

UNIVERSITY OF MUMBAI  
No. CONCOL/ 24 / of 2014 – 2015

CIRCULAR:-

The Government of India has published the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for its implementation at the organization levels.

WHEREAS, sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS, the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS, it was expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace and accordingly Indian Parliament has enacted The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto;

AND WHEREAS, in exercise of power conferred by Sub-section (3) of Section (1) of the Act 2013, the Central Government has notified the Act to come into force from Ninth December Two Thousand Thirteen;

AND WHEREAS, in exercise of power conferred by Section 29 of the Act, the Central Government has made rules which are known as The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, which also came into force from Ninth December Two Thousand Thirteen;

AND WHEREAS, under Section 4 of the Act 2013, it is incumbent upon the employer of a workplace to constitute an Internal Complaints Committee and make such other rules in accordance with the provisions of the Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto;

....2/-




..2..

PURSUANT HEREOF, all the employers of the colleges/ institutions affiliated to the University of Mumbai are hereby directed that:

1. If there exist no Internal Complaints Committee in accordance with the Act 2013, to constitute the Internal Complaints Committee, strictly in accordance with the provisions of the Act 2013, within two weeks from the receipt of this circular.
2. If there exist any Committee prior to the enactment of these rules but has not been reconstituted in accordance with the provisions of the Act 2013, then, to re-constitute such existing committee strictly in accordance with the provisions of the Act 2013, within two weeks from the receipt of this circular.
3. All Institutions/colleges should intimate the complete details of the duly constituted or re-constituted Internal Complaints Committee to the University of Mumbai within four weeks from the date of the receipt of this circular.
4. All Institutions/colleges should strictly comply with all the provisions of the Act 2013, particularly the duties of the employer as envisaged under Section 19 of the said Act.
5. In addition to the aforesaid for giving effect to any provision of the Act 2013, all the Institutions/colleges should do such other things or take other steps which are required to be done or taken under the said Act or such other Act for the time being in force.

In pursuance to the Act 2013, the Chairmen / Directors and Principals of the affiliated colleges/institutions are hereby requested to follow the above directions immediately regarding the establishment of the Internal Complaints Committee as per the Act 2013 in the respective colleges/institutions.

Mumbai - 400 032  
Date:- 12/11/2014

  
(Dr. M.A. Khan)  
Registrar  
(University of Mumbai)

To,  
The Chairmen / Directors and Principals of all the affiliated colleges / institutions  
for information & necessary action.

Copy for information:-

1. The Secretary, Higher & Technical Education Department, Mantralaya Annexe, Mumbai - 400 032.
2. The Director, Higher Education, Maharashtra State, Central Building, Pune - 411 001.

..3/-



3. The Director, Higher & Technical Education, Elphinstone Technical School Building, Mahapalika Marg, Mumbai – 400 001.
4. The Joint Director, Higher Education, Mumbai Region, Mumbai – 400 001.
5. The Joint Director, Higher Education, Konkan Region, Panvel – 400 001.
  
6. The Joint Director, Technical Education Department, Kherwadi, Bandra (East), Mumbai – 400 051.
7. The Presiding Officer, College Tribunal for Mumbai and S.N.D.T. Women's Universities, University Building, East Wing, Fort, Mumbai – 400 032.
8. University of Mumbai College Principals Association, Dnyansadhana College of Arts, Science & Commerce, Near Eternity Mall, Thane (W) – 400 604.
9. The Secretary, Association of Non-Government College (A.N.G.C.), Vidyapeeth Vidyarthi Bhavan, Churchgate, Mumbai – 400 020.
10. The General Secretary, Bombay University and College Teachers Union, Mumbai University Club House, "B" Road, Churchgate, Mumbai – 400 020. (Two copies)
11. The Executive Secretary to the Vice-Chancellor and the Personal Assistants to (i) the Pro-Vice-Chancellor (ii) the Registrar and (iii) the Director, BCUD.
12. Record Section (10 copies).

  
(Dr. M.A. Khan)  
Registrar  
(University of Mumbai)



# University of Mumbai



No. UWDC/ED/2016-17/ 02 2017,

3<sup>rd</sup> March, 2017.

To,  
The Director/ Principal/ Head of College/ Institute

Respected Sir/ Madam,

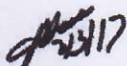
The University Women Development Cell sincerely appreciates the Colleges which nominated the representatives of their Internal Complaints Committee to attend the training organized by the UWDC with the State Commission for Women on 13, 14 and 15 February 2017.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has come into force from December 9, 2013 and the University Grants Commission has notified University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 in July 2016. It is mandatory to constitute the Internal Complaints Committee as follows at every College/ Institution as per the provisions of the said Act.

- Presiding Officer – Woman faculty member employed at a senior level (not below a Professor for University, Associate Professor or Reader for college).
- Two faculty / teaching members and two non-teaching employees-persons committed to the cause of women or have social work experience or have legal knowledge, preferred.
- Three students (from undergraduate (1), Master's (1) and Research scholars (1) to be elected through a transparent democratic procedure), if the matters involves students.
- One member from amongst NGOs or associations committed to the cause of women or a person familiar with the issues relating to Sexual Harassment.
- At least one half of the total members so nominated shall be women.

Colleges/ Institutions are hereby requested to furnish information regarding the constitution of the Internal Complaints Committee at their College/ Institution to the UWDC by March 5, 2017.

With regards,

  
Dr. M.A. Khan  
Registrar  
University of Mumbai



## Internal Complaint Committee

2017-18

### INTERNAL COMPLAINT COMMITTEE

INTERNAL COMPLAINT COMMITTEE	
Key Objectives	▪ To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
Key Inputs	▪ To keep a track of proper reporting of the complaints and their follow-up procedures.

