



BRACT's
Vishwakarma Institute of Information Technology
An Autonomous Institute affiliated to
Savitribai Phule Pune University
Internal Complaints Committee Report
Minutes of Meeting

Date of Conduction: 19.04.22

Time: 11.00 AM

Mode of conduct: Online via Zoom Meeting

Meeting attended by:

1. Prof. Rohini S. Bhalerao-Panajkar Chairperson ICC
2. Ms. Prasanna Invally
3. Mrs. Smita Awale
4. Mrs. Radhika Purandare
5. Mrs. Leena Deshpande
6. Prof. Parikshit Mahalle
7. Mr. Chirag Chhatlani
8. Ms. Nayan Chandak
9. Mr. Ajinkya Ghawale

Mrs. Aparna Subhedar and Mrs. Hemlata Bankar did not attend the meeting.

The meeting commenced at 11 am with all above mentioned members joining in an online meet. As the committee was newly formulated effective from the A.Y. 21-22, all the members introduced themselves.

Prof. Rohini S. Bhalerao-Panajkar, Chairperson ICC, welcomed the newly formulated committee members to the meeting.

Points on the Agenda and resolutions taken.

Point 1. Review of MoM of Meeting conducted on 15.02.21 & Action taken report

The Chairperson read out the salient points in the MoM of the meeting conducted on 15.02.21 and gave the action taken report.

All members took note of the same.



Point 2. Activities to be conducted for creating awareness of ICC and harassment of women.

Mahalle Sir commented on increasing the awareness of ICC amongst students through the Batch Guardians. Mrs. Leena Deshpande also commented on the same and mentioned that it was her observation that few girl students who had faced some difficulties would resolve the issues amongst themselves and were to a large extent unaware of ICC and the procedure for lodging complaints. Mrs. Smita Awale was of the opinion that awareness sessions be held not only for students but also for employees of both genders, at least once a year. Ms Prasanna Invally stated that display boards be put up at prominent spots in the institute and at the entrance of every department; that the also mention that 'confidentiality is assured' to the complainant. She also suggested that a poster competition be held amongst students on the theme 'Safe Spaces' creating an awareness of the requirement and sensitizing the students towards the issue in the campus. Mrs. Leena Deshpande suggested that a separate official mailid be created for ICC to receive and address official communication and also shared information about self defence workshop that Women Empowerment Cell had planned for girl students.

It was resolved that an offline awareness program be conducted especially for First Year students of both genders. That Class and Batch Representatives also attend the same and carry the message to the rest of the students helping spread awareness of ICC.

It is also resolved that a separate awareness session be held for staff of both genders.

A poster competition will also be held on 'Safe Spaces' this semester.

All members seconded the above resolution.

Point 3. Precautions to be taken while using digital platforms.

Though this point was more relevant when classes were conducted in online mode, it still needs attention due to the hybrid mode of interaction with students and staff alike. It was thought that there is a necessity to create an awareness as to what precautions needed to be taken by students when in online mode. Ms Prasanna suggested that 'Digital Harassment' be included in the awareness creating activity that was planned for the students.

It is, therefore, resolved that 'Digital Harassment and Precautions to be taken' be included in the activity being planned for the students.

Point 4. Follow up on updating of information regarding ICC on the institute website.

Ms Prasanna Invally suggested that a document on ICC be prepared and approved by the members before displaying the information on the institute website. The information should include (i) UGC Guidelines on Sexual Harassment (ii) Posch Act and Law (iii) Procedure for submitting a sexual harassment complaint with guidelines on who can submit it including format for submission of complaint/s.

It is resolved that a document be prepared by all and shared for approval before displaying on the institute website. That Prof. Mahalle drafts the process and the complaints format to add to the document.

Point 5. Any other points with the permission of the chair

1. Ms Prasanna Invally commented on the amendment of Internal Complaints Committee to Internal Committee (Ref: The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013; Ammendments as notified in the Gazettee). It is therefore resolved that, in line with the amendment, the committee will, henceforth, be formally addressed, as the **Internal Committee**. She also added that this is a statutory body addressing complaints/sexual haraasment faced by women only as stated in the UGC guidelines.

It is resolved that the Internal Complaints Committee be officially addressed as the Internal Committee.

2. Mrs. Smita Awale reminded the committee that an Annual Report for the Calendar Year be submitted in the 1st week of January of the subsequent year to the following:
 - (i) District Officer. -
[Sexual Harassment of Women (PPR) Act,2013]
District Women and Child development Office, Pune District.
 - (ii) Deputy Collector
(District Officer for Pune district under the POSH act)

Chairperson ICC replied that this was statutory compliance and was complied with every year.

