



## CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

Affiliated to University of Mumbai

Approved by Government of Maharashtra & Bar Council of India

Valnai Village, Marve Road, Orlem Bavadi Stop, Malad (West), Mumbai - 400064

T : 28011177 / 78 / 9967529177 E : info@cwclawcollege.in W : www.cwclawcollege.in

**Date: 17/06/2023**

### OFFICE ORDER

As per the Guidelines of NAAC "Internal Complaints Committee (ICC)" has been reconstituted for the Academic Year 2023-2024 in order to functionalize the Quality Enhancement Initiatives.

Sr. No.	NAME	DESIGNATION
1.	Dr. Anant Kalse	I/c Principal
2.	Mr. Suraj Wadhwa	Management Representative
3.	Mr. Vishnu Dandekar	Trustee
4.	Mrs. Shivani Vartak	ICC Coordinator
5.	Ms. Rutuja Shivalkar	Faculty Member
6.	Mr. Rohit Karande	Administrative Member
7.	Nazeem Shaikh	Student Representative
8.	Gauri Kadam	Student Representative

The committee should conduct meetings as per requirements and record be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

CC-

1. All the concerned
2. Office Copy.



  
DR. ANANT N. KALSE  
I/C. PRINCIPAL



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Date: 19/06/2023

### NOTICE

This is to inform that the Internal Complaints Committee is organizing a meeting on 24/06/2023 at 10:00 a.m. in the Conference Room of Principal's Office at Children Welfare Center's College of Law to discuss the following agendas:

1. Reconstitution of Internal Complaint Committee.
2. Reinforcement of the importance of maintaining confidentiality and adhering to ethical guidelines during investigations.
3. Review of the current status of ongoing investigations and any challenges faced
4. Discussion of any support measures provided to complainants, including counselling, legal advice, or other assistance.
5. Planning and review of sensitization sessions, workshops, or training programs on harassment prevention and grievance redressal.

All the members are requested to be present in the meeting prior to the schedule time and give in your suggestion and feedback.

ICC Co-ordinator.



**Dr. ANANT N. KALSE**  
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### MINUTES OF MEETING OF ICC CONDUCTED ON 24/06/2023

The ICC of the College held its first meeting for the AY 2023-2024 was held on 24/06/2023 at 10:00 a.m.

The Agenda of the meeting were as follows:

1. Reconstitution of Internal Complaint Committee.
2. Reinforcement of the importance of maintaining confidentiality and adhering to ethical guidelines during investigations.
3. Review of the current status of ongoing investigations and any challenges faced
4. Discussion of any support measures provided to complainants, including counseling, legal advice, or other assistance.
5. Planning and review of sensitization sessions, workshops, or training programs on harassment prevention and grievance redressal.

The attendees of the meeting are as follows:

Sr.no.	NAMES	DESIGNATION	ATTENDEE
1.	Dr. Anant Kalse	I/c. Principal	Present
2.	Mr. Suraj Wadhwa	Management Representative	Present
3.	Mr. Vishnu Dandekar	Trustee	Present
4.	Mrs. Shivani Vartak	ICC Coordinator	Present
5.	Ms. Rutuja Shivalkar	Faculty Member	Present
6.	Mr. Rohit Karande	Administrative Member	Present
7.	Nazeem Shaikh	Student Representative	Absent
8.	Gauri Kadam	Student Representative	Present





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The agenda was discussed in detail in the meeting coming up with the conclusions is as follows:

1. The reconstitution of the ICC consisted of appointment of the following members-

Sr. No.	NAME	DESIGNATION
1.	Dr. Anant Kalse	I/c Principal
2.	Mr. Suraj Wadhwa	Management Representative
3.	Mr. Vishnu Dandekar	Trustee
4.	Mrs. Shivani Vartak	ICC Coordinator
5.	Ms. Rutuja Shiwalkar	Faculty Member
6.	Mr. Rohit Karande	Administrative Member
7.	Nazeem Shaikh	Student Representative
8.	Gauri Kadam	Student Representative

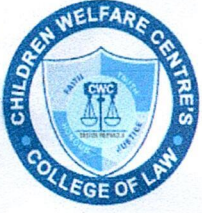
2. The Chairperson emphasized the importance of maintaining strict confidentiality and adhering to ethical standards during investigations. All members were reminded to ensure that the privacy of complainants and respondents is respected, and that no personal information is shared outside the committee.

