



ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogldham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

AU/Reg/ICC/19092023-1

Date: 19/09/2023

Internal Compliants Committee (ICC)

Sub Committee of Grievance Redressal Committee

Term of Office	Periodicity of meeting and month
Tenure: 3 Years Sep-2023 to Aug-2026	4 times in a Year (Jan-Apr-Aug-Nov)

1. At Atmiya University, the Internal Complaints Committee (ICC) including Committee Against Sexual Harassment have been established following the guidelines of the Supreme Court of India (Vishaka vs. State of Rajasthan, 1997) and recommendations by the UGC. This committee aims to prevent and address incidents of sexual harassment and create a safe, respectful, and inclusive environment for everyone on campus.
2. The tenure of the current composition end in Sept 2023. Hence new composition of Internal Complaints Committee as per section 4 of the Act has been re-constituted by the competent authority with the following composition:-

SN	Name	Affiliation	Designation in ICC	Remarks
1	Dr. Shiv K Tripathi	Vice-Chancellor		
2	Dr. Divyang D. Vyas	Registrar		
3	Dr. Samixa Patel	Asso. Prof., FoHS, Pharmacy	Presiding Officer	
4	Ms. Nehal Dave	Asst. Prof. CS & IT	Member Secretary	
5	Mr. Dilipbhai Sakhiya	Gir Ganga Parivar Trust	Member - Social Worker	
6	Mrs. Darshana Kothari	Representative of Bhartiya Jan Sangathana at Rajkot	Member - NGO	
7	Ms. Kalpana Kholiya	Advocate	Member - Law	
8	Mr. Niraj Manvar	Director-Beeta Surgical	Member - Industry	
9	Dr. Ashish Kothari	Director-CRIT	Member - Sponsoring Body (SKS) / Nominated by President	
10	Mr. Ravi Tank	Asst. Prof., Chemical Science	Member - FoS	
11	Dr. Drashti Purohit	Asst. Professor, English	Member - FoHSS	
12	Ms. Seema Vachhani	Asst. Prof., Electrical Engg.	Member - FoET	
13	Dr. Archana Cholera	Asso. Prof. Chemistry	Member - FoS	
14	Dr. Parth Dave	Asst. Prof. Commerce	Member - FoBC	





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SN	Name	Affiliation	Designation in ICC	Remarks
15	MS. Khyati Joshi	Asst. Prof., Information Tech.	Member – FoET (CVMS Cell)	
16	Mr. Mithilesh Singh	Administrative office	Member – NT (Admin)	
17	Ms .Raksha Bhatt	Library	Member – NT (Technical)	
18	Ms. Dhruvi Kapuriya	Pharmacy	Member – Student (UG)	
19	Ms. Krina Masharu	Comp. Engg.	Member – Student (PG)	
20	Ms. Krishna Lodhiya	MBA	Member – Student (Research)	

The Committee will commence its functions with immediate effect & shall meet at least 4 times in a Year or as on when required. The committee shall meet with the following objectives and other objectives as per the need.

Objectives:

1. **Gender Sensitization:** Organize workshops and orientation programs to raise awareness about gender equality and educate the university community about laws protecting against harassment.
2. **Formal Complaint Mechanisms:** Establish a transparent process for lodging complaints, conducting inquiries, and resolving issues related to sexual harassment.
3. **Enforcement of Conduct:** Take necessary action against those violating the university's code of conduct, including addressing breaches of confidentiality regarding complaints or investigations.
4. Any casual vacancy arising in between shall be filled in by fresh nomination, for the residual period with the approval of the Vice Chancellor.
5. Students with distinguished academic record, or who have excelled in extra-curricular activities, shall be nominated by the Vice Chancellor.
6. Committee members are requested to apprise themselves with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
7. All HODs are requested to bring the content of this Notification to the notice of members of faculty, non-teaching staff and students in their respective departments.





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Scope of the Committee

The rules and procedures of this committee apply to:

- Students
- Teaching and Non-Teaching Staff
- Visitors and Service Providers
- Anyone presents on campus at the time of a reported incident

Emergency Support

To ensure the safety and well-being of all members of the university, essential emergency contact numbers and resources will be shared and prominently displayed across campus.

The Internal Complaints Committee at Atmiya University is committed to fostering a safe and supportive environment where individuals feel secure and respected at all times.

