



Date: 3/6/2026

### Summary: ICC Report (AY 2025–26)

#### 1. Committee Composition & Contact Directory

The Internal Complaints Committee (ICC) was reconstituted on **October 1, 2025**, for an academic year to 25-26 to ensure strict compliance with *The Sexual Harassment of Women at Workplace Act, 2013*.

<b>Presiding Officer</b>	<b>Dr. Jaya Agnihotri</b> (appointed Oct 2025)
<b>Members</b>	Mr. Mohd. Wais (Faculty), Mrs. Dipti Chirmade (Faculty), Mrs. Varsha Ghumre (External), Mrs Shubhangi Kamtekar (Non-teaching), Mr. Vedant Patil (Student), Mr. Maher Farooqui (Student)

#### 2. ICC Meetings Summary & Action Taken Report (ATR)

<b>Meeting Date &amp; Time</b>	<b>Key Agenda &amp; Discussion Points</b>	<b>Action Taken / Resolutions</b>
<b>Oct 1, 2025</b> 11:00 AM – 12:30 PM	<ul style="list-style-type: none"><li>• Reconstitution of ICC structure.</li><li>• Review of grievances.</li><li>• Planning awareness drives.</li></ul>	<ul style="list-style-type: none"><li>• Revised committee list officially circulated to all departments.</li><li>• <b>Zero complaints</b> recorded.</li><li>• Anonymous suggestion box installed near the admin office.</li></ul>

<p><b>Jan 12, 2026</b></p> <p>11:30 AM – 1:00 PM</p>	<ul style="list-style-type: none"> <li>• Confirmation of previous minutes.</li> <li>• Review of anonymous student feedback.</li> <li>• Planning Gender Sensitization event.</li> <li>• NGO collaboration proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmed smooth operations and safety satisfaction for B.Pharm &amp; M.Pharm students.</li> <li>• <b>Zero complaints</b> recorded.</li> <li>• Finalized layouts for digital awareness materials.</li> <li>• Rescheduled Gender Sensitization Workshop to <b>March 2026</b> with an external NGO speaker.</li> </ul>
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### 3. Core Responsibilities

- **Policy Enforcement:** Developing and implementing internal campus safety policies.
- **Statutory Compliance:** Ensuring adherence to the central POSH Act, 2013.
- **Preventative Initiatives:** Conducting mandatory periodic feedback sessions, vigilance programs, and sensitization workshops.

### 4. Conclusion

ICC functioned effectively; meetings held as scheduled; awareness drives strengthened; year concluded with zero grievances, ensuring compliance with the Sexual Harassment of Women at Workplace Act (2013).

Prepared By,



Mrs. Dipti Chirmade




Dr. Tusahr Lokhande



Date:3/6/2026

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Prepared By,



Mrs. Dipti Chirmade




Dr. Tusahr Lokhande



MAHARASHTRA EDUCATIONAL SOCIETY'S  
**H. K. COLLEGE OF PHARMACY**



PRATIKSHA NAGAR OSHIWARA, JOGESHWARI (W), MUMBAI 400102

Affiliated to Mumbai University, Approved by A.I.C.T.E., P.C. I, D.T.E. & Govt. of Maharashtra  
University Code: 738 A.I.C.T.E Approval No. 06/07/MS/PHARM/2008/007 D.T.E Code No. PH3234

VISION: To Be recognized as the Institution providing quality education in Pharmacy to serve the health care sector

Date: Monday, 14<sup>th</sup> January 2026

### Minutes of Meeting

**Date of Meeting:** 12th January 2026

**Time:** 11:30 AM to 1:00 PM

**Venue:** Principal's Conference Room

**Chairperson:** Dr. Jaya Agnihotri (Presiding Officer)

#### Agenda & Discussion Points:

##### 1. Confirmation of Previous Minutes

- The minutes of the previous ICC meeting held on 1<sup>st</sup> October 2025 were read, confirmed, and unanimously signed.

##### 2. Review of Student Feedback & Suggestion Box

- The committee monitored the collection of inputs from the anonymous suggestion box placed near the admin office.
- It was noted that monthly B. Pharm and M. Pharm students are running smoothly, yielding positive engagement regarding campus safety and comfort.

##### 3. Execution of Gender Sensitisation Programme.

- Arrangements for the Gender Sensitisation Workshop scheduled for March 2026 were finalised.
- The committee approved the layout and final distribution plan for informational posters and digital awareness materials across all departmental channels.

##### 4. NGO Collaboration for Training Sessions

- It was decided to invite an external NGO speaker to lead the personality development and vigilance orientation programs during the current semester.

##### 5. Review of Complaints

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- The Presiding Officer confirmed that **no new complaints** have been filed or received by the committee during the second half of the session so far.

#### 6. Meeting Conclusion

- As there were no further topics for discussion, the meeting was adjourned at 1:00 PM with a vote of thanks to the Chair.