### KEY RESPONSIBILITIES

1. To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
2. To advice complainants of means of resolution as specified by the legislation.
3. To ensure fair and timely resolution of sexual harassment complaints.
4. To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

### COMMITTEE MEMBERS

Sr.No	Designation	Name of the member
1	Presiding officer	Dr. Ashwini Joshi
2	Teaching Member	Santosh Gupta
3	Teaching Member	Akshatha Jain
4	Non-teaching Member	Sanjivani Mohite
5	Non-teaching Member	Dipika Keluskar
6	External Member	Archana Samarth



*Ashwini Joshi*  
Principal  
Vidyalankar School of  
Information Technology



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 1<sup>st</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 16/6/2017 at 11:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 10/6/2017



A handwritten signature in blue ink, appearing to be "A. Joshi".

Coordinator, ICC



**AGENDA FOR FIRST MEETING OF ICC**

The following agenda-items shall be discussed in the 1<sup>st</sup> Meeting of ICC that has been scheduled to be held on 16/6/2017 in the Principal's cabin.

Agenda Item	Particulars
1	Committee formation
2	Discussing about the objectives to be carried out by the committee.
3	Discussing about the various activities to be carried out by the Committee



Meeting Schedule Time : 11:00 am		Starting Time :		11:00 am	
Meeting of	ICC	Meeting No.	01	Held on	16/6/2017

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 1<sup>st</sup> Meeting of ICC that held on 16/6/2017 at 11:00 am. in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	With reference to UGC Notification No. E 91-1/2013(TFGS) dated 02-05-2016 and as per AICTE process handbook norms Principal of Vidyalankar School of Information technology has reconstituted the Internal Complaints Committee.
2	Chairperson welcomed all the participants of the Meeting.
3	Dr. Ashwini Joshi briefed about the activities of ICC and conveyed to the members about training received during Training Program mandated by the University of Mumbai and the new proceedings.
4	The Committee stressed the need to increase awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
6	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

To,


1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 2<sup>nd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 09/8/2017 at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 02/08/2017



  
Coordinator, ICC

**AGENDA FOR SECOND MEETING OF ICC**

The following agenda-items shall be discussed in the 2<sup>nd</sup> Meeting of ICC that has been scheduled to be held on 9/8/2017 in the Principal's cabin.

Agenda Item	Particulars
1	Conduction of health fitness programmes.
2	Making Students aware about the importance of Internal Complaint Committee.



Meeting Schedule Time : 10:00 am		Starting Time :		10:00 am	
Meeting of	ICC	Meeting No.	02	Held on	09/08/2017

**Members present:**

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 2<sup>nd</sup> Meeting of ICC that held on 9/8/2017 at 10:00 am. in the principal's cabin.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	Discussion about the fitness program to be carried out for women staff.
4	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
5	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC

**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

To,


1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 3<sup>rd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 13/11/2017 at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 02/11/2017



  
Coordinator, ICC



**AGENDA FOR THIRD MEETING OF ICC**

The following agenda-items shall be discussed in the 3<sup>rd</sup> Meeting of ICC that has been scheduled to be held on 13/11/2017 in the Principal's cabin.

Agenda Item	Particulars
1	To prepare the complaint handling procedure and get it ratified by the entire committee members.
2	Importance of mentoring sessions

Meeting Schedule Time : 10:00 am		Starting Time :	10:00 am		
Meeting of	ICC	Meeting No.	03	Held on	13/11/2017

**Members present:**

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 3<sup>rd</sup> Meeting of ICC that held on 13/11/2017 at 10:00 am. in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	Complaint handling procedure was discussed among the members of the committee
4	Ms. Archana Samarth external committee member briefed the students about the mentoring sessions on how to deal with harassment if any.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
6	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 4<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 17-1-2018 at 1:30pm in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 08/01/2018



  
Coordinator, ICC



**AGENDA FOR FOURTH MEETING OF ICC**

The following agenda-items shall be discussed in the 4<sup>th</sup> Meeting of ICC that has been scheduled to be held on 17/1/2018 in the Principal's cabin.

Agenda Item	Particulars
1	To discuss on incidents or complaints of harassment of girl students and women employees in the institute
2	Need to increase awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees.

Meeting Schedule Time : 1:30 pm		Starting Time :		1:30 pm	
Meeting of	ICC	Meeting No.	04	Held on	17/1/2018

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

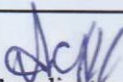
The following agenda-items were discussed in the 4<sup>th</sup> Meeting of ICC that held on 17/1/2018 at 1:30pm in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 3 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.





6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.

  
Coordinator, ICC



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

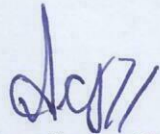
To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 5<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 19-2-2018 at 2:30pm in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated:08/02/2018

  
Coordinator, ICC





**AGENDA FOR FIFTH MEETING OF ICC**

The following agenda-items shall be discussed in the 5<sup>th</sup> Meeting of ICC that has been scheduled to be held on 19/2/2018 in the Principal's cabin.

Agenda Item	Particulars
1	To discuss on incidents or complaints of harassment of girl students and women employees in the institute
2	Conduction of International Women's Day with theme "Press for Progress".

Meeting Schedule Time : 2:00 pm		Starting Time :		2:00 pm	
Meeting of	ICC	Meeting No.	05	Held on	19/2/2018

**Members present:**

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 5<sup>th</sup> Meeting of ICC that held on 19/2/2018 at 2:00pm in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 4 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees, or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any.
6	The committee has decided to make students aware about the importance of women rights by conducting various activities such as women's Day celebration 8th March 2018.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*dcf*



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

To,


1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 6<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 19/4/2018 at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 11/4/2018



  
Coordinator, ICC

**AGENDA FOR SIXTH MEETING OF ICC**

The following agenda-items shall be discussed in the 6<sup>th</sup> Meeting of ICC that has been scheduled to be held on 19/4/2018 in the Principal's cabin.

