

VSIT | 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 1st 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



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Coordinator, ICC

AGENDA FOR FIRST MEETING OF ICC

The following agenda-items shall be discussed in the 1st 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



Schedule Time: 11:00 am	Starting Time:	11:00 am		
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 1st 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.



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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 2nd 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



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Coordinator, ICC

AGENDA FOR SECOND MEETING OF ICC

The following agenda-items shall be discussed in the 2nd 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 2nd 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.



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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 3rd 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



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Coordinator, ICC

AGENDA FOR THIRD MEETING OF ICC

The following agenda-items shall be discussed in the 3rd 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 3rd 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.



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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 4th 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



Coordinator, ICC

AGENDA FOR FOURTH MEETING OF ICC

The following agenda-items shall be discussed in the 4th 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.



Schedule Time : 1:30 pm	Starting Time :	1:30 pm			
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 4th 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.




Coordinator, ICC



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 5th Meeting of the Internal Complaint Committee of Vidyalankar 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



Coordinator, ICC

AGENDA FOR FIFTH MEETING OF ICC

The following agenda-items shall be discussed in the 5th Meeting of ICC that has been scheduled to be held on 22/2/2021.

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
3	An online interaction on "Choose to Challenge" by one of the IAS/IPS Officer



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 5th 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.



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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 6th 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



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Coordinator, ICC

AGENDA FOR SIXTH MEETING OF ICC

The following agenda-items shall be discussed in the 6th 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



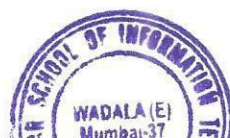
Schedule Time : 10:00 am		Starting Time :		10:00 am	
ICC		Meeting No.	06	Held on	12/4/2021

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 6th 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 MahilaTakrar 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.



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Coordinator, ICC