#### Attendees Sign-off Sheet:

Name of the Member	Designation	Signature
Dr. Jaya Agnihotri	Presiding Officer	
Mr. Mohd Wais	Faculty Member	
Mrs. Dipti Chirmade	Faculty Member	
Mrs. Varsha Ghumre	External Member	
Mrs. Shubhangi Kamtekar	Non-Teaching Member	
Mr. Vedant Patil	Student Representative	
Mr. Maher Farooqui	Student Representative	



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VISION: To Be recognized as the Institution providing quality education in Pharmacy to serve the health care sector

Date: 5th January 2026

**Notice of Scheduled Meeting**

**Internal Complaint Committee Meeting Notice**

All members of the Internal Complaint Committee (ICC) are hereby informed that a meeting is scheduled to plan and review activities for the second half of the Academic Year 2025–26, as per the details below:

- **Date:** Monday, 12th January 2026
- **Time:** 11:30 AM
- **Venue:** Principal's Conference Room, HKCP Campus.

**Agenda:**

1. Confirmation of the minutes of the previous ICC meeting held on 1<sup>st</sup> October 2025.
2. Review of student feedback and anonymous inputs from the suggestion box.
3. Finalization of arrangements for the upcoming Gender Sensitization Programme scheduled for the current ongoing semester 2026.
4. Review of any complaints received or pending resolutions.
5. Any other matter with the permission of the Chair.

All members are requested to attend the meeting punctually.

Dr. Tushar Lokhande

Principal

PRINCIPAL  
H.K. COLLEGE OF PHARMACY  
Jogeshwari (W), Mumbai-400 102.



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VISION: To Be recognized as the Institution providing quality education in Pharmacy to serve the health care sector

Date: 3/10/25

### **Minutes of Meeting**

**Date of Meeting:** 1/10/2025

**Time:** 11:00 AM to 12:30 PM

**Venue:** Principal's Conference Room

**Chairperson:** Dr. Jaya Agnihotri (Presiding Officer)

#### **Agenda & Discussion Points:**

##### **1. Revision of ICC Committee**

The committee reviewed the current composition of the Internal Complaint Committee as per institutional and regulatory guidelines. It was noted that certain changes were required due to faculty transitions and student representative updates.

The committee unanimously approved the revised ICC structure for the 2025–26 academic year. The updated list of members is as follows:

- Dr. Jaya Agnihotri – Presiding Officer
- Mr. Mohd Wais – Faculty Member
- Mrs. Dipti Chirmade – Faculty Member
- Mrs. Varsha Ghumre – External Member
- Mrs. Shubhangi Kamtekar – Non-Teaching Member
- Mr. Vedant Patil – Student Representative

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- Mr. Maher Farooqui – Student Representative

The revised committee list was circulated to all departments and students.

### **2. Review of Previous Complaints:**

- No new complaints received since last meeting.

### **3. Awareness Initiatives:**

- Committee agreed to conduct a Gender Sensitization Workshop in January 2026.
- Posters and digital materials to be circulated to raise awareness.

### **4. Planning ICC Activities:**

- Monthly feedback sessions with students are proposed.
- Suggestion box to be placed near the admin office for anonymous inputs.

### **5. Other Matters:**

- External member Mrs. Varsha Ghumre suggested collaboration with NGOs for training sessions.

**Meeting Adjourned at: 12:30 PM**

Recorded by: Mr Mohd Wais

**Dr. Narendra Lokhande**

**Principal**

**Attendees:**

**PRINCIPAL**  
**H.K. COLLEGE OF PHARMACY**  
**Jogeshwari (W), Mumbai-400 102.**



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- Dr. Jaya Agnihotri – Presiding Officer *Jayabhat*
- Mr. Mohd Wais – Faculty Member *Wais*
- Mrs. Dipti Chirmade – Faculty Member *DCh*
- Mrs. Varsha Ghumre – External Member
- Mrs. Shubhangi Kamtekar – Non-Teaching Member *SK*
- Mr. Vedant Patil – Student Representative *Patil*
- Mr. Maher Farooqui – Student Representative *Farooqui*

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**Internal Complaints Committee (ICC)**

**Action Taken Report (ATR) – Meeting Held on October 1, 2025**

**Date of Meeting:** October 1, 2025

**Venue:** Principal's Conference Room

Sr. No.	Agenda Item / Discussion Point.	NoticeResolution / Decisions Made in Meeting	Action Taken
1	Revision of ICC Committee	Unanimously approved the revised structure for the 2025–26 academic year to accommodate faculty transitions and student updates.	The updated list of committee members was officially circulated to all departments and students.
2	Review of Previous Complaints	Noted that no new complaints had been received since the last meeting.	No further dispute or resolution action required; records updated to reflect zero pending cases.
3	Awareness Initiatives	Agreed to conduct a Gender Sensitization Workshop/Seminar/Expert Talk in Academic Year 2025-26. Decided to circulate poster materials.	Planning for the January 2026 Workshop/Seminar/Expert Talk initiated. Awareness posters and digital materials compiled for institutional circulation.
4	Planning ICC Activities	Proposed monthly feedback sessions with students. .	A Suggestion box has been placed near the administration office.