Agenda Item	Particulars
1	To prevent discrimination and sexual harassment against women by promoting gender equity among students and employees.
2	Addressing the complaints



Meeting Schedule Time : 10:00 am		Starting Time :		10:00 am	
Meeting of	ICC	Meeting No.	06	Held on	19/4/2018

**Members present:**

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 6<sup>th</sup> Meeting of ICC that held on at 11:00 am 19/4/2018 in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 5 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of MahilaTakrarNivaranSamiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.



6	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.

  
Coordinator, ICC





**Internal Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 1<sup>st</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 15/6/2018 at 11:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 8 /6/2018



A handwritten signature in black ink, appearing to be "dca".

Coordinator, ICC



## AGENDA FOR FIRST MEETING OF ICC

The following agenda-items shall be discussed in the 1<sup>st</sup> Meeting of ICC that has been scheduled to be held on 15/6/2018 in the Principal's cabin.

Agenda Item	Particulars
1	Committee formation
2	Discussing about the objectives to be carried out by the committee.
3	Discussing about the various activities to be carried out by the Committee



Schedule Time : 11:00 am		Starting Time :		11:00 am	
of		Meeting No. 01		Held on 15/6/2018	
ICC					

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 1<sup>st</sup> Meeting of ICC that held on 15/6/2018 at 11:00 am. in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	With reference to UGC Notification No. E 91-1/2013(TFGS) dated 02-05-2016 and as per AICTE process handbook norms Principal of Vidyalankar School of Information technology has reconstituted the Internal Complaints Committee.
2	Chairperson welcomed all the participants of the Meeting.
3	Dr. Ashwini Joshi briefed about the activities of ICC and conveyed to the members about training received during Training Program mandated by the University of Mumbai and the new proceedings.
4	Get the complaint box in shape as per the requirement of Internal Complaint Committee with the help of non-teaching staff on or before 10/7/2018.
5	The Committee stressed the need to increase awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*Devi*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 2<sup>nd</sup> Meeting of the Internal Complaint Committee of Vidyalanekar School of Information Technology is scheduled to be held on 05/7/2018 at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 01/7/2018



A handwritten signature in blue ink, appearing to be "Joshi".

Coordinator, ICC



## AGENDA FOR SECOND MEETING OF ICC

The following agenda-items shall be discussed in the 2<sup>nd</sup> Meeting of ICC, that has been scheduled to be held on 5/7/2018 in the Principal's cabin.

Agenda Item	Particulars
1	To conduct the activity of self-defence for the students to make students alert and aware about the steps to be taken when the dangerous situation arises.
2	Importance of mentoring sessions



Meeting Schedule Time : 10:00 am	Starting Time :	10:00 am			
Meeting of	ICC	Meeting No.	02	Held on	05/7/2018

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 2<sup>nd</sup> Meeting of ICC that held on 5/7/2018 at 10:00 am. in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	The importance of self-defence workshop for students was explained by the chair person.
4	Ms. Archana Samarth external committee member briefed the students about the mentoring sessions on how to deal with harassment if any.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
6	The meeting ended with vote of thanks to the Chair.



*dcj*

Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 3<sup>rd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 29/9/2018 at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 23/9/2018



A handwritten signature in black ink, appearing to be "Ajij".

Coordinator, ICC



### AGENDA FOR THIRD MEETING OF ICC

The following agenda-items shall be discussed in the 3<sup>rd</sup> Meeting of ICC that has been scheduled to be held on 29/9/2018 in the Principal's cabin.

Agenda Item	Particulars
1	Get the complaint box in shape as per the requirement of Internal Complaint Committee with the help of non-teaching staff.
2	To prepare the complaint handling procedure and get it ratified by the entire committee members.
3	Importance of mentoring sessions



ing Schedule Time : 10:00 am	Starting Time :	10:00 am		
ing of	ICC	Meeting No. 03	Held on	29/9/2018

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 3<sup>rd</sup> Meeting of ICC that held on 29/9/2018 at 10:00 am. in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	Complaint box has been set up in office premises.
4	Complaint handling procedure was discussed among the members of the committee
5	Ms. Archana Samarth external committee member briefed the students about the mentoring sessions on how to deal with harassment if any.
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*di*

Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 4<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 18-1-2019 at 1:30pm in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 12/1/2019



A handwritten signature in black ink, appearing to be "S. J.", written over the stamp.

Coordinator, ICC



## **AGENDA FOR FOURTH MEETING OF ICC**

The following agenda-items shall be discussed in the 4<sup>th</sup> Meeting of ICC that has been scheduled to be held on 18/1/2019 in the Principal's cabin.

Agenda Item	Particulars
1	To discuss on incidents or complaints of harassment of girl students and women employees in the institute
2	Need to increase awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees.



Meeting Schedule Time : 1:30 pm	Starting Time :	1:30 pm			
Meeting of	ICC	Meeting No.	04	Held on	18/1/2019

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 4<sup>th</sup> Meeting of ICC that held on 18/1/2019 at 1:30pm in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 3 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*deji*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 5<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 20-2-2019 at 2:30pm in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 14/2/2019



A handwritten signature in black ink, appearing to be "Deji".

Coordinator, ICC



## AGENDA FOR FIFTH MEETING OF ICC

The following agenda-items shall be discussed in the 5<sup>th</sup> Meeting of ICC that has been scheduled to be held on 20/2/2019 in the Principal's cabin.

Agenda Item	Particulars
1	To discuss on incidents or complaints of harassment of girl students and women employees in the institute
2	To make students understand about the importance of women rights



Meeting Schedule Time : 2:00 pm	Starting Time :	2:00 pm			
Meeting of	ICC	Meeting No.	05	Held on	20/2/2019

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 5<sup>th</sup> Meeting of ICC that held on 20/2/2019 at 2:00pm in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 4 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees, or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
6	The committee has decided to make students aware about the importance of women rights by conducting various activities such as women's Day celebration and poster presentation on 8th March 2019.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*dsj*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 6<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 16/4/2019 at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 11/4/2019



A handwritten signature in black ink, appearing to be "Dej" with a flourish underneath.

