



Internal complaint committee for the Year 2020-21

In pursuance of UGC (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification by UGC, Internal Complaints Committee (ICC) for the academic session 2020-21 is constituted as under to deal with complaints relating to sexual harassment at work place.

No	Name of Member	Designation in committee	Official Designation and Department	Mobile No	Sign.
1	Dr. Vikas Desai	Member	Principal	9428162876	<i>Dr. Vikas Desai</i>
2	Dr. Kiranben D. Desai	President of Committee	Associate Professor Chemistry	8511412550	<i>Dr. Kiranben D. Desai</i>
3	Dr. T.G. Gohil	Member	Vice Principal	9825510246	<i>Dr. T.G. Gohil</i>
4	Prof. Sandhyaben Vani	Member	Associate Professor Physics	8866304909	<i>Prof. Sandhyaben Vani</i>
5	Dr. Smrutiben N. Lad	Member	Associate Professor Chemistry	9824343726	<i>Dr. Smrutiben N. Lad</i>
6	Dr. Madhviben J. Desai	Member	Associate Professor Chemistry	9998226229	<i>Dr. Madhviben J. Desai</i>
7	Smt. Jahanviben Desai	Member	Accountant, Office	8141610077	<i>J.A. Desai</i>
8	Smt. Jasvikaben A. Desai	Member	NGO Representative	9925043158	<i>J.A. Desai</i>
9	Smt. Archnaben A. Desai	Member	Lawyer	9979932222	<i>A. Desai</i>
10	Prof. U.K. Patel	Member	Associate Professor Physics	9825682480	<i>Prof. U.K. Patel</i>
11	Miss. Dignaben A. Patel	Member	F.Y.B.Sc. Semester-1 Roll No - 451	7069537202	<i>D. Patel</i>
12	Miss. Urmiben P. Shah	Member	T.Y.B.Sc. Semester-5 Roll No -226	8460211868	<i>U. Shah</i>



Dr. Vikas Desai

Principal,
B.K.M. Science College,
Valsad, Gujarat, India.



Notice of the first meeting internal Complaint Committee (ICC) for the Academic year 2020/21

To

All the members Internal Complaint Committee are hereby informed that the meeting for the Academic year 2020/21 is scheduled to be held on 19/01/2021 in the Principal's office at 2.00 p.m. All members are there for requested to kindly make it convenient to attend the meeting. The brief agenda of the meeting is as follows.

Agenda

- (1) To approve the minutes of last meeting.
- (2) To welcome the newly appointed members of Internal Complaint Committee (ICC).
- (3) To discuss regarding measures to be taken for further improvising and strengthening of the Committee.
- (4) Regarding the matter relating to any complaints lodged with the committee.
- (5) Any other matter with the permission of the President (ICC).

Date : 08/01/2021

Desai

Dr.Kirenben D.Desai,

President,

Internal Complaint Committee.

B.K.M.Science, Valsad, Gujarat.



(2)

Members of the internal Complaint Committee

- (1) Dr.Kirenben D.Desai - President - Associate Professor Chemistry *Desai*
- (2) Dr.Vikas Desai - Member - Principal *Desai*
- (3) Dr.T.G.Gohil – Member - Vice Principal *Gohil*
- (4) Prof.Sandhyaben L.Vani - Member *Vani*
- (5) Dr.Smrutiben N.Lad - Member - Associate Professor Physics *Lad*
- (6) Dr.Madhaviben J.Desai - Member - Associate Professor Chemistry *Desai*
- (7) Smt.Janviben Desai - Member - Accountant, Office *J.A Desai*
- (8) Smt.Jasvikaben A.Desai - Member - NGO Representative *J.A Desai*
- (9) Smt.Archnaben A.Desai - Member - Lawyer and NGO Representative *Archnaben Desai*
- (10) Prof.U.K.Patel - Member - Associate Professor Physics *U.K.Patel*
- (11) Miss.Dignaben A.Patel - Member - Student's Representative *Dignaben Patel*
- (12) Miss.Urmiben P.Shah - Member - Student's Representative *Urmiben*





Attendance of the first Internal Complaint Committee (ICC) meeting for the Academic year 2020/21

A meeting of the Internal Complaint Committee members is held on 19/01/2021 at 02:00 p.m. in the Principal's Office. The meeting is presided over by the Internal Complaint Committee President Dr. Kiranben D. Desai.