Dr. Jaya Agnihotri (Presiding Officer)



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Date: 01/10/2025

### INTERNAL COMPLAINT COMMITTEE

The undersigned is pleased to appoint the following members in the Internal Complaint Committee:

Sr. No	Name	Designation	Contact No
1	Dr. Iaya Agnihotri	Presiding officer	7718948633
2	Dr. Mohd Wais	Faculty Member	9870580521
3	Mrs. Dipti Chirmade	Faculty Member	8080922170
4	Ms. Varsha Ghumre	External Member	9773692578
5	Ms. Shubhangi Kamtekar	Non-Teaching Member	9930172996
6	Mr. Vedant Patil	Student Representative	9136569767
7	Ms. Maher Farooqui	Student Representative	8652629334

Dr. Tushar Narendra Lokhande  
Principal

**PRINCIPAL**  
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Ref.no/HKCP/2025-26/ 01

Date: 01/10/2025

To,

Dr. Jaya Agnihotri  
Associate Professor,  
H.K. College of Pharmacy,  
Jogeshwari(W), Mumbai - 102

**Subject:** Appointment as a Presiding Officer of the Internal Complaint Committee.

Dear Dr. Jaya Agnihotri,

We are pleased to inform you that you have been appointed as Presiding Officer of the Internal Complaint Committee at H. K. College of Pharmacy. This appointment is for three years effective from 1/10/2025. Your role will include:

1. Assisting in the development and implementation of the Internal Complaint Committee policy.
2. Ensuring compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
3. Participating in meetings and inquiries as required.

I appreciate your consent to take on this role and look forward to your valuable contributions to our Internal Complaint Committee.

Yours sincerely,

Dr. Tushar Lokhande  
Principal

Received  
Jagdish

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Ref.no/HKCP/2025-26/03

Date: 01/10/2025

To,

Dr. Mohd Wais  
Assistant Professor,  
H.K. College of Pharmacy,  
Jogeshwari (W), Mumbai - 102

**Subject:** Appointment as a Member of the Internal Complaint Committee.

Dear Dr. Wais,

We are pleased to inform you that you have been appointed as a Member of the Internal Complaint Committee at H. K. College of Pharmacy. This appointment is for three years effective from 01/10/2025. Your role will include:

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Ref.no/HKCP/2025-26/02

Date: 01/10/2025

To,

Mrs. Dipti Chirmade  
Assistant Professor,  
H.K. College of Pharmacy,  
Jogeshwari (W), Mumbai - 102

**Subject:** Appointment as a Member of the Internal Complaint Committee.

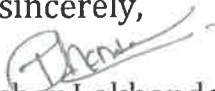
Dear Mrs. Chirmade,

We are pleased to inform you that you have been appointed as a Member of the Internal Complaint Committee at H. K. College of Pharmacy. This appointment is for three years effective from 01/10/2025. Your role will include:

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I appreciate your consent to take on this role and look forward to your valuable contributions to our Internal Complaint Committee.

Yours sincerely,

  
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Principal



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Ref.no/HKCP/2025-26/04

Date: 01/10/2025

To,

Dr. Varsha Ghumre Mary

Principal

H.K. College of Education,

Jogeshwari (W), Mumbai - 102

**Subject:** Appointment as a External Member of the Internal Complaint Committee.

Dear Ms. Varsha,

We are pleased to inform you that you have been appointed as an External Member of the Internal Complaint Committee at H. K. College of Pharmacy. This appointment is for three years effective from 01/10/2025. Your role will include:

1. Assisting in the development and implementation of the Internal Complaint Committee policy.
2. Ensuring compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
3. Participating in meetings and inquiries as required.

I appreciate your consent to take on this role and look forward to your valuable contributions to our Internal Complaint Committee.

Yours sincerely,

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Principal

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Ref.no/HKCP/2025-26/

Date: 01/10/2025

To,

Ms. Shubhangi Kamtekar  
Computer Operator,  
H.K. College of Pharmacy,  
Jogeshwari (W), Mumbai - 102

**Subject:** Appointment as a Member of the Internal Complaint Committee.

Dear Ms. Kamtekar,

We are pleased to inform you that you have been appointed as a Member of the Internal Complaint Committee at H. K. College of Pharmacy. This appointment is for three years effective from 01/10/2025. Your role will include:

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Principal

  
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PRATIKSHA NAGAR OSHIWARA, JOGESHWARI (W), MUMBAI 400102

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University Code: 738 A.I.C.T.E Approval No. 06/07/MS/PHARM/2008/007 D.T.E Code No. PH3234

VISION: To Be recognized as the Institution providing quality education in Pharmacy to serve the health care sector

Date: 27/9/2025

### **Notice of Scheduled Meeting**

#### **Internal Complaint Committee Meeting Notice**

All members of the Internal Complaint Committee are hereby informed that a meeting is scheduled as per the details below:

- Date: Wednesday, 1<sup>st</sup> October 2025
- Time: 11:00 AM
- Venue: Principal's Conference Room, HKCP Campus
- Agenda:
  1. Revision of ICC Committee
  2. Review of previous complaints and resolutions
  3. Awareness initiatives for students and staff
  4. Planning ICC activities for the upcoming semester
  5. Any other matter with the permission of the Chair

All members are requested to attend the meeting punctually.

**Dr. Tushar Lokhande**

**Principal**

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