Coordinator, ICC



### AGENDA FOR SIXTH MEETING OF ICC

The following agenda-items shall be discussed in the 6<sup>th</sup> Meeting of ICC that has been scheduled to be held on 16/4/2019 in the Principal's cabin.

Agenda Item	Particulars
1	To prevent discrimination and sexual harassment against women by promoting gender equity among students and employees.
2	Addressing the complaints



Meeting Schedule Time : 10:00 am	Starting Time :	10:00 am			
Meeting No.	ICC	Meeting No.	06	Held on	16/4/2019

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 6<sup>th</sup> Meeting of ICC that held on at 11:00 am 16/4/2019 in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 5 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of MahilaTakrarNivaranSamiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.
6	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*dsj*  
Coordinator, ICC



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 1<sup>st</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled on 24<sup>th</sup> June 2019 to be held at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 18/06/2019



A handwritten signature in black ink, appearing to be "dcj".

Coordinator, ICC



**AGENDA FOR FIRST MEETING OF INTERNAL COMPLAINT COMMITTEE (ICC)**

The following agenda-items shall be discussed in the 1<sup>st</sup> Meeting of ICC that has been scheduled to be held on 24<sup>th</sup> June 2019 in the Principal's cabin.

Agenda Item	Particulars
1	Discussing about sexual harassment against any student or any employee.
2	The committee stressed the need to increase awareness amongst the employees and students on how the rules have been amended to revert instances of harassment of women employees.
3	Importance of mentoring sessions.



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 2<sup>nd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled on 30<sup>th</sup> July 2019 to be held at 10:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 24/07/2019



A handwritten signature in black ink, appearing to be "JCS".

Coordinator, ICC



**AGENDA FOR SECOND MEETING OF INTERNAL COMPLAINT COMMITTEE (ICC)**

The following agenda-items shall be discussed in the 2<sup>nd</sup> Meeting of ICC that has been scheduled to be held on 30<sup>th</sup> July 2019 in the Principal's cabin.

Agenda Item	Particulars
1	Discussing about sexual harassment against any student or any employee.
2	To decide the various activities to make students understand the rights of the women.
3	The committee need to increase awareness amongst women employees by the way of discussing on general issues involving challenges faced by them at work place.



Meeting Schedule Time :	10:00am	Starting Time :	10:00 am	
Meeting of	ICC	Meeting No.	02	Held on 30-7-2019

**Members present:**

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 2<sup>nd</sup> Meeting of ICC that held on 30<sup>th</sup> July 2019 at 10:00 am. in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	The committee noted that no complaint of sexual harassment against any student or any employee.
2	The committee planning to arrange the meeting to increase awareness amongst the employees and students.
3	The committee discussing with women employees on general issues involving challenges faced by them at work place.
4	In order to increase the awareness about women empowerment committee has decided to conduct the activity of poster presentation for students.
5	It was noted that till date, no such incident which lowers the dignity of girl students or women employees, or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
6	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.

The meeting ended with a vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



Meeting Schedule Time :	11:00am	Starting Time :	11:00 am	
Meeting of	ICC	Meeting No.	01	Held on 24-06-2019

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 1<sup>st</sup> Meeting of ICC that held on 24<sup>th</sup> June 2019 at 11:00 am. in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	The committee noted that no complaint of sexual harassment against any student or any employee.
2	Dr. Ashwini Joshi has briefed about the rules amended to revert instances of harassment of women employees and the other activities of ICC and conveyed the members about the new proceedings.
3	Ms. Archana Samarth external committee member has briefed the students about the mentoring sessions.
4.	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.

The meeting ended with a vote of thanks to the Chair.



*dey*

Coordinator, ICC



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 3<sup>rd</sup> Meeting of the Internal Complaint Committee of Vidyalkar School of Information Technology is scheduled to be held on 26<sup>th</sup> October 2019 at 11:00 am in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 20/10/2019



A handwritten signature in black ink, appearing to be "Joshi".

Coordinator, ICC



**AGENDA FOR THIRD MEETING OF ICC**

The following agenda-items shall be discussed in the 3<sup>rd</sup> Meeting of ICC that has been scheduled to be held on 26<sup>th</sup> October, 2019 in the Principal's cabin.

Agenda Item	Particulars
1	To facilitate a gender-sensitive environment enabling women and men to maximise their potential.
2	To uphold the commitment of the Institute to provide an environment free of gender-based discrimination
3	To safeguard the issues and concerns of all women and girls working and studying in the institute.



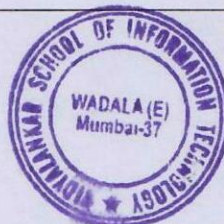
Schedule Time : 11:00 am	Starting Time :	11:00 am
of	ICC	Meeting No. 03
	Held on	26 <sup>th</sup> October 2019

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 3<sup>rd</sup> Meeting of ICC that held on 26<sup>th</sup> October, 20219 at 11:00 am. in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	Highlighted the importance of self-defence among students of the organisation.
2	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
3	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.
4.	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.



*[Signature]*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

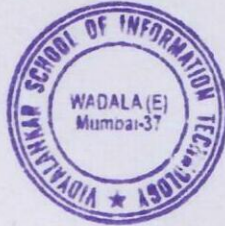
To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 4<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 22<sup>nd</sup> January 2020 at 1:00pm in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 18/1/2020



A handwritten signature in black ink, appearing to be "Devi".

Coordinator, ICC



## AGENDA FOR FOURTH MEETING OF ICC

The following agenda-items shall be discussed in the 4<sup>th</sup> Meeting of ICC that has been scheduled to be held on 22<sup>nd</sup> January 2020 in the Principal's cabin.

