

ANTI-SEXUAL HARASSMENT COMMITTEE

ANNUAL SCHEDULE (A.Y. 2025-26)
Institute: Nath Polytechnic, MIDC Paithan

1. Objectives of Schedule

Ensure regular monitoring & compliance
Conduct meetings and awareness programs
Provide timely grievance redressal

2. Yearly Activity Plan

Sr no.	Month	Activity	Responsibility
1	June	Constitution of Committee & Display on Notice Board	Principal / ICC
2	July	1st Meeting + Awareness Program for Students	ICC
3	August	Gender Sensitization Workshop	ICC
4	September	Complaint Review & Monitoring	ICC
5	October	2nd Meeting + Poster Campaign	ICC
6	November	Student Interaction Session	ICC
7	December	Mid-Year Review & Report Preparation	ICC
8	January	3rd Meeting + Awareness Drive	ICC
9	February	Feedback Collection (Students & Staff)	ICC
10	March	Annual Report Preparation	ICC
11	April	4th Meeting + Review of Cases	ICC
12	May	Submission of Annual Report to Authority	ICC

3. Meeting Schedule

Meeting NO.	Month	Agenda Highlights
1 st Meeting	July	Formation review, awareness planning
2 nd Meeting	October	Complaint status review, awareness activity
3 rd Meeting	January	Mid-year review, preventive measures
4 th Meeting	April	Annual review, report finalization

4. Awareness & Prevention Schedule

Activity	Month	Details
Induction Awareness	July	For new students
Workshop	August	Legal awareness (POSH Act)
Poster Campaign	October	Campus-wide display
Seminar	January	Gender equality
Feedback Survey	February	Anonymous student feedback

5. Complaint Handling Timeline

Step	Time Limit
Complaint Submission	Within 3 months
Acknowledgement	Within 3 days
Inquiry Start	Within 7 days
Inquiry Completion	Within 90 days
Report Submission	Within 10 days after inquiry

6. Documentation Schedule

Document	Frequency
Meeting Minutes	After each meeting
Attendance Sheets	Every meeting
Complaint Register	As required
Awareness Reports	After each activity
Annual Report	Once per year



7. Display & Compliance

- Committee details displayed on:
- Notice Board
- Website
- Helpline numbers displayed prominently
- Complaint box installed in campus

8. Reporting Structure

ICC reports to Principal / Director
Annual report submitted to:
Management
AICTE / MSBTE (if required)

9. Emergency Handling

Immediate meeting within 24-48 hours
Confidential inquiry
Strict action as per rules

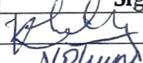
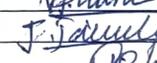
10. Monitoring & Review

- Quarterly review of activities
- Feedback-based improvements
- Compliance audit before inspection
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11. Committee for Prevention of Sexual Harassment of Women at Workplace

Sr. No.	Name of Member	Designation	Committee Role	Mobile No.
1	Prof. Khilare P. S.	Principal	Chairperson	8262829804
2	Prof. Sonone A. S.	Lecturer	Secretary	8329576158
3	Prof. Phutane V. S.	Lecturer	Member	8087161483
4	Prof. Lakhare J. M.	Lecturer	Member	7821888146
5	Prof. Jawale J. S.	Lecturer	Member	8796673942
6	Prof. Budhale V. D.	Lecturer	Member	9518768825

11. Signature Section

Sr. No.	Name	Designation	Signature
1	Prof. Khilare P. S.	Chairperson	
2	Prof. Phutane V. S.	Member	
3	Prof. Jawale J. S.	Member	
4	Prof. Budhale V. D.	Member	




Principal
Nath Polytechnic
Paithan, Dist. Chh. Sambhajinagar