Senior Internal Complaint Committee member Prof. Sandhyaben Vani requested all Internal Complaint Committee members to sign the attendance sheet.

The following members are Present / Absent in the meeting

- (1) Dr. Kiranben D. Desai - President - Associate Professor Chemistry *Desai*
 - (2) Dr. Vikas Desai - Member - Principal *Desai*
 - (3) Dr. T.G. Gohil - Member - Vice Principal *Absent*
 - (4) Prof. Sandhyaben L. Vani - Member - Associate Professor Physics - *Shk*
 - (5) Dr. Smrutiben N. Lad - Member - Associate Professor Chemistry *Desai*
 - (6) Dr. Madhaviben J. Desai - Member - Associate Professor Chemistry *Desai*
 - (7) Smt. Janviben Desai - Member - Accountant, Office *J.A. Desai*
 - (8) Smt. Jasvikaben A. Desai - Member - NGO Representative *J.A. Desai*
 - (9) Smt. Archnaben A. Desai - Member - Lawyer and NGO Representative *Archnaben*
 - (10) Prof. U.K. Patel - Member - Associate Professor Physics *Patel*
 - (11) Miss. Dignaben A. Patel - Member - Student's Representative *Absent*
 - (12) Miss. Urmiben P. Shah - Member - Student's Representative *Absent*
- Date : 19/01/2021



Desai
Dr. Kiranben D. Desai,
President,
Internal Complaint Committee.
B.K.M. Science, Valsad, Gujarat



Minutes of the first Internal Complaint Committee(ICC) meeting for the Academic year 2020/21

A meeting of the Internal Complaint Committee members was held on 19/01/2021 at 04:00 p.m. in the Principal's office. The meeting was presided over by the Internal Complaint Committee President Dr.Kirenben D.Desai welcomed all the members present and requested all the members to introduce them in brief.

Senior Internal Complaint Committee member Prof.Sandhyaben Vani started with the meeting agenda. The following agenda were discussed in detail during the meeting and it was unanimously resolved to implement them. Discussion took place in harmonious atmosphere. The minutes of the meeting are as follows.

The following members are Present / Absent in the meeting

- 1) Dr.Kirenben D.Desai - President - Associate Professor Chemistry - Present
- (2) Dr.Vikas Desai - Member – Principal - Present
- (3) Dr.T.G.Gohil - Member - Vice Principal - Absent
- (4) Prof.Sandhyaben L.Vani - Member - Associate Professor Physics - Present
- (5) Dr.Smrutiben N.Lad - Member - Associate Professor Chemistry - Present
- (6) Dr.Madhaviben J.Desai - Member - Associate Professor Chemistry - Present
- (7) Smt.Janviben Desai - Member - Accountant, Office - Present
- (8) Smt.Jasvikaben A.Desai - Member - NGO Representative - Present
- (9) Smt.Archnaben A.Desai - Member - Lawyer and NGO Representative - Present
- (10) Prof.U.K.Patel - Member - Associate Professor Physics - Present
- (11) Miss.Dignaben A.Patel - Member - Student's Representative - Absent
- (12) Miss.Urmiben P.Shah - Member - Student's Representative - Absent



(2)

Agenda Item 1: To approve the minutes of last meeting.

Resolution: As we have recently constituted ICC, we do not have the minutes of previous meeting. (Note; earlier our College is handling sexual harassment of women employees and students in higher educational institutions in Anti Sexual Harassment Cell.)

Agenda Item 2: To welcome the newly appointed members of Internal Complaint Committee.

Resolution: Principal Dr.Vikas Desai and Internal Complaint Committee President Dr.Kirenben D.Desai welcomed the new members of ICC.

Agenda Item 3: Regarding measures to be taken for further improving and strengthening of the Committee.

