



MGM's

COLLEGE OF COMPUTER SCIENCE & IT, NANDED

(Institute established in 2000 and Affiliated to S.R.T.M. University Nanded.)

MGM Campus, Near Airport, Nanded-431605(M.S.) India

Notice

Date: 22/07/2022

All members of the **Grievance Redressal Cell** are hereby informed that the meeting of the **Grievance Redressal Cell** is scheduled on 25/07/2022 at 3:00 PM. Please make arrangements to attend the meeting.

Venue: Principal's Office

Meeting Agenda:

1. Significance of the **Grievance Redressal Cell**
2. Objectives of the **Grievance Redressal Cell**
3. Functioning of the **Grievance Redressal Cell**
4. Any other matters, with the permission of the chairman.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|--|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Mr. Vishal M. Pathak | Assistant Professor & IQAC Coordinator | Member | |
| 4 | Dr. Makarand N. Cherekar | Head Dept. of Biotechnology | Member | |
| 5 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 6 | Mr. Sunil V. Dahale | Assistant Professor | Member | |
| 7 | Mr. Satpal Singh Gill | Assistant Professor | Member | |
| 8 | Mr. Vijay S. Tathe | Librarian | Member | |
| 9 | Mr. Mahesh T. Chavhan | Student Representative | Member | |
| 10 | Ms. Shilpa S. Bharkad | Student Representative | Member | |


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Grievance Redressal Cell

Date: 25/07/2022

Minutes of the meeting

A meeting of Grievance Redressal Cell is conducted in the Principal's Office on July 25th, 2022, at 3:00 PM under the chairmanship of Prof. Shirish L. Kotgire, Principal.

Following points were discussed during the meeting:

1. Promote awareness about Grievance Redressal.
2. Conduct educational sessions for students regarding Grievances.
3. Guide students on how to report complaints.
4. Maintain regular communication with students.
5. Implement periodic reviews of grievance handling processes.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|--|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Mr. Vishal M. Pathak | Assistant Professor & IQAC Coordinator | Member | |
| 4 | Dr. Makarand N. Cherekar | Head Dept. of Biotechnology | Member | |
| 5 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 6 | Mr. Sunil V. Dahale | Assistant Professor | Member | |
| 7 | Mr. Satpal Singh Gill | Assistant Professor | Member | |
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Date: 02/08/2022

Action Taken Report

As discussed in the Meeting of the Grievance Redressal Cell held on 25th July 2022, the following actions have been taken:

1. Promoting awareness about Grievance Redressal across all classes.
2. Conducting educational sessions for students on the roles and procedures of the Grievance Redressal Committee.
3. Ensuring the confidentiality of complaints registered with the Grievance Redressal Cell.
4. Providing guidance to students on how to report complaints related to college campus issues.
5. The Chairperson directed committee members to maintain regular communication with students and convene additional meetings as necessary.
6. In response to requests, faculty members are incorporating discussions on "Grievance Redressal" into mentoring sessions with students.
7. Implementing periodic reviews of grievance handling processes to ensure effectiveness and fairness.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|--|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Mr. Vishal M Pathak | Assistant Professor & IQAC Coordinator | Member | |
| 4 | Dr. Makarand N. Cherekar | Head Dept. of Biotechnology | Member | |
| 5 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 6 | Mr. Sunil V. Dahale | Assistant Professor | Member | |
| 7 | Mr. Satpal Singh Gill | Assistant Professor | Member | |
| 8 | Mr. Vijay S. Tathe | Librarian | Member | |
| 9 | Mr. Mahesh T. Chavhan | Student Representative | Member | |
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Notice

Date: 25/11/2022

All members of the Grievance Redressal Cell are hereby informed that the meeting of the Grievance Redressal Cell is scheduled on 28/11/2022 at 3:00 PM. All are informed to attend the meeting.

