

Internal Complaint Committee Report AY 2023-24

Introduction

Internal Complaint committee constituted to provide protection against discrimination and sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassments and for the matters connected therewith. The internal complaint committee has been constituted in RMD Sinhgad Technical Institute Campus, Warje, Pune 411058.

The Internal Complaint Committee is also responsible to resolve issues for Gender Sensitization and Complaints against Sexual Harassment, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions. The committee shall address discriminatory behavior including Sexual Harassment that they observe or of which they become aware of. Committee composition consists of representatives from faculty, staff, students.

Objective of the cell:

Following are the important objectives of ICC.

1. To sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct.
2. To oversee the functioning of the Internal Complaint Committee act as a dedicated task force that can constantly monitor the existing (security) arrangements.



About Internal Complaint Committee Cell:

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 about sexual harassment of women in the workplace, this Department had duly constituted a Complaint Committee for considering complaints of sexual harassment of women working in the Department of Science and Technology. This Committee in the Department has now been re-constituted on 12th July, 2017 for considering complaints of sexual harassment of women employees. The committee must be headed by a woman employee of senior level in the company. Along with the Head of the committee, a minimum of two employees has to be part of that committee. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

Functions: The Internal Complaints Committee has two major functions:

1. Preventive

- To work towards creating an atmosphere promoting equality, non-discrimination, and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.

2. Remedial

- To receive and take cognizance of complaints made about sexual harassment at the Institute and give every complaint serious consideration.
- Crisis Management, and Counselling
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.



Responsibilities

Establish a system for receiving, processing and addressing all information concerning incidents related to Sexual harassment at workplace. Formulate guidelines for employees and conduct awareness programs of Sexual harassment at workplace and role of ICC committee. Inform the management regarding safety measures of employees and maintain comprehensive records, statements, actions and other correspondence related to the complaint received to Internal Complaint Committee. Overseeing the proper functioning and implementing a monitoring mechanism of ICC committee.

Internal Complaint Committee:

Sr No	Name of The Committee Member	Designation	E-mail ID
1	Dr. Swati Vijay	Dean MBA, RMDSTIC Mobile No – 91-9860383390	Chairman
2	Dr. Devyani Ingale	Asso. Professor, RMDSTIC Mobile No – 91- 9766311616	Presiding Officer
3	Mrs. Sweta Kale	HOD, IT, RMDSTIC	Member (Faculty)
4	Mrs. Nandini Dhole	Asst. Professor, RMDSTIC Mobile No- 91-9922772243	Member (Faculty)
5	Mrs. Aparna Bhadke	Lab Tech. RMDSTIC Mobile No-91-9518987953	Member
6	Mr. Shivnath Khedkar	Peon, RMDSTIC Mobile No- 91-7722003223	Member
7	Mr. Shreenidhi Pawar	UG Student RMDSTIC Mobile No – 91- 8422979626	Member
8	Mr. Niranjn Rindhe	PG Student, RMDSTIC Mobile No. 91-8087072525	Member
9	Mr. Yuvraj Bharam	PG Student, RMDSTIC Mobile No – 91-9673872531	Member



Meeting with Students:



Guiding to the girl students



During the Guidance




DEAN
RMD SINHGAD SCHOOL OF MANAGEMENT STUDIES
WARJE, PUNE 411 058

Notice

Date: 25/04/2024

All Internal Complaint Committee members are hereby informed that committee meeting is scheduled at 26/04/2024

Venue : Room No- 614 , Sixth Floor.

Time 2.00PM

Agenda :

1. Overview of Anti sexual Harassment activities conducted during AY 2023-24
2. Preparation of ICC committee NIL report as no complaints received in AY 2023-24
3. Any other point related to ICC at last moment



Dr. Swati Vijay
Dean, MBA, RMDSTIC
Chairman (Internal Complaint Committee)



Dr. V. V. Dixit
Director
RMDSTIC





Sinhgad Institutes

Sinhgad Technical Education Society's RMD SINHGAD TECHNICAL INSTITUTES CAMPUS

(Approved by AICTE & Affiliated to Savitribai Phule Pune University, Pune)

Off.: S. No. 111/1, Warje, Pune-Mumbai Bypass Highway, Pune – 411 058.

Phone: 020-29996622/33 E-mail: principal.rmdssoe@sinhgad.edu Website: rmdstic.sinhgad.edu

Internal Complaint Committee – AY 2023-24

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Minutes of Meetings Internal Complaint Committee AY 2023-24

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1. Overview of Anti sexual Harassment activities conducted during AY 2023-24
2. Preparation of ICC committee NIL report as no complaints received in AY 2023-24
3. Any other point related to ICC at last moment

Discussion in the meeting:

Dr. Swati Vijay, Chairman, Internal complaint Committee has given a brief introduction and informed about the activities carried out by Anti Sexual Harassment committee in the academic year 2023-24. Awareness programs for Girl students and teaching and Non teaching staff were conducted by Anti sexual Harassment Committee.

Due to Conducive and safe working environment in the institute, ICC committee has not received any complaint.

Dr. Swati Vijay appreciated efforts taken by members of ICC committee in the Academic year 2023-24 and proposed vote of thanks to all members and concluded the meeting.

A separate sheet is attached of the attendance of committee members who were present for the meeting



Dr. Swati Vijay
Dean, MBA, RMDSTIC
Chairman (Internal Complaint Committee)



Dr. V. V. Dixit
Director
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Regd. Off. : STE Society, 19/15, Erandwane, Smt. Khilare Marg, Off. Karve Road, Pune - 411 004 Web : www.sinhgad.edu



Attendance for Meeting on 26/04/2024
Internal Complaint Committee AY 2023-24

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Notice

Date: 08/08/2023

All Internal Complaint Committee members are hereby informed that committee meeting is scheduled at 09/08/2023

Venue : Room No- 614 , Sixth Floor.

Time 2.00PM

Agenda :

1. Understanding roles and responsibilities of ICC committees
2. Creating awareness among students and staff regarding Sexual Harassment at workplace and importance of ICC committee with the help of Anti Sexual Harassment Committee
3. To promote and facilitate measures to create a work environment that is free of sexual harassment

Dr. Swati Vijay

Dean, MBA, RMDSTIC

Chairman (Internal Complaint Committee)

Dr. V. V. Dixit

Director

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Discussion in the meeting:

Dr. Swati Vijay, Chairman, Internal complaint Committee has given a brief introduction and explained the importance and functioning ICC committee to all members. The roles and responsibilities of all committee members are also explained and there are like follow,

- To Provide information regarding counseling and support systems in our campus and to give awareness about sexual harassment.
- To explain procedure for approaching the cell for girl students and female employee.

Dr. Swati Vijay has given votes of thanks to all members and concluded the meeting.


A separate sheet is attached of the attendance of committee members who were present for the meeting


Dr. Swati Vijay

Dean, MBA, RMDSTIC

Chairman (Internal Complaint Committee)




Dr. V. V. Dixit
Director
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