Resolution: Regarding measures to be taken for further improving and strengthening of the Committee. Archanaben made a useful suggestion that we can have a complaint drop box in the college premises. Another of our team member Jashvikaben suggested, hoardings containing name and mobile number of ICC team members should be placed near notice board. Jashvikaben suggested that, after prayer everyday there should be some good thoughts, Words and ideas disseminated among students and staff members.

Agenda Item 4 : Regarding the matter relating to any complaints lodged with the committee.

Resolution: Regarding the matter relating to any complaints the committee decided If any incident of Sexual Harassment is taking place anywhere in the campus, junior/senior students, Professor and everyone should bring it to the Internal Complaint Committee.

Agenda Item 5: Any other matter with the permission of the President.

Resolution: As there was no other agenda to discuss, President of Internal Complaint Committee Dr.Kirenben D.Desai thanked all the members for their active and positive participation and meeting was adjourned.

Date : 19/01/2021



Dr. Desai
Dr.Kirenben D.Desai,
President,
Internal Complaint Committee.
B.K.M.Science, Valsad, Gujarat.



Notice of the Second Internal Complaint Committee (ICC) meeting for the Academic year 2020/21

All the Internal Complaint Committeemembers are hereby informed that the Internal Complaint Committeemeeting for the Academic year 2020/21 is scheduled as follows.

Date : 23/04/2021

Time : 2.00 p.m.

Venue : Principal's office,

B.K.M.Science College, Valsad, Gujarat.

All Internal Complaint Committee members are there for requested to kindly make it convenient to attend the meeting. The brief agenda of the meeting is as follows.

Agenda:

- (1) To approve the minutes of last meeting.
- (2) Regarding measures to be taken for further improvising and strengthening of the Committee.
- (3) Regarding the matter relating to any complaints lodged with the committee.
- (4) Any other matter with the permission of the President.

Date 16/04/2021



Desai

Dr. Kirenben D. Desai,

President,

Internal Complaint Committee,
B.K.M. Science, Valsad, Gujarat.

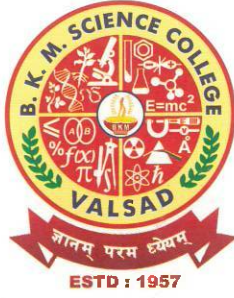
(2)

Members of the internal Complaint Committee

- (1) Dr. Kirenben D. Desai - President - Associate Professor Chemistry *Desai*
- (2) Dr. Vikas Desai - Member - Principal *Desai*
- (3) Dr. T.G. Gohil - Member - Vice Principal *Gohil*
- (4) Prof. Sandhyaben L. Vani - Member - Associate Professor Physics *Vani*
- (5) Dr. Smrutiben N. Lad - Member - Associate Professor Chemistry *Lad*
- (6) Dr. Madhaviben J. Desai - Member - Associate Professor Chemistry *Desai*
- (7) Smt. Janviben Desai - Member - Accountant, Office *J.A. Desai*
- (8) Smt. Jasvikaben A. Desai - Member - NGO Representative *J.A. Desai*
- (9) Smt. Archnaben A. Desai - Member - Lawyer and NGO Representative *Archnaben*
- (10) Prof. U.K. Patel - Member - Associate Professor Physics *Patel*
- (11) Miss. Dignaben A. Patel - Member - Student's Representative *Dignaben*
- (12) Miss. Urmiben P. Shah - Member - Student's Representative *Urmiben*

Date: 26/04/21





Ref. No. :

Date : 23/04/21

Attendance of the Second Internal Complaint Committee(ICC)meeting for the Academic year 2020/21

A meeting of the Internal Complaint Committee members is held on 23/04/2021 at 02:00 p.m. in the Principal's Office. The meeting is presided over by the Internal Complaint Committee President Dr. Kirenben D. Desai.

Senior Internal Complaint Committee member Prof. Sandhyaben Vani requested all Internal Complaint Committee members to sign the attendance sheet.