Venue: Principal's Office

Meeting Agenda:

1. Review of the previous meeting.
2. Discussion about the Grievances received.
3. Detailed discussion about redressal of grievances / suggestions.
4. Any other matters, with the permission of the chairman.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|--|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Mr. Vishal M. Pathak | Assistant Professor & IQAC Coordinator | Member | |
| 4 | Dr. Makarand N. Cherekar | Head Dept. of Biotechnology | Member | |
| 5 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 6 | Mr. Sunil V. Dahale | Assistant Professor | Member | |
| 7 | Mr. Satpal Singh Gill | Assistant Professor | Member | |
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| 9 | Mr. Mahesh T. Chavhan | Student Representative | Member | |
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Grievance Redressal Cell

Date: 28/11/2022

Minutes of the meeting

A meeting of Grievance Redressal Cell is conducted in the Principal's Office on November 28th, 2022 at 3:00 PM under the chairmanship of Prof. Shirish L. Kotgire, Principal.

Following are the Minutes of the meeting:

1. Grievances / Complaints / Suggestions received to be discussed.
2. Any other suggestion to be implemented to improve grievance handling processes.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|--|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Mr. Vishal M. Pathak | Assistant Professor & IQAC Coordinator | Member | |
| 4 | Dr. Makarand N. Cherekar | Head Dept. of Biotechnology | Member | |
| 5 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 6 | Mr. Sunil V. Dahale | Assistant Professor | Member | |
| 7 | Mr. Satpal Singh Gill | Assistant Professor | Member | |
| 8 | Mr. Vijay S. Tathe | Librarian | Member | |
| 9 | Mr. Mahesh T. Chavhan | Student Representative | Member | |
| 10 | Ms. Shilpa S. Bharkad | Student Representative | Member | |

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Date: 02/12/2022

Action Taken Report

As discussed in the meeting of Grievance Redressal Cell, following grievances have been received:

1. The grievances received were discussed among members of Grievance Redressal Committee.
2. Following actions were taken in the meeting.

| Srno | Name | Class | Suggestion / Complaint / Grievance | Action Taken |
|------|-----------|-------------|------------------------------------|--|
| 1 | Anonymous | SY-BSC-CS-B | ID-Card not received | Asked in the class of SYBSC-CS-B and provided 5 pending ID Cards |

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|--------------------------------|--|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kaanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Mr. Vishal M. Pathak | Assistant Professor & IQAC Coordinator | Member | |
| 4 | Dr. Makarand N. Cherekar | Head Dept. of Biotechnology | Member | |
| 5 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 6 | Mr. Sunil V. Dahale | Assistant Professor | Member | |
| 7 | Mr. Satpal Singh Gill | Assistant Professor | Member | |
| 8 | Mr. Vijay S. Fathe | Librarian | Member | |
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Notice

Date: 21/07/2022

All the members of the Internal Complaints Committee are hereby informed that the meeting of the Internal Complaints Committee is scheduled on 27/7/2022 at 3:00 PM. Please make arrangements to attend the meeting.

Venue: Principal's Office

Meeting Agenda:

1. Importance of the Internal Complaints Committee.
2. Objectives of the Internal Complaints Committee.
3. Regarding roles of committee members.
4. Any other matters, with the permission of the chairman.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|------------------------|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Dr. Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 4 | Mrs. Manisha B. Jadhav | Assistant Professor | Member | |
| 5 | Mr. Satish L. Sarkate | Assistant Professor | Member | |
| 6 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 7 | Dr. Mrs. Shobha Waghmare | Social Worker | Member | |
| 8 | Ms. Ashwini S. Adkine | Student Representative | Member | |
| 9 | Ms. Shradha S. Bhalerao | Student Representative | Member | |
| 10 | Mr. Dharmaraj S. Balapurkar | Student Representative | Member | |

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27 July 2022

Minutes of the meeting held on 27th July 2022

A meeting of Internal Complaints Committee was convened in the Principal's Office on 27th July, 2022, at 3:00 PM under the chairmanship of Prof. Shirish L. Kotgire Principal.

