



SHRI SHIVAJI MARATHA SOCIETY'S
COLLEGE OF ARCHITECTURE

74/1A, 74/1B, Aranyeshwar, Pune 411009.

☎ 020-24222771

Email : ssmscoa@gmail.com Visit Our Website : www.ssmscoa.com

COUNCIL OF ARCHITECTURE CODE - MH91 DTE CODE - 6896
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY - IDNT NO. PU/PN/ARCH/475/2016)

Outward No.: 404 D /2022-23

Date: 21/03/2023

NOTICE

Meeting of **INTERNAL COMPLIANT COMMITTEE** during the academic session 2022-23 has been organized as per details mentioned hereunder:

- **Day and Date:** Friday 24th March 2023
- **Time:** 10.15 am to 11.15 am
- **Venue:** Board Room (G 12), SSMS College of Architecture

All members are hereby requested to be present for the same. The following points shall be discussed in the meeting-

- 1) To understand and underline the need for ICC.
- 2) To address and take necessary action against complaints received by the ICC; if any.
- 3) To discuss and prepare action plan for the suggestions from the committee members.
- 4) To plan awareness programs for girls and boys on gender issues.

Name of the Member	Sign
Prof. Chandrakant Subhash Kataria	
Prof. Shreyas Amraskar	
Prof. Pratima Afzalpurkar	
Mr. Atharv Mane	

Ar Prof Chandrakant S Kataria
PRINCIPAL
Shri Shivaji Maratha Society's
College of Architecture
Aryenshwar, Pune-411009.





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Attendance Sheet

Meeting of **INTERNAL COMPLIANT COMMITTEE** during the academic session 2022-23:

- **Day and Date:** Friday 24th March 2023
- **Time:** 10.15 am to 11.15 am
- **Venue:** Board Room (G 12), SSMS College of Architecture

Name of the Member	Sign
Prof. Chandrakant Subhash Kataria	
Prof. Shreyas Amraskar	
Prof. Pratima Afzalpurkar	
Mr. Atharv Mane	

24/3/23
Ar Prof Chandrakant S Kataria
PRINCIPAL
Shri Shivaji Maratha Society's
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Outward No.: 440 D /2022-23

Date: 17/04/2023.

Meeting of **INTERNAL COMPLIANT COMMITTEE** during the academic session 2022-23 was organized as per details mentioned hereunder:

- **Day and Date:** Friday 24th March 2023
- **Time:** 10.15 am to 11.15 am
- **Venue:** Board Room (G 12), SSMS College of Architecture

MINUTES OF THE MEETING

The meeting started with a welcome note by the coordinator. All members were present for the same. The following points were discussed in the meeting-

1) To understand and underline the need for ICC.

At the outset, Chairperson welcomed all the members of the Committee. He informed that as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been set in place by the college. He described the role of ICC and said everyone has a responsibility to contribute to the cause. Further, he mentioned that suggestions are welcome from all members to make it effective.

2) To address and take necessary action against complaints received by the ICC; if any.

The Committee noted that no complaint of sexual harassment has been received from any woman employee or student of this College. It was emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the campus.

3) To discuss and prepare action plan for the suggestions from the committee members.

The committee had discussions at length and the following suggestions were made:

- (i) The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development should be available at the college office and all class coordinators. Also, the composition of the Internal Complaints Committee must be uploaded on the college website.
- (ii) A complaint Drop box must be placed in the office premises.

- (iii) The contractual project staff appointed in the Department must also be sensitised about the existing act on Prevention, Prohibition and Redressal of Sexual harassment of women at workplace. They must also be sensitised towards maintaining discipline in the office campus.

4) To plan awareness programs for girls and boys on gender issues.

It was decided to plan guest lectures by medical professionals about sexual health and hygiene habits for the students. Also, to plan workshops by activists to sensitize the students about gender issues.

The Chairperson conveyed his thanks to the members for attending the meeting and the members agreed that the Committee will meet on a regular basis or earlier, if need arise. Meeting ended with vote of thanks to the Chair.

Chandrakant S Kataria

Ar Prof Chandrakant S Kataria

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