The following members are Present/Absent in the meeting

- (1) Dr. Kirenben D. Desai - President - Associate Professor Chemistry *Desai*
- (2) Dr. Vikas Desai - Member - Principal *Desai*
- (3) Dr. T. G. Gohil - Member - Vice Principal *Gohil*
- (4) Prof. Sandhyaben L. Vani - Member - Associate Professor Physics *Vani*
- (5) Dr. Smrutiben N. Lad - Member - Associate Professor Chemistry *Lad*
- (6) Dr. Madhaviben J. Desai - Member - Associate Professor Chemistry *Desai*
- (7) Smt. Janviben Desai - Member - Accountant, Office *J. A. Desai*
- (8) Smt. Jasvikaben A. Desai - Member - NGO Representative *J. A. Desai*
- (9) Smt. Archnaben A. Desai - Member - Lawyer and NGO Representative *Archnaben*
- (10) Prof. U. K. Patel - Member - Associate Professor Physics *Patel*
- (11) Miss. Dignaben A. Patel - Member - Student's Representative *Dignaben*
- (12) Miss. Urmiben P. Shah - Member - Student's Representative *Urmiben*

Date : 23/04/2021



Desai
Dr. Kirenben D. Desai,
President,

Internal Complaint Committee,
B. K. M. Science, Valsad, Gujarat.



Minutes of the Second Internal Complaint Committee(ICC)meeting for the Academic year 2020/21

A meeting of the Internal Complaint Committee members was held on 23/04/2021 at 02:00 p.m. in the Principal's office. The meeting was presided over by the Internal Complaint Committee President Dr.Kirenben D.Desai welcomed all the members present and requested all the members to introduce them in brief.

Senior Internal Complaint Committee member Prof.Sandhyaben Vani started with the meeting agenda. The following agenda were discussed in detail during the meeting and it was unanimously resolved to implement them. Discussion took place in harmonious atmosphere. The minutes of the meeting are as follows.

The following members are Present/Absent in the meeting

- (1) Dr.Kirenben D.Desai- President -Associate Professor Chemistry Present
- (2) Dr.Vikas Desai - Member -Principal Present
- (3) Dr.T.G.Gohil -Member -Vice Principal Present
- (4) Prof.Sandhyaben L.Vani - Member - Associate Professor Physics Present
- (5) Dr.Smrutiben N.Lad - Member - Associate Professor Chemistry Present
- (6) Dr.Madhaviben J.Desai - Member - Associate Professor Chemistry Present
- (7) Smt.JanvibenDesai - Member -Accountant, Office Present
- (8) Smt.Jasvikaben A.Desai - Member -NGO Representative Present
- (9) Smt.Archnaben A.Desai - Member - Lawyer and NGO Representative
- (10) Prof.U.K.Patel - Member -Associate Professor Physics Present
- (11) Miss.Dignaben A.Patel - Member - Student's Representative Present
- (12) Miss.Urmiben P.Shah - Member -Student's Representative Present



(2)

Agenda Item 1: To approve the minutes of last meeting.

Resolution:The Senior Internal Complaint Committee member Prof.Sandhyaben Vani read the minutes of previous meeting, the minutes were reviewed and passed unanimously by the members.

Agenda Item 2: To welcome the newly appointed members of Internal Complaint Committee

Resolution:The Internal Complaint Committee President Dr.Kirenben D.Desai welcomed the new members, appointed by the Principal.

Agenda Item 3: Regarding measures to be taken for further improving and strengthening of the Committee.

Resolution:As per guideline of University Grants Commission Rules and regulations of Anti Sexual Harassment are put up in and around the College like Notice Board, Departments, Common room and Library to generate awareness amongst Students on Sexual Harassment.The Committee decided conduct surprise visit during college hours and also in recess.

Agenda Item 4 :Regarding the matter relating to any complaints lodged with the committee.

Resolution:Regarding the matter relating to any complaints the committee decided If any incident of Sexual Harassment is taking place anywhere in the campus, junior/senior students, Professor and everyone should bring it to the Sexual Harassment committee.

Agenda Item 5:Any other matter with the permission of the President.

Resolution:As there was no other agenda to discuss, President of Internal Complaint Committee Dr.Kirenben D.Desai thanked all the members for their active and positive participation and meeting was adjourned.

Date :23/04/2021



Dr. Kirenben D. Desai

Dr.Kirenben D.Desai
President,
Internal Complaint Committee,
B.K.M.Science, Valsad, Gujarat.