Agenda Item	Particulars
1	To discuss on incidents or complaints of harassment of girl students and women employees in the institute.
2	To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.



Meeting Schedule Time : 1:00 pm		Starting Time :		1:00 pm	
Meeting of	ICC	Meeting No.	04	Held on	22/1/2020

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 4<sup>th</sup> Meeting of ICC that held on 22/1/2020 at 1:00pm in the Principal's cabin:

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 3 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns.
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,


1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 5<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalkar School of Information Technology is scheduled to be held on 5<sup>th</sup> March 2020 at 3:30 pm in the Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 28/2/2020



  
Coordinator, ICC



**AGENDA FOR FIFTH MEETING OF ICC**

The following agenda-items shall be discussed in the 5<sup>th</sup> Meeting of ICC that has been scheduled to be held on 05<sup>th</sup> March 2020 in the Principal's cabin.

Agenda Item	Particulars
1	To discuss on incidents or complaints of harassment of girl students and women employees in the institute.
2	To decide the activities to promote women rights.



Schedule Time : 2:30 pm	Starting Time :	2:30 pm
of ICC	Meeting No. 05	Held on 05/3/2020

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 5<sup>th</sup> Meeting of ICC that held on 05/3/2020 at 2:30pm in the Principal's cabin.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 4 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees, or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
6	It was decided to make students know about women rights by arranging a session on International Women's Day.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*[Signature]*

Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

o,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 6<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 16<sup>th</sup> April 2020 at 11:00 am through online mode. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 11/4/2020



A handwritten signature in black ink, appearing to be "Ashwini Joshi".

Coordinator, ICC



**AGENDA FOR SIXTH MEETING OF ICC**

The following agenda-items shall be discussed in the 6<sup>th</sup> Meeting of ICC that has been scheduled to be held on 16<sup>th</sup> April 2020 through online mode.

Agenda Item	Particulars
1	To prevent discrimination and sexual harassment against women by promoting gender equity among students and employees.
2	Addressing the complaints



Meeting Schedule Time : 11:00 am	Starting Time :	11:00 am			
Meeting of	ICC	Meeting No.	06	Held on	16/4/2020

*Members present:*

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 6<sup>th</sup> Meeting of ICC that held on at 11:00 am 16/4/2020 through online mode.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 5 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees, or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.
6	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



**INTERNAL COMPLAINT COMMITTEE (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 1<sup>st</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 15/6/2020 at 11:00 am through online mode in MS. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated:10 /6/2020



*du*  
Coordinator, ICC



**AGENDA FOR FIRST MEETING OF ICC**

The following agenda-items shall be discussed in the 1<sup>st</sup> Meeting of ICC that has been scheduled to be held on 15/6/2020.

Agenda Item	Particulars
1	Discussing about the objectives to be carried out by the committee.
2	Discussing about the various activities to be carried out by the Committee





ng Schedule Time: 11:00 am	Starting Time:	11:00 am		
ng of	ICC	Meeting No. 01	Held on	15/6/2020

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 1<sup>st</sup> Meeting of ICC that held on 15/6/2020 at 11:00 am.

Sr. No.	Minutes of Meeting
1	With reference to UGC Notification No. E 91-1/2013(TFGS) dated 02-05-2016 and as per AICTE process handbook norms Principal of Vidyalankar School of Information technology has reconstituted the Internal Complaints Committee.
2	Chairperson welcomed all the participants of the Meeting.
3	Dr. Ashwini Joshi briefed about the activities of ICC and conveyed to the members about training received during Training Program mandated by the University of Mumbai and the new proceedings.
4	The Committee stressed the need to make students aware of the objective of the Committee by the Faculty Members.
5	The Committee stressed the need to increase awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 2<sup>nd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 15/7/2020 at 10:00 am through online mode in MS. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 01/7/2020



A handwritten signature in black ink, appearing to be "Ajay".

Coordinator, ICC



**AGENDA FOR SECOND MEETING OF ICC**

The following agenda-items shall be discussed in the 2<sup>nd</sup> Meeting of ~~ICC~~ that has been scheduled to be held on 15/7/2020.

Agenda Item	Particulars
1	To conduct the seminar for the students to make them aware about women empowerment.
2	Importance of mentoring sessions





Meeting Schedule Time : 10:00 am		Starting Time : 10:00 am	
Meeting of ICC		Meeting No. 02	Held on 15/7/2020

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 2<sup>nd</sup> Meeting of ICC that held on 15/7/2020 at 10:00 am.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	A Webinar session on the topic – "The story of grit & Determination" by Resource Person: Dr. Satya Vadlamani to be organised. Ms. Archana Samarth external committee member briefed the students about the mentoring sessions on how to deal with harassment if any.
4	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
5	The meeting ended with vote of thanks to the Chair.

Coordinator, ICC






**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 3<sup>rd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 14/9/2020 at 10:00 am via online mode in Ms. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 1/9/2020



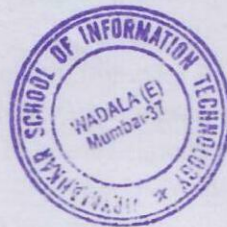
*Dei*  
Coordinator, ICC



**AGENDA FOR THIRD MEETING OF ICC**

The following agenda-items shall be discussed in the 3<sup>rd</sup> Meeting of ~~ICC~~ that has been scheduled to be held on 14/9/2020.

Agenda Item	Particulars
1	To prepare the complaint handling procedure on a online mode and get it ratified by the entire committee members.
2	Importance of mentoring sessions





Meeting Schedule Time: 10:00 am	Starting Time:	10:00 am
Meeting of ICC	Meeting No. 03	Held on 14/9/2020

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 3<sup>rd</sup> Meeting of ICC that held on 14/9/2020 at 10:00 am.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	Complaint handling procedure was discussed among the members of the committee
4	Ms. Archana Samarth external committee member briefed the students about the mentoring sessions on how to deal with harassment if any.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
6	The meeting ended with vote of thanks to the Chair.