The quorum for the same shall be of 50%. The committee shall report to the undersigned.

To,

1. Concern Staff Members through proper channel
2. PA to Registrar for necessary action


Registrar





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Meeting Agenda & Notes

Committee Name	Internal complaints Committee (ICC)				
Meeting No.	1				
Date	27/11/23	Time	2:30 TO 3:30	A.Y.	2023-24
Venue	IQAC Board Room				

Agenda List

Agenda No.	Details
ICC-01-01	Welcome & Introductory Remarks
ICC-01-02	Confirmation & Action Taken of Previous Meeting
ICC-01-03	Confirmation of Nil Report for Current Semester (No Complaints Received)
ICC-01-04	Review of Committee Procedures in Absence of Active Complaints
ICC-01-05	Awareness Initiatives to Prevent Issues and Encourage a Positive Environment
ICC-01-06	Training and Sensitization Programs for Faculty and Students
ICC-01-07	Policy Review for Internal Complaints and Suggestions for Improvement
ICC-01-08	Any Other Matter with the Permission of the Chair





Minutes of Meeting

Agenda No.	Details
ICC-01-01	Welcome & Introductory Remarks: The Chair Dr. Samixa Patel welcomed all committee members and initiated the meeting, emphasizing the importance of maintaining a safe and complaint-free environment within the institution.
ICC-01-02	Confirmation & Action Taken of Previous Meeting. (From 2nd Meeting onwards): NA
ICC-01-03	Confirmation of Nil Report (No Complaints Received): The committee confirmed that no complaints were received for the current semester, maintaining a "Nil Report" status.
ICC-01-04	Review of Committee Procedures in Absence of Active Complaints: The committee discussed the current procedures and confirmed that all protocols are in place and functioning smoothly, ensuring readiness to handle any future complaints promptly
ICC-01-05	Awareness Initiatives to Prevent Issues and Encourage a Positive Environment: It was suggested that the committee conduct regular awareness sessions to reinforce respectful and inclusive conduct among staff and students. This includes posters, seminars, and digital campaigns promoting complaint mechanisms and support resources.
ICC-01-06	Training and Sensitization Programs for Faculty and Students: The committee decided to organize a training workshop in the upcoming semester to sensitize faculty and students about recognizing and addressing issues such as harassment or discrimination, as well as how to seek help when needed
ICC-01-07	Policy Review for Internal Complaints and Suggestions for Improvement: The committee reviewed the current policy for handling complaints. Minor adjustments were suggested to simplify complaint submission and feedback procedures. These will be documented and circulated for review in the next meeting.
ICC-01-08	Any Other Matter with the Permission of the Chair: No additional matters were raised


Signature of Chairperson





Minutes of Meeting

Committee Name	Internal complaints Committee (ICC)		
Meeting No.	1		
Date	27/11/23	Time	2:30 TO 3:30
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Signature
1.	Dr. Samixa Patel	Chairperson	
2.	Mr. Dilipbhai Sakhiya	Member	-
3.	Mrs. Darshana Kothari	Member	-
4.	Ms. Kalpna Kholiya	Member	-
5.	Mr. Niraj Manvar	Member	-
6.	Dr. Ashish Kothari	Member	
7.	Mr. Ravi Tank	Member	
8.	Dr. Drashti Purohit	Member	
9.	Ms. Seema Vachhani	Member	
10.	D. Archana cholera	Member	
11.	Dr. Parth Dave	Member	
12.	Ms. Khyati Joshi	Member	
13.	Mr. Mithilesh Singh	Member	
14.	Ms. Raksha Bhatt	Member	
15.	Ms. Nehal Dave	Member Secretary	





Meeting Agenda & Notes

Committee Name	Internal complaints Committee (ICC)				
Meeting No.	2				
Date	13/01/24	Time	2:30 TO 3:30	A.Y.	2023-24
Venue	IQAC Board Room				

Agenda List

Agenda No.	Details
ICC-02-01	Welcome and Introductory Remarks.
ICC-02-02	Approval of Previous Minutes.
ICC-02-03	Nil Report Confirmation.
ICC-02-04	Awareness Campaigns.
ICC-02-05	Developing a Regular Update Mechanism
ICC-02-06	Policy Review.
ICC-02-07	Proposal for Feedback.
ICC-02-08	Any Other Matter.