3. The committee discussed the ethical guidelines to be followed, especially the need to ensure that no one is prejudiced due to any ongoing complaints. It was agreed that each member will sign a confidentiality agreement before being involved in any investigation.

4. The committee discussed the support measures provided to complainants. It was decided that members of Internal Complaint committee should be actively involved in offering emotional and psychological support and also to provide the help of Consular if required. Legal advice was also provided to a complainant in need, and the committee agreed for offering such support as needed. The committee agreed to explore further partnerships with mental health professionals for extended support.







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5. The committee reviewed and planned upcoming awareness programs and training sessions. A workshop on harassment prevention will be conducted for both students and staff. The Chairperson emphasized the importance of including real-life case studies to make the training more relatable. The committee discussed organizing a regular training schedule for new students and staff to ensure ongoing awareness. The upcoming focus session will be on understanding and addressing gender-based harassment in academic settings. It was decided that feedback was to be taken from participants of the training session on grievance redressal, and it was suggested that more interactive activities be included in future sessions.

6. **CONCLUSION**-The Chairperson thanked all members for their participation and commitment to addressing complaints in a fair and sensitive manner. The meeting was adjourned at and the next meeting was scheduled for 20/01/2024.

ICC Coordinator



I/c Principal

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Date: 16/01/2024

### NOTICE

This is to inform that the Internal Complaints Committee is organizing a second meeting on 20/01/2024 at 10:00 a.m. in the Conference Room of Principal's Office at Children Welfare Center's College of Law to discuss the following agenda

1. Review of preventive measures implemented to avoid incidents of harassment or discrimination within the college community.
2. Clarification of the responsibilities and duties of each committee member, including any specific roles in investigations or mediation.
3. Discussion on any recent legal developments or amendments to laws related to harassment, discrimination, or the functioning of the ICC.
4. Emergency procedure to be followed and support system in complaints at risk.
5. Discussion on the committee's approach to anonymous complaints and how to ensure these are addressed while respecting privacy.

All the members are requested to be present in the meeting prior to the schedule time and give in your suggestion and feedback.

ICC Co-ordinator



I/c Principal

**Dr. ANANT N. KALSE**  
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### **MINUTES OF SECOND MEETING OF INTERNAL COMPLAINT COMMITTEE CONDUCTED ON 20/01/2024**

1. The meeting began with a discussion on if any instances of discrimination occur within the college community and ways to tackle it were discussed. Possibility of discrimination based on gender, caste, and socioeconomic status were discussed. The committee members agreed to investigate these incidents if occurred thoroughly and ensure that all students and staff are treated equally and with respect. It was proposed that the college should enhance awareness campaigns on inclusivity and non-discrimination policies. The committee agreed to develop a new action plan to address these issues more effectively. As there were no reported cases no specific discussion took place.
2. The Chairperson clarified the responsibilities and duties of each ICC member. Members responsible for investigations were reminded to remain impartial and thorough in collecting evidence and interviewing witnesses. It was also emphasized that those members involved in mediation should ensure a neutral environment and facilitate open dialogue between parties involved.
3. The committee discussed recent legal updates and compliance measures regarding harassment and discrimination laws. Members were informed of the recent amendments to the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, and the implications for the functioning of the ICC. It was noted that the college's policies must align with these changes to ensure compliance with the law.
4. The committee discussed of emergency procedures and support systems in place for complainants facing immediate risks. It was confirmed that the college has held that college has drop box for complaints and also for Vishaka cell and the professors where informed to immediately bring such notice to the Principal and management, there were suggestions to make these services more widely known to the students. The committee decided to develop a more detailed emergency response plan, which would include protocols for immediate action and a list of resources available to complainants.
5. The committee discussed its approach to handling anonymous complaint. The Chairperson explained the current procedure, where anonymous complaints are reviewed but not always pursued due to the lack of follow-up for verification. It was decided that anonymous complaints will be handled with the utmost care, and the committee will explore ways to investigate them effectively while respecting the complainant's privacy.





