



**SREE NARAYANA GURU COLLEGE OF
EDUCATION (B.Ed.)**

Accredited by NAAC with B+ Grade

Managed by Sree Narayana Mandir Samiti, P.L. Lokhande Marg,
Chembur, Mumbai-400089

ACADEMIC YEAR 2024 – 25

ICC (Internal Complaints Committee) MEETING NOTICE

Date : 21/01/ 2025

Dear Team Members and Students,

An ICC meeting has been scheduled on 24th January 2025 at 02.15 p.m. in the B.Ed. Staffroom. The agenda of the meeting is as follows:

1. Formation of ICC.
2. Self Introduction of members of ICC
3. Discussion on the chits deposited in the suggestion box
4. Plan of Action for 2025 – 26
5. Conducting awareness workshop on Anti Ragging and Sexual Harassment.
6. Discussion about requesting management in maintenance of rest rooms.
7. AOB

Ms. Pushpalatha Raja
ICC Teacher in Charge

Dr. Ketki Satpute
I/C Principal
I/C PRINCIPAL
Sree Narayana Guru
College of Education (B.Ed.)
P.L. Lokhande Marg,
Chembur, Mumbai - 400 089.



Sree Narayana Guru College of Education (B.Ed.)

Minutes of ICC (Internal Complaints Committee) Meeting – January 2025

DATE: 24TH , January 2025

MINUTES OF THE MEETING

The ICC meeting was held on 24th January 2025 at 02.15 pm at SNGCE staff room. The following Staff members, Non teaching staff and students were present

1. Dr. Ketki Satpute
2. Ms. Pushpalatha Raja
3. Ms. Sabina Faroz
4. Ms. Roza Vasave
5. Ms. Kalpana Talekar (Non Teaching Staff)
6. Saniya Bano Mohammed S.K (Student)
7. Sridev Ramkrupa Jaiswal (Student)
8. Sadhiya Khatoon Raza H.K (Student)
9. MD Raji Ahamad (Student)

The Internal Complaints Committee (ICC) convened a meeting to discuss various important matters. Below is a summary of the meeting:

1. Formation of ICC:

The meeting began with a formal discussion on the formation of the Internal Complaints Committee (ICC). It was emphasized that the ICC plays a crucial role in addressing issues related to workplace harassment, ensuring the safety and well-being of all members, and promoting a healthy, inclusive environment within the institution. The members present were informed about the significance of the committee's functioning and the protocols in place for addressing complaints.

2. Self Introduction of Members of ICC:

Each member of the ICC introduced themselves, providing a brief overview of their roles and responsibilities. This helped in familiarizing everyone with the committee members and creating a more cohesive and cooperative environment for future discussions and actions. The introduction also allowed the members to understand each other's areas of expertise and contributions to the committee's work.

3. Discussion on the Chits Deposited in the Suggestion Box:

The committee then moved to the next agenda item regarding the suggestions and concerns that had been deposited in the suggestion box. Various chits with concerns related to student welfare, bullying issues, and suggestions for improving the campus environment were discussed. Each concern was carefully examined, and appropriate responses were drafted. It was agreed that all suggestions would be reviewed and addressed systematically, with follow-up actions taken where necessary to ensure the implementation of solutions.

4. Plan of Action for 2025 – 26

A detailed plan of action for the year 2025 – 26 was presented and discussed. The committee identified key focus areas for the upcoming academic year, including awareness campaigns, workshops, and initiatives to improve the overall campus environment. Specific objectives were outlined, such as implementing periodic workshops, fostering a supportive and respectful community, and enhancing awareness about students' rights and safety.

5. Conducting Awareness Workshop on Anti-Ragging and Sexual Harassment:

One of the key decisions made during the meeting was the need to conduct awareness workshops focusing on anti-ragging and sexual harassment. These workshops will be aimed at educating students about the importance of maintaining respectful relationships, understanding the laws around sexual harassment, and preventing incidents of ragging. The committee member Ms. Pushpalatha Raja agreed to organize effective workshop on 1st of March, 2025 that would ensure better awareness and prevention strategies across the institution.

