshi Borse	Student Representative	Member

Agenda :

1. To take cognizance of the grievances received from students.
2. To discuss and evaluate the nature of the grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
4. Any other item with the permission of Chair.



Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 24, July 2023 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

Minutes :

1. Item Nos. 1, 2, and 3 :

In the session 2023-2024, there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

2. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 24 July 2023 at 2.00 pm. Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

1. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1, 2 and 3 is moot. no action needed to be taken.

2. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 24,july 2023 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Mrs. Nargis Khan	Assistant Professor	Member	
3	Er. Bharat Parihar	Assistant Professor	Member	
4	Sagar Biswas	Student Representative	Member	
5	Sonakshi Borse	Student Representative	Member	

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Ref :CSMIT/07/049/2022

15/july/2022

Subject : Student Grievance Redressal Cell (SGRC).

Internal complaints Cell is hereby constituted of following members with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Bharat Parihar	Assistant Professor	Member
4	Aman Pinjar	Student Representative	Member
5	Harshita Chavan	Student Representative	

Copy to :

1]The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Ref :CSMIT/07/050/2022

Date: 18 july, 2022

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 19 july,2022 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Bharat Parihar	Assistant Professor	Member
4	Aman Pinjar	Student Representative	Member
5	Harshita Chavan	Student Representative	

Agenda :

5. To take cognizance of the grievances received from students.
6. To discuss and evaluate the nature of the grievances.
7. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
8. Any other item with the permission of Chair.



Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 19 July, 2022 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

5. Item No. 1 : To take cognizance of the g of the grievances received from students.
6. Item No. 2 : To discuss and evaluate the nature of the grievances.
7. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
8. Item No. 4 : Any other item with the permission of Chair.

Minutes :

3. Item Nos. 1, 2, and 3 :

In the session 2022-2023, there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

4. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 19 July, 2022 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
- 4.Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

3. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

4. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 19 July, 2022 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Bharat Parihar	Assistant Professor	Member	
4	Aman Pinjar	Student Representative	Member	
5	Harshita Chavan	Student Representative		

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Student Grievance Redressal Cell (SGRC)

Ref :CSMIT/07/051/2022

Date : 03 jan, 2023

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 4 jan, 2023 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Bharat Parihar	Assistant Professor	Member
4	Aman Pinjar	Student Representative	Member
5	Harshita Chavan	Student Representative	

Agenda :

9. To take cognizance of the grievances received from students.
10. To discuss and evaluate the nature of the grievances.
11. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
12. Any other item with the permission of Chair.



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 4 jan,2023 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

9. Item No. 1 : To take cognizance of the g of the grievances received from students.
10. Item No. 2 : To discuss and evaluate the nature of the grievances.
11. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
12. Item No. 4 : Any other item with the permission of Chair.

Minutes :

5. Item Nos. 1, 2, and 3 :

In the session 2022-2023 there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

6. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 4 Jan, 2023 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

5. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

6. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 4 jan,2023 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Bharat Parihar	Assistant Professor	Member	
4	Aman Pinjar	Student Representative	Member	
5	Harshita Chavan	Student Representative		



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Ref : CSMIT/07/052/2021

5 July 2021

Subject : Student Grievance Redressal Cell (SGRC).

Internal complaints Cell is hereby constituted of following members with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Gajanan Kumbhar	Assistant Professor	Member
4	Shreyas Bhoinkar	Student Representative	Member
5	Shreya Mishra	Student Representative	Member

Copy to :

1] The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Ref : CSMIT/07/053/2021

Date : 6 july, 2021

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 7 july, 2021 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Gajanan Kumbhar	Assistant Professor	Member
4	Shreyas Bhoinkar	Student Representative	Member
5	Shreya Mishra	Student Representative	Member

Agenda :

13. To take cognizance of the grievances received from students.
14. To discuss and evaluate the nature of the grievances.
15. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
16. Any other item with the permission of Chair.



Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 7 July, 2021 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

13. Item No. 1 : To take cognizance of the g of the grievances received from students.
14. Item No. 2 : To discuss and evaluate the nature of the grievances.
15. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
16. Item No. 4 : Any other item with the permission of Chair.

Minutes :

7. Item Nos. 1, 2, and 3 :

In the session 2021-2022, there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

8. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on he College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 7 july, 2021 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
- 4.Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

7. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

8. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 7 July, 2021 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Gajanan Kumbhar	Assistant Professor	Member	
4	Shreyas Bhoinkar	Student Representative	Member	
5	Shreya Mishra	Student Representative	Member	

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Ref :CSMIT/07/054/2021

Date : 11 Jan, 2022

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 12 Jan, 2022 at 2.00 pm in Board Room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Gajanan Kumbhar	Assistant Professor	Member
4	Shreyas Bhoinkar	Student Representative	Member
5	Shreya Mishra	Student Representative	Member



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 12 Jan, 2022 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

17. Item No. 1 : To take cognizance of the g of the grievances received from students.
18. Item No. 2 : To discuss and evaluate the nature of the grievances.
19. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
20. Item No. 4 : Any other item with the permission of Chair.