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Minutes of Meeting

Agenda No.	Details
ICC-02-01	Welcome and Introductory Remarks: The Chair welcomed members and acknowledged the importance of proactive awareness.
ICC-02-02	Approval of Previous Minutes: Approved without amendments.
ICC-02-03	Nil Report Confirmation: No complaints received; committee remains vigilant.
ICC-02-04	Awareness Campaigns: Committee discussed the need for regular updates to awareness materials.
ICC-02-05	Developing a Regular Update Mechanism: Outline a process or timeline for scheduled updates to the materials, ensuring information remains relevant and accurate
ICC-02-06	Policy Review: Reviewed current anti-harassment policy and confirmed it remains accessible.
ICC-02-07	Proposal for Feedback: Proposal for periodic feedback approved; to be rolled out next semester.
ICC-02-08	Any Other Matter: No additional matters raised.


Signature of Chairperson





Minutes of Meeting

Committee Name	Internal complaints Committee (ICC)		
Meeting No.	2		
Date	13/01/24	Time	2:30 TO 3:30
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Signature
1.	Dr. Samixa Patel	Chairperson	
2.	Mr. Dilipbhai Sakhiya	Member	-
3.	Mrs. Darshana Kothari	Member	-
4.	Ms. Kalpna Kholiya	Member	-
5.	Mr. Niraj Manvar	Member	-
6.	Dr. Ashish Kothari	Member	
7.	Mr. Ravi Tank	Member	
8.	Dr. Drashti Purohit	Member	
9.	Ms. Seema Vachhani	Member	
10.	D. Archana cholera	Member	
11.	Dr. Parth Dave	Member	
12.	Ms. Khyati Joshi	Member	
13.	Mr. Mithilesh Singh	Member	
14.	Ms. Raksha Bhatt	Member	
15.	Ms. Nehal Dave	Member Secretary	





Meeting Agenda & Notes

Committee Name	Internal complaints Committee (ICC)				
Meeting No.	3				
Date	08/04/24	Time	2:30 TO 3:30	A.Y.	2023-24
Venue	IQAC Board Room				

Agenda List

Agenda No.	Details
ICC-03-01	Welcome and Introductory Remarks
ICC-03-02	Approval of Previous Minutes
ICC-03-03	Nil Report Confirmation
ICC-03-04	Feedback Analysis
ICC-03-05	Awareness Materials
ICC-03-06	Training Update
ICC-03-07	Confidentiality Discussion
ICC-03-08	Any Other Matter





Minutes of Meeting

Agenda No.	Details
ICC-03-01	Welcome and Introductory Remarks: Chair emphasized the importance of ongoing vigilance and outreach.
ICC-03-02	Approval of Previous Minutes: Approved with no changes.
ICC-03-03	Nil Report Confirmation: No complaints; committee acknowledged need for continued support efforts.
ICC-03-04	Feedback Analysis: Reviewed periodic feedback data; noted areas for minor improvements.
ICC-03-05	Awareness Materials: Agreed to develop targeted materials addressing specific issues highlighted by feedback.
ICC-03-06	Training Update: Upcoming semester training scheduled; content to focus on reporting processes.
ICC-03-07	Confidentiality Discussion: Committee reinforced the importance of confidentiality in all complaint handling.
ICC-03-08	Any Other Matter: No further matters raised


Signature of Chairperson





Minutes of Meeting

Committee Name	Internal complaints Committee (ICC)		
Meeting No.	3		
Date	08/04/24	Time	2:30 TO 3:30
Venue	IQAC Board Room		

Meeting Attendance

Sr.	Name	Designation	Signature
1.	Dr. Samixa Patel	Chairperson	
2.	Mr. Dilipbhai Sakhiya	Member	—
3.	Mrs. Darshana Kothari	Member	—
4.	Ms. Kalpna Kholiya	Member	—
5.	Mr. Niraj Manvar	Member	—
6.	Dr. Ashish Kothari	Member	
7.	Mr. Ravi Tank	Member	
8.	Dr. Drashti Purohit	Member	
9.	Ms. Seema Vachhani	Member	
10.	D. Archana cholera	Member	
11.	Dr. Parth Dave	Member	
12.	Ms. Khyati Joshi	Member	
13.	Mr. Mithilesh Singh	Member	
14.	Ms. Raksha Bhatt	Member	
15.	Ms. Nehal Dave	Member Secretary	