6. Discussion About Requesting Management for Maintenance of Rest Rooms:

The final agenda item was the discussion about the maintenance of rest rooms on campus. Several concerns regarding the cleanliness and accessibility of rest rooms were raised by student members. The committee decided to formally request the management to take immediate action to improve the overall condition of the rest rooms, ensuring they are well-maintained, hygienic, and accessible to all students and staff.

Conclusion:

The meeting concluded with a collective commitment to ensuring the smooth functioning of the ICC, enhancing campus safety, and promoting a positive and inclusive environment for everyone. The members agreed to take swift action on the points discussed, with follow-ups scheduled to review progress. The next meeting was tentatively planned for April 30th to evaluate the implementation of the discussed initiatives.

Minutes Prepared by: Ms. Pushpalatha Raja
Designation: Lecturer and ICC Member

Report of the Workshop Conducted on 1st of February 2025

Date of Workshop: 1st February 2025


Time: 11.30 to 12.30 noon

Venue: Sree Narayana Guru College of Education (B.Ed)

Organized by: Internal Complaints Committee (ICC) and Grievance Cell

Topic: "Step Up and Speak Out: Awareness on Sexual Harassment and Anti-Ragging"

Resource Person: Ms. Pushpalatha Raja, Lecturer and ICC Member




Sree Narayana Guru College of Education (B.Ed)

The ICC & Grievance Cell

Organize Special Lecture on

STEP UP & SPEAK OUT


COMBATING SEXUAL HARASSMENT / RAGGING



Resource Person
Ms. Pushpalatha Raja
Satpute

I/C Principal
Dr. Ketki

Date: 01/02/25 Time: 11.30 to 12.30 noon @ B.Ed Lecture hall



Sree Narayana Guru College of Education (B.Ed) - F.Y.B. Ed Semester I (2025- Weekly Time Table (27th January to 01st Feb. 2025)

TIME Date & Day	10.30am to 10.45am	10.45am to 11.30am	11.30am To 12.15pm	12.15pm To 01.00pm	01.00pm to 01.30pm	01.30pm to 2.15pm	02.15pm to 03.00pm	03.00pm to 03.45pm	03.45pm to 04.30pm
27/1/25 Monday	ATTENDANCE & PRAYERS	IC-1 Revision Ms Sabina Faroz	Community Work Discussion Ms. Latha Raja/Ms. Sabina F.	CC-1 Revision Dr.Ketki Satpute	LUNCH BREAK	"NEP2020 Alignment Workshop: Integrating Knowledge & Curriculum With Effective Hidden Curriculum Strategies" Ms.Rozn R Vasave			PET
28/1/25 Tuesday		Community Work Day-1				Adult Literacy Programmer & Survey			
29/1/2025 Wednesday		Community Work Day -2				Adult Literacy Programmer & Survey			
30/1/2025 Thursday		Community Work Day -3				Interview Schedule With Community Helps			
31/1/2025 Friday		Educational Visit to Kala Godha Festival				Educational Visit to Kala Godha Festival			
1/2/2025 Saturday		CC-1 Group Discussion	Special lecture on "STEP UP & SPEAK OUT" Combating Sexual Harassment and Ragging Ms. Latha Raja			AB-1 Dr.Dhanlaxmi	CC-1 Assignment presentation Dr.Ketki Satpute	CC-2 Assignment Orientation Ms. Roza V	PET

Introduction:

On 1st February 2025, the **Internal Complaints Committee (ICC)** and **Grievance Cell** of **Sree Narayana Guru College of Education (B.Ed)** jointly organized a workshop titled **"Step Up and Speak Up/Out"** to spread awareness on **sexual harassment** and **anti-ragging**. The session aimed at educating students and staff on the importance of identifying, preventing, and addressing issues of sexual harassment and ragging within the college environment. The workshop was conducted by **Ms. Pushpalatha Raja**, lecturer at the college and an active member of the ICC.

