



MGM UNIVERSITY, AURANGABAD

Ref: MGMU003/22-23/RO/ICC/ 549

17th July 2023

CIRCULAR

Sub: Formation of Internal Complaint Committee

1. The Internal Complaint Committee of MGM University, Aurangabad has been established as per the details given below for the period ending on August 2025 :

The composition of the Internal Complaint Committee is as under :

Sr. No.	Name of Committee Members	Designation	Contact No.	Email ID.
Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority”				
1	Dr. V.B. Musande	Professor, JNEC	8380088894	vmusande@mgmu.ac.in
Two Faculty Members preferably committed to the cause of Women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;				
2	Dr. Zartab Ansari	Assistant Professor, HOD SOLSR	9850553163	hodsolsr@mgmu.ac.in
3	Dr. Asha Deshpande	Associate Professor, CJMC	9823042003	adeshpande@mgmu.ac.in
Two Non-Teaching Employees preferably committed to the cause of Women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;				
4	Ms. Aarti Raulwar	Office Assistant T&P Cell, JNEC	7720826383	jneplacement@mgmu.ac.in
5	Mr. Pradip Girhe	Asst Registrar (HR), HR Dept.	9595959574	arhr@mgmu.ac.in
One member from amongst non-government organizations or association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive authority;				
6	Adv. Vikram Kadam	Advocate	9420414858	vikram456kadam@gmail.com

2. The committee shall be responsible for the following :

- To display banners/posters at conspicuous places in the buildings to create awareness amongst employees about what is sexual harassment and how to prevent it;
- To display names and contact details of the members of the Complaints Committee at Notice Boards in the Institutions;
- To upload the (i) “Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013”, (ii) Constitution of the Committee and details of the Members of the Complaints Committee such as name, phone number, address etc. on their respective portals;

Contd...../-2

- d) To conduct training programmes to sensitize the employees of the institutions;
- e) Provide assistance if an employee or a student chooses to file a complaint with the police;
- f) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- g) 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 department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- h) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- i) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

3. The committee will submit online compliance of Gender Audit on SAKSHAM Portal i.e. www.saksham.ac.in for the year 2022-23 and report to the undersigned after approval.

To,

All Committee Members




Registrar
Registrar
MGM University
Aurangabad

Copy to:

1. The PS of Hon'ble Chancellor
2. The PS of Hon'ble Vice-Chancellor
3. The Controller of Examinations
4. The Chief Finance and Accounts Officer
5. The Deputy Registrar (Academics)

- For kind information please