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The committee agreed to refine the process to ensure that even anonymous complaints are treated seriously.

**Conclusion** The Chairperson thanked all committee members for their contributions.

The meeting was adjourned.

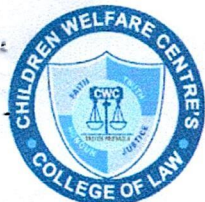
ICC Coordinator



I/c Principal

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### **ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE FOR A.Y 2023-2024**

As per the Guidelines of NAAC "Internal Complaints Committee (ICC)" has been reconstituted for the Academic Year 2023-2024 in order to functionalize the Quality Enhancement Initiatives.

#### **Details of the meetings of the committee held are as follows-**

- 1) The first meeting of Internal Complaint Committee was held on 24/06/2024/, at 10:00 am in the Conference Room of Principal at Children Welfare Centre's College of Law, Malad, Mumbai.**
- 2) The second meeting of Internal Complaint Committee was held on 20/01/2024, at 10:00 am in the Conference Room of Principal at Children Welfare Centre's College of Law.**

1. In the past year, the ICC has been reconstituted to ensure a balanced and effective committee. The membership has been reviewed and updated, with new members appointed to enhance expertise, impartiality, and diversity. The committee's structure aligns with organizational goals and compliance with legal requirements.

2 The committee has consistently reinforced the importance of maintaining confidentiality and adhering to ethical standards during investigations. Instructions were given to committee members regarding legal obligations and the ethical handling of complaints. No breaches of confidentiality have been reported this year.

3. Various support measures, including counseling and legal advice, decide to be provided to in need complainants throughout the year. The committee shall make efforts to ensure that all complainants are informed of available services and that these services are easily accessible and confidential..

5. The ICC decided to make aware students on harassment prevention and grievance redressal. These programs will help to raise awareness and ensure that all members of the college community are informed about their rights and responsibilities.







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6. The roles and responsibilities of each committee member have been clarified and communicated, ensuring that everyone understands their specific duties, including investigation roles and mediation responsibilities. This clarity has helped improve the efficiency and effectiveness of the committee's actions.
8. The committee has stayed updated on recent legal developments and amendments related to harassment and discrimination laws. Relevant changes have been discussed and incorporated into the committee's functioning to ensure compliance with the latest regulations.
9. Emergency procedures for handling urgent complaints have been reviewed ensuring that immediate help, such as counseling and legal protection, is available for those in critical situations.
10. The committee has discussed and developed a clear approach to addressing anonymous complaints. The committee ensures that all complaints are taken seriously and investigated, while respecting the privacy of the complainants. Efforts to maintain confidentiality and protect the identity of those filing anonymous complaints have been strengthened.

Conclusion The **Internal Complaints Committee (ICC)** has made significant progress during the academic year 2023-2024 by setting clear goals, defining protocols for complaints handling, and planning a series of awareness initiatives. The committee remains committed to ensuring a safe, inclusive, and respectful environment on campus for all students, staff, and faculty members. The successful implementation of these initiatives will help in preventing harassment and addressing grievances effectively.

Both the meetings concluded with a vote of thanks by the Principal.

Date:- 29/04/2024

ICC Co-ordinator



I/c Principal  
**DR. ANANT N. KALSE**  
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