A handwritten signature in black ink, appearing to be "Jai".

Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 4<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 18-1-2021 at 1:30 pm via online mode using MS. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 8/1/2021



A handwritten signature in blue ink, appearing to be "Joshi".

Coordinator, ICC



**AGENDA FOR FOURTH MEETING OF ICC**

The following agenda-items shall be discussed in the 4<sup>th</sup> Meeting of ICC that has been scheduled to be held on 18/1/2021.

Agenda Item	Particulars
1	To discuss on incidents or complaints of harassment of girl students and women employees in the institute
2	Need to increase awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees.





ing Schedule Time : 1:30 pm	Starting Time :	1:30 pm			
ing of	ICC	Meeting No.	04	Held on	18/1/2021

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

The following agenda-items were discussed in the 4<sup>th</sup> Meeting of ICC that held on 18/1/2021 at 1:30pm.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 3 was read by Prof Ashwini Joshi .
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees, or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms.Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 5<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalkar School of Information Technology is scheduled to be held on 22-2-2021 at 2:30pm. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 15/2/2021



A handwritten signature in black ink, appearing to be "Dr. Ashwini Joshi".

Coordinator, ICC



Schedule Time: 2:30 pm	Starting Time:	2:30 pm			
of	ICC	Meeting No.	05	Held on	22/2/2021

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 5<sup>th</sup> Meeting of ICC that held on 22/2/2021 at 2:30pm.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 4 was read by Prof Ashwini Joshi.
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	An online interaction session to be organised by Ms. Ashwini Bhide, a IAS officer Additional Commissioner, Municipal Corporation of Greater Mumbai
5	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
6	The committee has decided to make students aware about the importance of women rights by conducting various activities such as women's Day celebration and poster presentation.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*Joshi*  
Coordinator, ICC



**INTERNAL Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

Dear Sir/Madam,

It is my pleasure to inform you that the 5<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 12/4/2021 at 10:00 am. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 05/4/2021



A handwritten signature in black ink, appearing to be "Jyoti".

Coordinator, ICC



**AGENDA FOR SIXTH MEETING OF ICC**

The following agenda-items shall be discussed in the 6<sup>th</sup> Meeting of ICC that has been scheduled to be held on 12/4/2021.

Agenda Item	Particulars
1	To prevent discrimination and sexual harassment against women by promoting gender equity among students and employees.
2	Addressing the complaints





Meeting Schedule Time : 10:00 am		Starting Time :		10:00 am	
Meeting of ICC		Meeting No. 06		Held on 12/4/2021	

Members present:

1. Dr. Ashwini Joshi
2. Santosh Gupta
3. Akshatha Jain
4. Dipika Keluskar
5. Sanjivani Mohite
6. Ms. Archana Samarth

The following agenda-items were discussed in the 6<sup>th</sup> Meeting of ICC that held on at 10:00 am 12/4/2021.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	The minutes of the previous meeting No. 5 was read by Prof Ashwini Joshi.
3	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
4	It was noted that till date, no such incident which lowers the dignity of girl students or women employees, or any case of physical or mental harassment of girl students and women employees took place or was reported at the institute.
5	It was also noted that the campus is adequately equipped with close circuit cameras at many locations (including all classrooms and common areas) which not only act as deterrents to misbehaviour but also enable authorities to identify offenders if any. The presence of female security guards on the campus is also a positive step taken by the institute in this direction to avoid any untoward incidents.
6	Mentoring sessions conducted by teachers for every student at regular intervals also provide a channel for the students to share concerns if any. The provision of a suggestion box is also a welcome step in this direction, so that grievances (if any) can be uninhibitedly shared. However, no such complaints have ever been received.
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*[Signature]*  
Coordinator, ICC



## Internal Complaint Committee

2021-22

### INTERNAL COMPLAINT COMMITTEE

#### INTERNAL COMPLAINT COMMITTEE

Key Objectives	<ul style="list-style-type: none"> <li>To uphold the commitment of the Institute to provide an environment free of gender based discrimination.</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>To keep a track of proper reporting of the complaints and their follow-up procedures.</li> </ul>


#### KEY RESPONSIBILITIES

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advice complainants of means of resolution as specified by the legislation.
- To ensure fair and timely resolution of sexual harassment complaints.
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

#### COMMITTEE MEMBERS

Sr.No	Designation	Name of the member
1	Presiding officer	Dr. Kimaya Shelar
2	Teaching Member	Dr.Sagar Gaikwad
3	Teaching Member	Akshatha Jain
4	Non-teaching Member	Apurva Mahadik
5	Non-teaching Member	Akshay Mohite
6	External Member	Archana Samarth
7	Student Member	Anamika Salvi
8	Student Member	Rachna Sonwane



  
Principal  
Vidyalankar School of  
Information Technology  
Antop Hill, Wadala (E),  
Mumbai-400 037.



**Internal Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Rohini Kelkar
2. Dr. Poonam Mirwani
3. Dr. Kimaya Shelar
4. Dr.Sagar Gaikwad
5. Akshatha Jain
6. Apurva Mahadik
7. Akshay Mohite
8. Archana Samarth
9. Anamika Salvi
10. Rachna Sonwane

Dear Sir/Madam,

It is my pleasure to inform you that the 1<sup>st</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 17/6/2021 at 12:00 pm through online mode in MS Team. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated:09/06/2021



*Kimaya*  
Coordinator, ICC



**AGENDA FOR FIRST MEETING OF ICC**

The following agenda-items shall be discussed in the 1<sup>st</sup> Meeting of ICC that has been scheduled to be held on 17/6/2021.