Following are the minutes of meeting:

- 1 The Chairman briefly highlighted the objectives of the Internal Complaints Committee
- 2 To make students and staff aware of the functions and guidelines of the Internal Complaints Committee.
- 3 To acquaint students and staff with the procedure to lodge complaints in case of sexual harassment issues etc.
- 4 Committee members should conduct mentoring classes with students and staff regarding Prevention, Prohibition, and Redressal of any Sexual Harassment incidence.

Following Members are present for the meeting:

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|------------------------|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Dr. Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 4 | Mrs. Manisha B. Jadhav | Assistant Professor | Member | |
| 5 | Mr. Satish L. Sarkate | Assistant Professor | Member | |
| 6 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 7 | Dr. Mrs. Shobha Waghmare | Social Worker | Member | |
| 8 | Ms. Ashwini S. Adkine | Student Representative | Member | |
| 9 | Ms. Shradha S. Bhalerao | Student Representative | Member | |
| 10 | Mr. Dharmaraj S. Balapurkar | Student Representative | Member | |

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Action Taken Report

Date: 04/08/2022

As discussed in the Meeting of the Internal Complaints Committee, the following actions have been taken:

1. Conducted awareness program for students and staff about the Internal Complaint committee.
2. Educate students and staff about the functions and guidelines of the Internal Complaint committee.
3. Students and staff members are informed about the procedure to report complaints, if they experience any issues related to sexual harassment etc.
4. Conducted mentoring classes for students and staff regarding Prevention, Prohibition, and Redressal of any Sexual Harassment incidence.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|------------------------|----------|-----------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 3 | Dr. Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 4 | Mrs. Manisha B. Jadhav | Assistant Professor | Member | |
| 5 | Mr. Satish L. Sarkate | Assistant Professor | Member | |
| 6 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 7 | Dr. Mrs. Shobha Waghmare | Social Worker | Member | |
| 8 | Ms. Ashwini S. Adkine | Student Representative | Member | |
| 9 | Ms. Shradha S. Bhalerao | Student Representative | Member | |
| 10 | Mr. Dharmaraj S. Balapurkar | Student Representative | Member | |


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Notice

Date: 10/01/2023

All members of the Internal Complaints Committee are hereby informed that the meeting of the Internal Complaints Committee is scheduled on 12/01/2023 at 3:00 PM. Please make arrangements to attend the same.

Venue: Principal's Office

Meeting Agenda:

1. Review of the minutes of previous meeting.
2. Discussion about the Sexual Harassment of Women at Workplace Act.
3. Planning for a seminar on "Gender Equity, Gender Sensitization, and Women Empowerment."
4. Any Complaint regarding sexual harassment from students/ staff.
5. Any other matters, with the permission of the chairman.

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|------------------------|----------|-----------|
| 1 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Chairman | |
| 2 | Dr. Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 3 | Mrs. Manisha B. Jadhav | Assistant Professor | Member | |
| 4 | Mr. Satish L. Sarkate | Assistant Professor | Member | |
| 5 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 5 | Dr. Mrs. Shobha Waghmare | Social worker | Member | |
| 6 | Ms. Ashwini S. Adkine | Student Representative | Member | |
| 7 | Ms. Shradha S. Bhalerao | Student Representative | Member | |
| 8 | Mr. Dharmaraj S. Balapurkar | Student Representative | Member | |

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Minutes of the meeting

12/01/2023

A meeting of Internal Complaints Committee was convened in the Principal's Office on January 12, 2023, at 3:00 PM under the chairmanship of Dr. Mrs. Kanchan A. Nandedkar, Vice-Principal. The meeting commenced with a review of the previous meeting and feedback on actions taken thereafter.

The following points were discussed regarding Internal Complaints in detail:

1. Sexual Harassment of Women at Workplace Act.
2. Unwanted pressure for sexual favors, including:
 - a. Unwanted deliberate touching, leaning over, cornering, or pinching.
 - b. Unwanted sexual looks or gestures.
 - c. Unwanted letters, telephone calls, or materials of a sexual nature.
3. Sexual comments, including:
 - a. Turning work discussions to sexual topics.
 - b. Asking about sexual fantasies, preferences, or history.
 - c. Making sexual comments about a person's clothing, anatomy, or looks.
4. The Committee noted that no complaint of sexual harassment has been received from any woman employee or student.
5. The committee resolved to meet as and when required and take appropriate action.
6. The committee recommended organizing a seminar on "Gender Equity, Gender Sensitization, and Women Empowerment" for UG & PG students".

