



**SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF HOTEL MANAGEMENT AND
CATERING TECHNOLOGY**

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*5.1.3.1 Mechanism of submitting the offline/online complaint for Internal Complaint Committee
Committee*

A.Y. 2022-23

STEP BY STEP PROCESS OF THE MECHANISM

Committee conducts sensitization program and creates awareness on policy of Women Harassment every year for students.

Students are encouraged to report any misconduct to the committee Mentors/Class Coordinators.

Committees are informed of any case by the students or through Mentors/Class Coordinators/Faculty

Complaints are registered and the procedure for redressal is followed by the committee as per the booklet

Report is submitted to the Principal and Periodical follow up with affected student is taken by the Committee