



TIMSCDR/ADM/036

DATE: 03/07/2025

TIMSCDR OFFICE CIRCULAR NO. – 05/2025

Subject: Constitution of "Internal Complaint Committee (ICC)" for the A.Y. 2025-2026

The "Internal Complaint Committee (ICC)" is constituted of the following members for the Academic Year 2025 - 2026.

| Sr. No. | Name of the Committee Members | Designation | Position as per AICTE |
|---------|-------------------------------|--------------------------------|-----------------------------|
| 1 | Dr. Ashwini Renavikar | Professor | Presiding Officer |
| 2 | Mr. Shirshendu Maitra | Asst. Prof. & HOD-ACA | Member |
| 3 | Ms. Rupali Jadhav | Asst. Prof. & IQAC Coordinator | Member |
| 4 | Mr. Shailesh Sharma | Office Superintendent | Member |
| 5 | Ms. Pritam Rane | Sr. Clerk | Member |
| 6 | Mr. Ayush Dubey | Student | Member |
| 7 | Ms. Anuja Shinde | Student | Member |
| 8 | Mr. Vikas Yadav | Student | Member |
| 9 | Dr. Sangeeta Shirname | Inseed NGO Member | Non-Government Organization |

ICC - CIRCULAR
A.Y. 2025-2026

Responsibilities of the Internal Complaint Committee (ICC):

1. Provide assistance if an employee or a student chooses to file a complaint with the police.
2. Provide a mechanism of dispute Redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights and minimize the need for purely punitive approaches that lead to further resentment, alienation, or violence.
3. Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another dept. or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.
4. Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
5. Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

for
how
Dr. Vinita Gaikwad
Director

Circulated to:

Dy. Director

HOD's

All Staff Members