Objectives of the Workshop:

The primary objectives of the workshop were:

1. To raise awareness about the serious issues of sexual harassment and ragging within academic institutions.
2. To educate participants about the laws and institutional policies regarding sexual harassment and ragging.
3. To encourage students to speak up against such behaviors and understand the importance of creating a safe environment.
4. To provide practical guidance on how to handle and report incidents of harassment or ragging.

Workshop Proceedings:

The workshop commenced with an introduction by **Ms. Pushpalatha Raja**, who welcomed all attendees and highlighted the significance of addressing sexual harassment and ragging in academic institutions. She emphasized the importance of creating an environment where every individual feels safe, respected, and valued.

Understanding Sexual Harassment: She explained what constitutes sexual harassment, discussing various forms such as verbal, physical, and non-verbal harassment. She also shared real-life examples and case studies to help participants recognize and identify inappropriate behavior.

Laws and Policies: Ms. Pushpalatha highlighted the **Prevention of Sexual Harassment Act (POSH)** and other relevant legal frameworks, as well as the college's internal policies for reporting and handling complaints. She outlined the process of filing complaints through the ICC and how the college supports victims in these situations.

Anti-Ragging Awareness: She provided an overview of the **Anti-Ragging Act**, emphasizing the detrimental effects of ragging on students' mental health and overall well-being. She encouraged students to report any form of ragging and assured them of the institution's strict stance on this issue.

How to Speak Up and Support Victims: The session stressed the importance of speaking out against harassment and ragging. Ms. Pushpalatha discussed how students and staff can be active bystanders, offering support to victims and standing against inappropriate behaviors.

Practical Tips for Creating a Respectful Campus: She shared practical strategies for fostering respect, empathy, and understanding among students. This included building peer support groups, open communication, and promoting zero tolerance toward harassment and ragging.

Interactive Scenarios and Group Enactments:

A unique feature of the workshop was the **interactive scenario enactment** session, where **Ms. Pushpalatha** presented several real-life scenarios related to sexual harassment and ragging. She encouraged the students to actively participate by forming groups and enacting these scenarios. The students were tasked with:

1. Identifying the issue depicted in each scenario.
2. Discussing possible responses to address the situation.
3. Suggesting measures to prevent such incidents from occurring in the future.

The students performed the enactments with great thoughtfulness and dedication. The scenarios included instances of inappropriate behavior in both classroom and social settings. The group performances showcased not only their understanding of the issues but also their ability to come up with constructive solutions.

Conclusion:

The workshop concluded with **Ms. Pushpalatha Raja** summarizing the key takeaways, urging students to take an active role in ensuring a safe and respectful college environment. She emphasized that creating an inclusive and harassment-free space is the responsibility of every individual on campus.

The students expressed their appreciation for the interactive nature of the session, particularly the scenario enactments, which they felt helped them internalize the concepts more effectively. Many participants highlighted that the workshop empowered them to speak out against any form of harassment or ragging they might witness or experience.

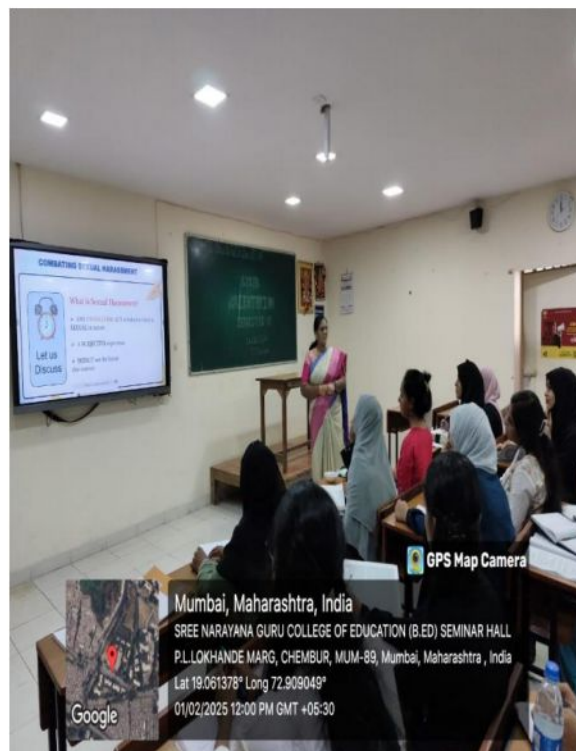
Feedback and Future Initiatives:

At the conclusion of the workshop, feedback was collected from the participants. The response was positive, with students appreciating the opportunity to engage in practical activities and discussions that reinforced the importance of addressing harassment and ragging. Many students requested more workshops focused on real-life scenarios and further initiatives to ensure the campus remains a safe place for everyone. The ICC and Grievance Cell members noted the students' enthusiasm and suggested organizing follow-up workshops and ongoing awareness programs to continue addressing these critical issues.

Photos Of ICC Meeting held on 24/01/25



Photos of the Workshop held on 01/02/25



Interactive Scenarios and Group Enactments:



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FEEDBACK FORM

Title of the Workshop / Session / Activity:

Step Up and Speak Out

Name: Vrinda Vinod Kakkannatt

Date: 1/02/2025 **Semester:** 1st sem

	Excellent	Very Good	Good	Fair
Relevance of theme	✓			
Presentation and Organisation of the content	✓			
Resource Person	✓			
Effectiveness of the Approach/ Methodology used	✓			
Duration of the session	✓			
Overall Impact	✓			

Key Takeaways:

How to deal, prevent and handle sexual abuse
in education institution, workplace, community etc.

Suggestions:

✓ Kindly conduct more this type of workshops.

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FEEDBACK FORM

Title of the Workshop / Session / Activity:

STEP UP & SPEAK UP OUT

Name: Angushi S. Jaiswal Date: 1/02/25 Semester: 1st

	Excellent	Very Good	Good	Fair
Relevance of theme	✓			
Presentation and Organisation of the content	✓			
Resource Person	✓			
Effectiveness of the Approach/ Methodology used		✓		
Duration of the session	✓			
Overall Impact	✓			

Key Takeaways:

After attending the session, I gained a new perspective
on many topics. I didn't realize I was unaware of.
It was outside my scope of understanding. to
stay open to learning and growing as there
always more to discover than we realize.

Suggestions:

Attending the session opened my eyes to so
many things. It was an eye-opening
experience.

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FEEDBACK FORM

Title of the Workshop / Session / Activity:

Step up and speak out.

Name: Sneha P. More. Date: 1/feb/2025 Semester: 1st sem.

	Excellent	Very Good	Good	Fair
Relevance of theme		✓		
Presentation and Organisation of the content		✓		
Resource Person	✓			
Effectiveness of the Approach/ Methodology used		✓		
Duration of the session		✓		
Overall Impact	✓			

Key Takeaways:

How to deal with Sexual abuse in Educational Institution / work place etc. Learning what are the different types of Sexual abuse at any place.
& how to prevent Sexual abuse.

Suggestions:

Kindly conduct more courses like this regarding health or mental progress.

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FEEDBACK FORM

Title of the Workshop / Session / Activity:

STEP UP & SPEAK UP OUT

Name: Mansi K. Yadav

Date: 1/02/25

Semester: I

	Excellent	Very Good	Good	Fair
Relevance of theme	✓			
Presentation and Organisation of the content	✓			
Resource Person	✓			
Effectiveness of the Approach/ Methodology used	✓			
Duration of the session	✓			
Overall Impact	✓			

Key Takeaways:

After the sessions I understood how to
handle the such situation in the life.
If some one is following I learned how to
handle the it.

Suggestions:

We want all course like these.