S/d

Prof. Rohini S. Bhalerao-Panajkar

Presiding Officer Internal Complaints Committee

Internal Complaint Committee (ICC) meeting was scheduled on Monday, 15/02/2021 at 4.15 pm in online mode. Following members were present for the same

- | | |
|------------------------------|-----------------------------|
| 1. Prof. Rohini Panajkar | Presiding Officer, VIIT |
| 2. Prasanna Invally | Senior Manager at BJS (NGO) |
| 3. Ms. Smita S. Awale | Legal Assistant, VU |
| 4. Dr. Radhika. G. Purandare | Secretary, VIIT |

Agenda

1. Activities to be conducted for 2020 -21.
2. Precautions to be taken while using digital platforms.
3. Information regarding ICC on the institute website.
4. Any other points with the permission of the chair

Minutes of the meeting

- Prof Panajkar welcomed all at the start of the session
- Ms Prassana Invally informed that Annual Report for 2020 need to be submitted to district officials
- She further stressed the importance of conducting the awareness session on 'Sexual Harassment' for students. It was decided during the discussion that topics such as digital etiquettes, cyber security could also be included in this address. She agreed to conduct an interactive session for students.
- Prof Panajkar explained that she would discuss with the Director to plan the session for rest of the students of VIIT
- Prof Panajkar proposed creating a homepage for this activity on institute website. It was welcomed by all. It could have details of committee members, government notifications, complaint format and other relevant material.
- Ms Prassana Invally explained that policies regarding sexual harassment must be formed and that they should be uniform across all institute under VISHWAKARMA Group. Mrs Smita Awale has agreed to shoulder the responsibility to form these policies
- Ms Prassana Invally clarified that the name, **Internal Complaint Committee** has been changed to **Internal Committee** and she will provide the documents to support the same. She also agreed to provide the draft of Saksham report
- The meeting ended after Prof. Panajkar assured to conduct regular Internal Complaint Committee meeting.



Dr. Rohini S. Bhalerao-Panajkar
Chairman, ICC Committee

**Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology**

Minutes of Meeting of Internal Complaint Committee

Date: 18.09.2020

Meeting of the Internal Complaint Committee was conducted on Friday, 18.09.2020 at 10.30 a.m. at IQAC Cell.


The following Members were present :

- | | | |
|--|---|----------|
| 1. Dr. (Mrs.) R.S. Bhalerao - Panajkar | - | Chairman |
| 2. Adv. Smita Awale | - | Member |
| 3. Dr. P. B. Kulkarni | - | Member |
| 4. Dr. (Mrs.) R. G. Purandare | - | Member |

Meeting was conducted successfully, no case has been reported/found in 2019-20.

The meeting was concluded with thanks to the Chairman.




Dr. (Mrs.) R. S. Bhalerao - Panajkar
Chairman

Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology, Pune
 (An Autonomous Institute Affiliated to Savitribai Phule Pune University)
 (Approved by AICTE, New Delhi)

**Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology**

Minutes of Meeting of Ladies Grievance Cell

Date : 23.03.2018

Meeting of the Internal Complaint Committee (ICC) - Ladies Grievance Cell was conducted on Wednesday, 21.03.2018 at 2.00 p.m. at Conference Room, E & AS Dept..

The following Members were present :

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|--|---|-------------------|
| 1. Dr. (Mrs.) Rohini S. Bhalerao – Panjkar | - | Presiding Officer |
| 2. Dr. Prakash B. Kulkarni | - | Member |
| 3. Mrs. Prasanna Invally | - | Member – NGO |
| 4. Adv. (Mrs.) Smita Awale | - | Member – Legal |
| 5. Mrs. Radhika G. Purandare | - | Member Secretary |

Following Points were discussed :

1. Review of Minutes of the previous meeting

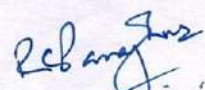
Nil

2. Any other points with the permission of the Chair.

Nil.

The meeting was concluded with thanks to the Presiding Officer.




(Dr. (Mrs.) R.S. Bhalerao – Panajkar),
Presiding Officer

**Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology**

Minutes of Meeting of Ladies Grievance Cell

Date : 17.11.2017

Meeting of the Ladies Grievance Cell was conducted on Monday, 15.11.2017 at 2.00 p.m. at Conference Room,, E & AS Dept..

The following Members were present :

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|--|---|----------|
| 1. Dr. (Mrs.) R.S. Bhalerao - Panajkar | - | Chairman |
| 2. Mrs. P.R. Rege | - | Member |
| 3. Mrs. V.V. Kulkarni | - | Member |
| 4. Mrs. P.H. Kulkarni | - | Member |
| 5. Mr. R.C. Bhagat | - | Member |
| 6. Mrs. K.U. Kakade | - | Member |
| 7. Lady Representative (L.R.) | - | Member |

Following Points were discussed :

1. Review of Minutes of the previous meeting


Nil

2. Any other points with the permission of the Chair.

Nil

The meeting was concluded with thanks to the Chairman.




(Dr. (Mrs.) R.S. Bhalerao - Panajkar)
Chairman