Agenda Item	Particulars
1	Committee reformation
2	To discuss about the objectives to be carried out by the committee.
3	To discuss about the various activities to be carried out by the Committee



Meeting Schedule Time: 12:00 p.m.		Starting Time: 12:00 pm	
Meeting of	ICC	Meeting No.	01
		Held on	17/6/2021

Members present:

Sr.No	Name of the Member	Signature
1	Dr. Rohini Kelkar	<i>R Kelkar</i>
2	Dr. Poonam Mirwani	<i>P Mirwani</i>
3	Dr. Kimaya Shelar	<i>Kimaya</i>
4	Dr. Sagar Gaikwad	<i>S Gaikwad</i>
5	Akshatha Jain	<i>Aj</i>
6	Apurva Mahadik	<i>Am</i>
7	Archana Samarth	<i>Arca</i>
8	Akshay Mohite	<i>A Mohite</i>
9	Anamika Salvi	<i>A Salvi</i>
10	Rachna Sonwane	<i>Rss</i>

The following agenda-items were discussed in the 1<sup>st</sup> Meeting of ICC that held on 17/6/2021 at 12:00 pm.

Sr. No.	Minutes of Meeting
1	With reference to UGC Notification No. E 91-1/2013(TFGS) dated 02-05-2016 and as per AICTE process handbook norms Principal of Vidyalankar School of Information technology has reconstituted the Internal Complaints Committee.
2	The new committee has been formed .Dr.Kimaya Shelar was appointed as a presiding officer in presence of principal Dr.Rohini Kelkar and IQAC coordinator Dr. Poonam Mirwani.
3	Chairperson welcomed all the participants of the Meeting.
4	Chairperson briefed about the rules and regulations of ICC





5	The Committee stressed the need to make students aware of the objective of the Committee by the Faculty Members.
6	The Committee stressed the need to increase awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees
7	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
8	The meeting ended with vote of thanks to the Chair.



*Kinay*  
Coordinator, ICC



**Internal Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Kimaya Shelar
2. Dr.Sagar Gaikwad
3. Akshatha Jain
4. Apurva Mahadik
5. Akshay Mohite
6. Ms. Archana Samarth
7. Anamika Salvi
8. Rachna Sonwane

Dear Sir/Madam,

It is my pleasure to inform you that the 2<sup>nd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 12/8/2021 at 12:00 pm through online mode in MS. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 03/8/2021



*Kimaya*  
Coordinator, ICC



**AGENDA FOR SECOND MEETING OF ICC**

The following agenda-items shall be discussed in the 2<sup>nd</sup> Meeting of ICC that has been scheduled to be held on 12/8/2021.

Agenda Item	Particulars
1	To discuss about the importance and functioning of ICC
2	To discuss the importance of mentoring sessions
3	To discuss about the activities related to gender sensitization.



Meeting Schedule Time: 12:00 p.m.		Starting Time:		12:00 p.m.	
Meeting of	ICC	Meeting No.	02	Held on	12/8/2021

Members present:

Sr.No	Name of the Member	Signature
1	Dr.Kimaya Shelar	<i>Kimaya</i>
2	Dr.Sagar Gaikwad	<i>Sagar Gaikwad</i>
3	Akshatha Jain	<i>AJ</i>
4	Apurva Mahadik	<i>Am</i>
5	Archana Samarth	<i>Archana</i>
6	Anamika Salvi	<i>Asalvi</i>
7	Rachna Sonwane	<i>Rachna</i>

The following agenda-items were discussed in the 2<sup>nd</sup> Meeting of ICC that held on 12/8/2021 at 12:00 pm.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	Discussed about the importance and functioning of ICC
4	Through the online mode mentoring of the students are taken on a regular basis.
5	Through online sessions students were made aware of gender equality.
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*Kimaya*  
Coordinator, ICC



**Internal Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Kimaya Shelar
2. Dr.Sagar Gaikwad
3. Akshatha Jain
4. Apurva Mahadik
5. Akshay Mohite
6. Ms. Archana Samarth
7. Anamika Salvi
8. Rachna Sonwane

Dear Sir/Madam,

It is my pleasure to inform you that the 3<sup>rd</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 11/12/2021 at 12:00 pm at principals' cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 2/12/2021



*Kimaya*  
Coordinator, ICC



**AGENDA FOR THIRD MEETING OF ICC**

The following agenda-items shall be discussed in the 3<sup>rd</sup> Meeting of ICC that has been scheduled to be held on 11/12/2021.

Agenda Item	Particulars
1	To discuss about the complaint handling procedure with the members of the committee.
2	To increase the awareness amongst the employees on how the rules have been amended to prevent instances of harassment of women employees.
3	To discuss about women's day celebration 2022.



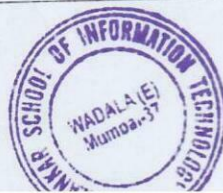
Meeting Schedule Time: 12:00	Starting Time:	12:00 pm		
Meeting of	ICC	Meeting No. 03	Held on	11/12/2021

Members present:

Sr.No	Name of the Member	Signature
1	Dr.Kimaya Shelar	<i>Kimaya</i>
2	Dr.Sagar Gaikwad	<i>Sagar</i>
3	Akshay Mohite	<i>Akshay Mohite</i>
4	Apurva Mahadik	<i>Am</i>
5	Archana Samarth	<i>Archa</i>
6	Anamika Salvi	<i>Anamika Salvi</i>
7	Rachna Sonwane	<i>Rachna</i>

The following agenda-items were discussed in the 3<sup>rd</sup> Meeting of ICC that held on 11/12/2021 at 12:00 pm.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	Complaint handling procedure was discussed among the members of the committee
4	Committee members briefed the staff members about the rules have been amended to prevent instances of harassment of women employees.
5	To celebrate international women's day on 8 <sup>th</sup> March 2022 on the theme #Break the Bias.