Following member were present for meeting

| Sr.No. | Name of Committee member | Designation | Position | Sign |
|--------|-------------------------------|------------------------|----------|------|
| 1 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Chairman | |
| 2 | Dr. Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 3 | Mrs. Manisha B. Jadhav | Assistant Professor | Member | |
| 4 | Mr. Satish L. Sarkate | Assistant Professor | Member | |
| 5 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 5 | Dr. Mrs. Shobha Waghmare | Social worker | Member | |
| 6 | Ms. Ashwini S. Adkine | Student Representative | Member | |
| 7 | Ms. Shradha S. Bhalerao | Student Representative | Member | |
| 8 | Mr. Dharmaraj S. Balapurkar | Student Representative | Member | |

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Action Taken Report

Date: 23/01/2023

As discussed in the meeting of Internal Complaints Committee, following actions have been taken:

1. The Sexual Harassment of Women at Workplace Act was discussed in detail with students and staff members..
2. Information regarding actual or attempted sexual assault was shared with both staff members and students.
3. In accordance with the committee's recommendation, a seminar on "Gender Equity, Gender Sensitization, and Women Empowerment" was organized for both undergraduate and postgraduate first-year students .

| Sr.No. | Name of Committee member | Designation | Position | Signature |
|--------|-------------------------------|------------------------|----------|-----------|
| 1 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Chairman | |
| 2 | Dr. Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 3 | Mrs. Manisha B. Jadhav | Assistant Professor | Member | |
| 4 | Mr. Satish L. Sarkate | Assistant Professor | Member | |
| 5 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 5 | Dr. Mrs. Shobha Waghmare | Social worker | Member | |
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Notice

Date: 15/07/2022

All the members of the Anti-ragging Committee are hereby informed that the meeting of the Anti-ragging Committee is scheduled on 20/7/2022 at 3:00 PM. Please make arrangements to attend the meeting.

Venue: Principal's Office

Meeting Agenda

- 1) Roles and responsibilities of committee members.
- 2) Institutional measures to curb ragging menace.
- 3) Awareness program for students.

| Sr.No. | Name of Committee member | Designation | Position | Sign |
|--------|--|----------------------------|----------|------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Circle Police Inspector (Vimantal Police Station) | Local Authority | Member | |
| 3 | Dr Ganesh Joshi | Local Media Representative | Member | |
| 4 | Adv. Vikram Kadam | Legal Advisor | Member | |
| 5 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 6 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 7 | Mr. Vishal M. Pathak | Assistant Professor | Member | |
| 8 | Dr. Makarand N. Cherekar | Assistant Professor | Member | |
| 9 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 10 | Mr. Kerba G. Kagne | Assistant Professor | Member | |
| 11 | Mr. Aditya A. Kadam | Student Representative | Member | |
| 12 | Mr. Sangameshwar V. Amlapure | Student Representative | Member | |

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Anti-ragging Committee

20/07/2022

Minutes of the opening meeting held on 20th July 2022

A meeting of Anti-ragging Committee was convened in the Principal's Office on July 20th, 2022, at 3:00 PM under the chairmanship of Prof. Shirish L. Kotgire, Principal.

As a first meeting for this academic year all members are introduced by chairperson..