Ref. No. :

Date : 10/06/21

Performa I

Annual Return on cases of Sexual Harassement

Period; 15 th June 2020 to 14th June 2021

Reference: DOP&T O.M.No.11013/2/2014-Estt.A-3 dated February 2,2015

- (1) Name of the College and Address: B.K.M Science College
Tithal Road, Valsad, Gujarat.
- (2) Affiliated University: Veer Narmad South Gujarat University,
Udhna Magdalla road, Surat, Gujarat.

No	Information	No of cases
1	Number of complaints of sexual Harassment received in the year.	Nil
2	Number of complaints Disposed off during the year.	Nil
3	Number cases pending for more than 90 days.	Nil
4	Number of workshops on awareness programme against sexual Harassment conducted during the year.	Nil
5	Nature of action.	N.A.

N.A. - Not Applicable

Date :10/6/2021

Dr. Vikas A. Desai

Principal,
B.K.M. Science College,
Valsad, Gujarat, India.



Dr. Kirenben D. Desai

President
Internal Complaint Committee
B.K.M. Science, Valsad, Gujarat



Ref. No. :

Date : 10/06/21

Performa II

Report on Sexual Harassement measures taken by the College


Period; 15 th June 2020 to 14th June 2021

- (1) Name of the College and Address : B.K.M Science College
Tithal Road, Valsad, Gujarat.
- (2) Affiliated University : Veer Narmad South Gujarat university,
Udhna Magdalla Road Surat, Gujarat.

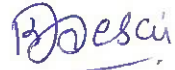
1	Whether Internal Complaint Committee formed and details of members of the committee and whether students are included in the committee.	Yes Annexure I
2	Numbers of cases reported.	NIL
3	Action taken on the complaints.	N.A.
4	Whether FIR filed and details thereof.	N.A.
5	Whether bill boards and hoardings on Sexual Harassment and details of members of committee are displayed.	YES
6	Action taken to create awareness about panel provisions registering complaints.	N.A.
7	Details of conduct of committee meetings and minutes thereof.	YES Annexure II & Annexure III

N.A. - Not Applicable

Date : 10/6/2021


Dr. Vikas A. Desai,
Principal,
B.K.M. Science College,
Valsad, Gujarat, India.




Dr. Kirenben D. Desai,
President,
Internal Complaint Committee,
B.K.M. Science, Valsad, Gujarat



Annual Report of the Internal Complaint Committee (ICC) for the Academic year 2020-21

- Internal Complaint Committee for the Year 2020-21, formed under the Presidentship of Dr. Kiranben D. Desai. B.K.M. Science College, Valsad, Gujarat.
- 09 Committee members attended the first meeting on 19 th January 2021.
- 12 Committee members attended the second meeting on 23 rd April 2021.
- Agenda of the both meeting was to discuss the measures being taken to prevent Sexual Harassment in our Institution/Campus and enforce protocols, steps to safe guard to Students and female employee of the college.
- In order to curb the menace of Sexual Harassment in higher educational Institution. As per the directions of UGC/MHRD the committee has discussed in detail in both meetings to prevent Sexual Harassment in higher educational Institution
- As per guideline of University Grants Commission Rules and regulations of Sexual Harassment are put up in and around the College like Notice Board and Library and other focal points to generate awareness amongst Students on Sexual Harassment.
- Students and female employee were given instructions about Sexual Harassment has helped us to ensure students safety and welfare in the Campus and the Surrounding areas.
- Internal Complaint Committee made sufficient visits to college campus during college hours and also in recess frequently.
- During the academic year 2020/21 regarding matters relating to any Sexual Harassment complaint from students and female employee which means that there was not even single Sexual Harassment case reported in our college before Internal Complaint Committee during the past or in the present academic year. All the students and female employee of this college, studying and working in a very friendly and peaceful atmosphere. Which means that the college is maintaining zero tolerance policy of Sexual Harassment.

Date: 10/06/2021


Dr. Vikas A. Desai

**Principal,
B.K.M. Science College,
Valsad, Gujarat, India.**





Dr. Kirenben D. Desai
President,
Internal Complaint Committee
B.K.M. Science, Valsad, Gujarat.