



BRACT's

**Vishwakarma College of Arts, Commerce &  
Science Kondhwa Bk, Pune.**

**Minutes of Meeting of Internal Complaint Committee**

Date: 17.11.2017

Meeting of the Internal Complaint Committee was conducted on Monday, 15.11.2017 at 2.00 PM at Conference Room.

The following Members were present:

1. Dr. Arun R. Patil	Chairperson
2. Mrs Anjum Patel	SWO
3. Dr. Shital Mantri	Member
4. Mr Sudhir Chitnis	Member
5. Mr Suresh Sase	Member
6. Mrs Vaishali Barse	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.

**IQAC Coordinator**



**Principal**

**Dr. Arun R. Patil**  
**PRINCIPAL**  
Vishwakarma College of Arts  
Commerce & Science  
Kondhwa (Bk.), Pune - 411 048.



BRACT's

**Vishwakarma College of Arts, Commerce & Science  
Kondhwa Bk, Pune.**

**Minutes of Meeting of Internal Complaint Committee**

Date: 23.03.2018

Meeting of the Internal Complaint Committee (ICC) was conducted on Wednesday, 21.03.2018 at 2.00 p.m. at Conference Room.

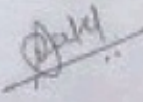
The following Members were present:

1. Dr. Arun R. Patil	Chairperson
2. Mrs Anjum Patel	SWO
3. Dr. Shital Mantri	Member
4. Mr Sudhir Chitnis	Member
5. Mr Suresh Sase	Member
6. Mrs Vaishali Barse	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 Chairperson.

  
IQAC Coordinator



  
Principal  
**Dr. Arun R. Patil**  
PRINCIPAL  
Vishwakarma College of Arts  
Commerce & Science  
Kondhwa (Bk.), Pune - 411 048.



**BRACT's**

**Vishwakarma College of Arts, Commerce & Science  
Kondhwa Bk, Pune.**

**Minutes of Meeting of Internal Complaint Committee**

Date: 26.03.2019

Meeting of the Internal Complaint Committee was conducted on Monday, 26.03.2019 at 10.45 AM in online mode.

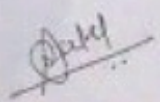
The following Members were present:

1. Dr. Arun R. Patil	Chairperson
2. Mrs Anjum Patel	SWO
3. Dr. Shital Mantri	Member
4. Mr Sudhir Chitnis	Member
5. Mr Suresh Sase	Member
6. Mrs Vaishali Barse	Member

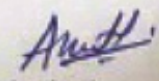
Following Points were discussed:

- 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.

  
IQAC Coordinator



  
Principal  
**Dr. Arun R. Patil**  
PRINCIPAL  
Vishwakarma College of Arts  
Commerce & Science  
Kondhwa (Bk.), Pune - 411 048.



BRACT's

**Vishwakarma College of Arts, Commerce & Science  
Kondhwa Bk, Pune.**

**Minutes of Meeting of Internal Complaint Committee**

Date: 18.09.2020

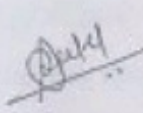
Meeting of the Internal Complaint Committee was conducted on Friday, 18.09.2020 at 10.30 a.m. at Conference Room.

The Following Members were present

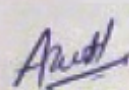
- |                      |             |
|----------------------|-------------|
| 1. Dr. Arun R. Patil | Chairperson |
| 2. Ms Vaishali Barse | SDO-Member  |
| 3. Dr. Shital Mantri | Member      |
| 4. Mr Sudhir Chitnis | Member      |
| 5. Mr Suresh Sase    | Member      |
| 6. Mrs Anjum Patel   | Member      |

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

The meeting was concluded with thanks to the Chairman.

  
IQAC Coordinator



  
Principal

**Dr. Arun R. Patil**  
PRINCIPAL  
Vishwakarma College of Arts  
Commerce & Science  
Kondhwa (Bk.), Pune - 411 048.





**BRACT's  
Vishwakarma College of Arts, Commerce &  
Science Kondhwa Bk, Pune.**

**Minutes of Meeting of Internal Complaint Committee**

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

1. Dr. Arun R. Patil	Chairperson
2. Ms Vaishali Barse	SDO-Member
3. Dr Shital Mantri	Member
4. Mr Sudhir Chitnis	Member
5. Mr Suresh Sase	Member
6. Mrs Anjum Patel	Member

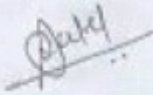
**Agenda**

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

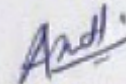
**Minutes of the meeting**

- Prof Vaishali Barse welcomed all at the start of the session
- Prof Vaishali Barse informed that Mutual 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.
- Dr. Shital Mantri explained that she would discuss with the Director to plan the session for rest of the students of VCACS.
- Mrs. Anjum Patel 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.
- Mr Sudhir Chitnis explained that policies regarding sexual harassment must be formed and that they should be uniform across all institute under VISHWAKARMA Group. Mrs Vaishali Barse has agreed to shoulder the responsibility to form these policies.

- Mrs Vaishali Barse 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 Dr. Arun R. Patil assured to conduct regular Internal Complaint Committee meeting.



**IQAC Coordinator**



**Principal**

**Dr. Arun R. Patil**  
**PRINCIPAL**  
Vishwakarma College of Arts  
Commerce & Science  
Kondhwa (Bk.), Pune - 411 048.





**BRACT's**  
**Vishwakarma College of Arts, Commerce & Science**  
**Kondhwa Bk, Pune.**

**Internal Compliance Committee Report**

**Minutes of Meeting**

**Date of Conduction: 19.04.2022**

**Time: 11.00 AM**

**Mode of conduct: Online via Zoom Meeting**

**Attended by:**

1. Dr. Arun R. Patil
2. Ms Vaishali Barse
3. Dr Shital Mantri
4. Mr Sudhir Chitnis
5. Mr Suresh Sase
6. Mrs Anjum Patel

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.

**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.**

Dr. Arun Patil commented on increasing the awareness of ICC amongst students through the Batch Guardians. Mrs. Vaishali Barse 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. Anjum Patel 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, Dr. Shital Mantri 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. She also suggested that a separate official mailid be created for ICC to receive and address official communication and also shared information about self defense 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 awareness as to what precautions needed to be taken by students when in online mode. Mrs. Vaishali Barse 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.**



Mrs. Vaishali Barse 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. Vaishali Barse drafts the process and the complaints format to add to the document.**

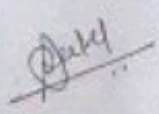
**Point 5. Any other points with the permission of the chair**

1. Prof. Vaishali Barse 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; Amendments as notified in the Gazette). 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 harassment faced by women only as stated in the UGC guidelines.

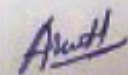
**It is resolved that the internal Complaints Committee be officially addressed as the Internal Committee.**

1. Mrs. Anjum Patel 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.

  
IQAC Coordinator



  
**Principal**  
**Dr. Arun R. Patil**  
**PRINCIPAL**  
Vishwakarma College of Arts  
Commerce & Science  
Kondhwa (Bk.), Pune - 411 048.