Minutes :

9. Item Nos. 1, 2, and 3 :

In the session 2021-2022 there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

10. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on he College website.

Principal

Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 12 Jan, 2022 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
- 4.Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

9. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

10. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 12 Jan, 2022 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Gajanan Kumbhar	Assistant Professor	Member	
4	Shreyas Bhoinkar	Student Representative	Member	
5	Shreya Mishra	Student Representative	Member	

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Ref :CSMIT/08/055/2020

1 Aug, 2020

Subject : Student Grievance Redressal Cell (SGRC).

Internal complaints Cell is hereby constituted of following members with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Gajanan Kumbhar	Assistant Professor	Member
4	Abhishek Jadhav	Student Representative	Member
5	Shivani Devale	Student Representative	Member

Copy to :

1]The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Ref :CSMIT/08/056/2020

Date : 4 Aug, 2020

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 5 Aug, 2020 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Gajanan Kumbhar	Assistant Professor	Member
4	Abhishek Jadhav	Student Representative	Member
5	Shivani Devale	Student Representative	Member

Agenda :

17. To take cognizance of the grievances received from students.
18. To discuss and evaluate the nature of the grievances.
19. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
20. Any other item with the permission of Chair.



Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 5 Aug, 2020 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

21. Item No. 1 : To take cognizance of the g of the grievances received from students.
22. Item No. 2 : To discuss and evaluate the nature of the grievances.
23. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
24. Item No. 4 : Any other item with the permission of Chair.

Minutes :

11. Item Nos. 1, 2, and 3 :

In the session 2020-2021 there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

12. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St.Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 5 Aug, 2020 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
- 4.Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

11. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

12. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 5 Aug, 2020 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Gajanan Kumbhar	Assistant Professor	Member	
4	Abhishek Jadhav	Student Representative	Member	
5	Shivani Devale	Student Representative	Member	

Principal



Ref :CSMIT/01/057/2020

Date : 05 Jan, 2021

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 6 Jan, 2021 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Gajanan Kumbhar	Assistant Professor	Member
4	Abhishek Jadhav	Student Representative	Member
5	Shivani Devale	Student Representative	Member

Principal



Student Grievance Redressal Cell (SGRC)

Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 6 Jan, 2021 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

13. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

14. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 6 Jan, 2021 at 2.00 pm . Under the Chairpersonship of Principal.

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Conven er	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Gajanan Kumbhar	Assistant Professor	Member	
4	Abhishek Jadhav	Student Representative	Member	
5	Shivani Devale	Student Representative	Member	

**Members
Present :**

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Ref :CSMIT/07/058/2019

15 July, 2019

Subject : Student Grievance Redressal Cell (SGRC).

Internal complaints Cell is hereby constituted of following members with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Punit Kumavat	Assistant Professor	Member
4	Jayesh Gawade	Student Representative	Member
5	Anchita Lokhande	Student Representative	Member

Copy to :

1]The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



Ref :CSMIT/07/059/2019

Date : 16 July, 2019

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 17 July, 2019 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Punit Kumavat	Assistant Professor	Member
4	Jayesh Gawade	Student Representative	Member
5	Anchita Lokhande	Student Representative	Member

Agenda :

21. To take cognizance of the grievances received from students.
22. To discuss and evaluate the nature of the grievances.
23. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
24. Any other item with the permission of Chair.



Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 17 July, 2019 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

25. Item No. 1 : To take cognizance of the g of the grievances received from students.
26. Item No. 2 : To discuss and evaluate the nature of the grievances.
27. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
28. Item No. 4 : Any other item with the permission of Chair.

Minutes :

13. Item Nos. 1, 2, and 3 :

In the session 2019-2020 there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

14. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 17 July, 2019 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

15. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

16. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 17 July, 2019 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Punit Kumavat	Assistant Professor	Member	
4	Jayesh Gawade	Student Representative	Member	
5	Anchita Lokhande	Student Representative	Member	

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Ref : CSMIT/01/060/2019

Date : 8 Jan, 2020

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 9 Jan, 2020 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Punit Kumavat	Assistant Professor	Member
4	Jayesh Gawade	Student Representative	Member
5	Anchita Lokhande	Student Representative	Member

Agenda :

25. To take cognizance of the grievances received from students.
26. To discuss and evaluate the nature of the grievances.
27. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
28. Any other item with the permission of Chair.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

www.csmit.in

Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 9 Jan, 2020 at 2.00pm under the Chairpersonship of Principal Dr. Dharmendra Dubey

Venue : Board Room

The Agenda for the discussion were as follows :

29. Item No. 1 : To take cognizance of the g of the grievances received from students.
30. Item No. 2 : To discuss and evaluate the nature of the grievances.
31. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
32. Item No. 4 : Any other item with the permission of Chair.

Minutes :

15. Item Nos. 1, 2, and 3 :

In the session 2019-2020 there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

16. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 9 Jan, 2020 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

17. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

18. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.



Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 9 Jan, 2020 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Punit Kumavat	Assistant Professor	Member	
4	Jayesh Gawade	Student Representative	Member	
5	Anchita Lokhande	Student Representative	Member	

Principal



Ref :CSMIT/07/061/2018

2 July, 2018

Subject : Student Grievance Redressal Cell (SGRC).

Internal complaints Cell is hereby constituted of following members with immediate effect till further order.

The members of committee

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Punit Kumavat	Assistant Professor	Member
4	Singh Priya	Student Representative	Member
5	Prajapati Akhilesh	Student Representative	Member

Copy to :

1]The Principal CSMIT, Panvel

2] The Vice-Principal, Panvel

3] Office Copy



Ref :CSMIT/07/062/2018

Date : 3 July, 2018

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 4 July, 2018 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Punit Kumavat	Assistant Professor	Member
4	Singh Priya	Student Representative	Member
5	Prajapati Akhilesh	Student Representative	Member

Agenda :

29. To take cognizance of the grievances received from students.
30. To discuss and evaluate the nature of the grievances.
31. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
32. Any other item with the permission of Chair.



Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 4 July, 2018 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

33. Item No. 1 : To take cognizance of the g of the grievances received from students.
34. Item No. 2 : To discuss and evaluate the nature of the grievances.
35. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
36. Item No. 4 : Any other item with the permission of Chair.

Minutes :

17. Item Nos. 1, 2, and 3 :

In the session 2018-2019 there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

18. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 4 July, 2018 at 2.00 pm . Under the Chairpersonship of Principal.

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

19. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

20. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 4 July, 2018 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Punit Kumavat	Assistant Professor	Member	
4	Singh Priya	Student Representative	Member	
5	Prajapati Akhilesh	Student Representative	Member	

Principal



Ref :CSMIT/01/0632018

Date : 10 Jan, 2019

Student Grievance Redressal Cell (SGRC)

Notice

Following members of Student Grievance Redressal Cell (SGRC) are hereby informed that a meeting has been scheduled on 11 Jan, 2019 at 2.00 pm in Board room.

Sr. No.	Name of Faculty	Designation	Position
1	Dr. Shweta Umale	Co-ordinator	Convener
2	Er. Pratiksha Nargolkar	Assistant Professor	Member
3	Er. Punit Kumavat	Assistant Professor	Member
4	Singh Priya	Student Representative	Member
5	Prajapati Akhilesh	Student Representative	Member

Agenda :

33. To take cognizance of the grievances received from students.
34. To discuss and evaluate the nature of the grievances.
35. To discuss and approve the methods of redressal and appropriate action to be taken in the matter.
36. Any other item with the permission of Chair.



Student Grievance Redressal Cell (SGRC)

Meeting of members of Students Grievance Redressal Cell (SGRC) was called to order on 11 Jan, 2019 at 2.00pm under the Chairpersonship of Principal.

Venue : Board Room

The Agenda for the discussion were as follows :

37. Item No. 1 : To take cognizance of the g of the grievances received from students.
38. Item No. 2 : To discuss and evaluate the nature of the grievances.
39. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
40. Item No. 4 : Any other item with the permission of Chair.

Minutes :

19. Item Nos. 1, 2, and 3 :

In the session 2018-2019 there have been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot.

20. Item No. 4 :

It was decided to communicate the mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



Action Taken Report for the Meeting of Student Grievance

Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 11 Jan, 2019 at 2.00 pm . Under the Chairpersonship of Principal..

The Agenda for the said meeting was as under :

1. Item No. 1 : To take cognizance of the g of the grievances received from students.
2. Item No. 2 : To discuss and evaluate the nature of the grievances.
3. Item No.3 : To discuss and approve the methods of redressal and appropriate action to be taken in the matter
4. Item No. 4 : Any other item with the permission of Chair.

As per the discussions conducted and the approved minutes in the said meeting action was taken as under:

21. Item Nos. 1, 2, and 3 :

There had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date. Consequently discussion of item nos. 1,2 and 3 is moot. no action needed to be taken.

22. Item No. 4 :

The mechanism of grievance redressal by the Student Grievance Redressal Cell to all the learners through :

- Issuance of Notice to learners.
- comprehensive information link made available on the College website.

Principal



CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

www.csmit.in

Affiliated to the Mumbai University, Approved By AICTE - New Dehli.

DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Meeting of Student Grievance Redressal Cell (SGRC)

Meeting of members of Student Grievance Redressal Cell (CGRC) was called to order on 11 Jan, 2019 at 2.00 pm . Under the Chairpersonship of Principal.

Members Present :

Sr. No.	Name of Faculty	Designation	Position	Signature
1	Dr. Shweta Umale	Co-ordinator	Convener	
2	Er. Pratiksha Nargolkar	Assistant Professor	Member	
3	Er. Punit Kumavat	Assistant Professor	Member	
4	Singh Priya	Student Representative	Member	
5	Prajapati Akhilesh	Student Representative	Member	

Principal