6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*Kunaje*  
Coordinator, ICC



**Internal Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Kimaya Shelar
2. Dr. Sagar Gaikwad
3. Akshatha Jain
4. Apurva Mahadik
5. Akshay Mohite
6. Ms. Archana Samarth
7. Anamika Salvi
8. Rachna Sonwane

Dear Sir/Madam,

It is my pleasure to inform you that the 4<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 20/1/2022 at 12:00 pm at principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 12/1/2022



*Kimaya*  
Coordinator, ICC



**AGENDA FOR FORTH MEETING OF ICC**

The following agenda-items shall be discussed in the 4<sup>th</sup> Meeting of ICC that has been scheduled to be held on 20/1/2022.

Agenda Item	Particulars
1	To discuss about the activity to be conducted on health and hygiene of the students.
2	To make the students aware about the importance of women rights.
3	To provide the secure environment for the students and the staffs in the campus



Meeting Schedule Time: 12:00 p.m.		Starting Time:		12:00 pm	
Meeting of	<b>ICC</b>	Meeting No.	04	Held on	20/1/2022

Members present:

Sr.No	Name of the Member	Signature
1	Dr. Kimaya Shelar	<i>Kimaya</i>
2	Akshatha Jain	<i>AJ</i>
3	Akshay Mohite	<i>Akshay Mohite</i>
4	Archana Samarth	<i>Archana</i>
5	Anamika Salvi	<i>Anamika Salvi</i>
6	Rachna Sonwane	<i>Rachna</i>

The following agenda-items were discussed in the 4<sup>th</sup> Meeting of ICC that held on 20/1/2022 at 12:00 pm.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	It was verified that information about the constitution of Mahila Takrar Nivaran Samiti/ICC was uploaded on the display for the information of students and women employees
3	It was decided to conduct the activity related to Women's health and hygiene for the students and staff members.
4	It was decided to make students aware about the women rights.
5	It was noted that till date no such incident which lowers the dignity of girl students or women employees took place or was reported in the institute.
6	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
7	The meeting ended with vote of thanks to the Chair.



*Kimaya*  
Coordinator, ICC



**Internal Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Kimaya Shelar
2. Dr.Sagar Gaikwad
3. Akshatha Jain
4. Apurva Mahadik
5. Anamika Salvi
6. Rachna Sonwane

Dear Sir/Madam,

It is my pleasure to inform you that the 5<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 26/2/2022 at 12:00 pm in X-002. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated:18/02/2022



*Kimaya*  
Coordinator, ICC



**AGENDA FOR FIFTH MEETING OF ICC**

The following agenda-items shall be discussed in the 5<sup>th</sup> Meeting of ICC that has been scheduled to be held on 26/2/2022.

Agenda Item	Particulars
1	Committee reformation
2	To discuss about the objectives to be carried out by the committee.
3	To discuss about the various activities to be carried out by the Committee



Meeting Schedule Time: 12:00 p.m.		Starting Time: 12:00 p.m.	
Meeting of	ICC	Meeting No.	05 Held on 26/2/2022

Members present:

Sr.No	Name of the Member	Signature
1	Dr.Kimaya Shelar	<i>Kimaya</i>
2	Akshatha Jain	<i>AJ</i>
3	Dr.Sagar Gaikwad	<i>Sagar</i>
4	Apurva Me	<i>Am</i>
5	Anamika Salvi	<i>A. Salvi</i>
6	Rachna Sonwane	<i>Rachna</i>

The following agenda-items were discussed in the 5<sup>th</sup> Meeting of ICC that held on 26/2/2022 at 12:00 pm.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	Detailed report of the activity based on Women hygiene was submitted.
3	One-week Workshop for Women on International Women Day celebration was planned.
4	The meeting ended with vote of thanks to the Chair.



*Kimaya*  
Coordinator, ICC



**Internal Complaint Committee (ICC)**

**MEETING AGENDA**

To,

1. Dr. Kimaya Shelar
2. Dr. Sagar Gaikwad
3. Akshatha Jain
4. Apurva Mahadik
5. Anamika Salvi
6. Rachna Sonwane

Dear Sir/Madam,

It is my pleasure to inform you that the 6<sup>th</sup> Meeting of the Internal Complaint Committee of Vidyalankar School of Information Technology is scheduled to be held on 26/3/2022 at 12:00 pm in X-002. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 18/03/2022



*Kimaya*  
Coordinator, ICC



**AGENDA FOR FIFTH MEETING OF ICC**

The following agenda-items shall be discussed in the 6<sup>th</sup> Meeting of ICC that has been scheduled to be held on 26/3/2022.

Agenda Item	Particulars
1	Committee reformation for the next academic year
2	To discuss about the activities conducted.
3	To discuss about the various activities to be carried out by the Committee in the next academic year.



Meeting Schedule Time: 12:00 pm		Starting Time:	12:00 pm	
Meeting of	ICC	Meeting No.	06	Held on 26/3/2022

Members present:

Sr.No	Name of the Member	Signature
1	Dr.Kimaya Shelar	<i>Kimaya</i>
2	Akshatha Jain	<i>AJ</i>
3	Dr.Sagar Gaikwad	<i>Sagar Gaikwad</i>
4	Apurva Mohite	<i>Am</i>
5	Anamika Salvi	<i>A. Salvi</i>
6	Rachna Sonwane	<i>Rson</i>

The following agenda-items were discussed in the 6<sup>th</sup> Meeting of ICC that held on 26/3/2022 at 12:00 pm.

Sr. No.	Minutes of Meeting
1	Chairperson welcomed all the participants of the Meeting.
2	Detailed report of the workshop conducted on occasion of International Women Day..
3	Discussed on the committee members to be added.
4	Discussed about the activities to be conducted in the next academic year.
5.	The meeting ended with vote of thanks to the Chair.



*Kimaya*  
Coordinator, ICC