Following points were discussed during the meeting:

- 1) Roles and responsibilities of the committee members
- 2) Monitoring and controlling ragging related incidences.
- 3) As per the guidelines of supreme court of India and the directions of UGC, Anti ragging affidavit to be filled by students along with undertaking from parents.
- 4) Institutional measures to curb ragging menace anywhere in the campus.
- 5) Conduction of different programs regarding awareness about ragging menace and legal aspects of ragging.

| Sr.No. | Name of Committee member | Designation | Position | Sign |
|--------|--|----------------------------|----------|------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Circle Police Inspector (Vimantal Police Station) | Local Authority | Member | |
| 3 | Dr Ganesh Joshi | Local Media Representative | Member | |
| 4 | Adv. Vikram Kadam | Legal Advisor | Member | |
| 5 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 6 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 7 | Mr. Vishal M. Pathak | Assistant Professor | Member | |
| 8 | Dr. Makarand N. Cherekar | Assistant Professor | Member | |
| 9 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 10 | Mr. Kerba G. Kagne | Assistant Professor | Member | |
| 11 | Mr. Aditya A. Kadam | Student Representative | Member | |
| 12 | Mr. Sangameshwar V. Amlapure | Student Representative | Member | |

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Anti-ragging Committee

30/07/2022

Action Taken Report

- 1) Role and responsibilities are assigned to committee members and senior faculty members to monitor and control ragging incidences.
- 2) Anti ragging affidavit filed by students along with undertaking from parents was collected.
- 3) Planned the awareness programs for students regarding ragging menace and its legal aspects.

| Sr.No. | Name of Committee member | Designation | Position | Sign |
|--------|--|----------------------------|----------|------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Circle Police Inspector (Vimantal Police Station) | Local Authority | Member | |
| 3 | Dr Ganesh Joshi | Local Media Representative | Member | |
| 4 | Adv. Vikram Kadam | Legal Advisor | Member | |
| 5 | Dr. Mrs. Kanchan A. Nandedkar | Vice-Principal & Head | Member | |
| 6 | Mrs. Smita A. Bhopi | Assistant Professor | Member | |
| 7 | Mr. Vishal M. Pathak | Assistant Professor | Member | |
| 8 | Dr. Makarand N. Cherekar | Assistant Professor | Member | |
| 9 | Mr. Arjunsingh M. Gaherwar | Assistant Professor | Member | |
| 10 | Mr. Kerba G. Kagne | Assistant Professor | Member | |
| 11 | Mr. Aditya A. Kadam | Student Representative | Member | |
| 12 | Mr. Sangameshwar V. Amlapure | Student Representative | Member | |


IQAC Coordinator

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Coordinator**


Principal

PRINCIPAL
MGM's College of Computer Sci. & IT.
Nanded - 431605

Institute run under the aegis of Mahatma Gandhi Mission, Nanded. an educational charitable trust.

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MGM Campus, Near Airport, Nanded-431605(M.S.) India

Notice

Date: 22/03/2023

All the Anti-ragging Committee members are hereby informed that the meeting of the Anti-ragging Committee is scheduled on 28/3/2023 at 4:30 PM. All Committee members are informed to attend the meeting.

Venue: Principal's Office

Meeting Agenda:

- 1) Review of minutes of previous meeting.
- 2) Any Ragging incidence in the campus.
- 3) Action taken against the ragging incidence.
- 4) Any other suggestions with permission of chairman.

| Sr.No. | Name of Committee member | Designation | Position | Sign |
|--------|--|-------------------------------|----------|------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
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Anti-ragging Committee

28/03/2023

Minutes of the meeting held on 28th March 2023

- 1) Review of minutes of previous meeting.
- 2) Review of Anti-ragging Awareness programs conducted.
- 3) Regarding any ragging incidence occurred in the college.

| Sr.No. | Name of Committee member | Designation | Position | Sign |
|--------|--|----------------------------|----------|------|
| 1 | Prof. Shirish L. Kotgire | Principal | Chairman | |
| 2 | Circle Police Inspector (Vimantal Police Station) | Local Authority | Member | |
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Anti-ragging Committee

30/03/2023

Action Taken Report

- 1) All the committee members handled their roles and responsibilities properly.
- 2) Principal, Vice- Principal and all committee members ensured the safe and ragging free campus for the students throughout the year.
- 3) Till date no incidence of ragging occurred in the college.

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