



Internal Complaint Committee for prevention and redressal of Sexual harassment:

The Internal Complaint Committee once constituted, plays a pivotal role in the effective implementation of the provisions at the workplace.

Functions & Responsibilities of Internal complaint Committee:

A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti–Sexual Harassment Policy at the workplace.
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.).
- Bring about awareness about what comprises ‘sexual harassment’ at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively.
- Provide the victims with a safe and accessible mechanism of complaint.
- Initiation of inquiry at the earliest.
- Redress the complaints in a judicious manner.
- Provide interim relief to the complainant.
- Provide an opportunity for conciliation wherever possible.
- Stick to the principles of natural justice at all stages of the proceedings.
- Whenever required, forward the complaint to the police.
- Submit the inquiry report along with recommendations.
- Maintain confidentiality in regard to the proceedings taking place before the Committee



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Vishwakarma Institute of Technology, Pune 37
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(An autonomous Institute affiliated to Savitribai Phule Pune University)
666, Upper Indiranagar, Bibwewadi Pune -411 037.

No. : VI/Committees/2022-23/ 240

Date : 01-08-2022

OFFICE ORDER :

It has been decided to constitute **Internal Complaint Committee (ICC)** – Ladies Grievance Cell as per directives of The **Sexual Harassment of Women at Workplace** under UGC guidelines. The following staff members will work in this committee until further orders.

Sr.No.	Designation	Name of the Member	Department
1.	Presiding Officer	Prof.(Mrs.)K.S. Degaonkar	E & TC
2.	Member	Prof. Mr.R.A.Waikar	Dean Administration
3.	Member (Non teaching)	Adv. (Mrs.) Smita Awale	Legal Officer
4.	Member (External-NGO)	Mrs. Prasanna Invally	External
5.	Member Secretary	Prof.(Mrs.) S.D. Sobale	DESH
6.	Member (Non teaching)	Mrs. M.S. Wakchaure	Instrumentation
7.	Member(Diva Club)	Ms. Anushka Shinde	Student Council
8.	Member(CP-EPEC)	Mr. Anmol Warikoo	Student Council
9.	Member(Diva Club)	Ms. Nivedita Deshmukh	Student Council




Dr. E.M. Jalnekar
Director

Copy to concerned members, for information and necessary action



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Student Grievance Redressal Committee:

Functions & Responsibilities of Grievance Redressal Committee:

- To receive complaints regarding any kind of grievances.
- To examine the truth of the complaint and suggest appropriate actions.
- To forward recommendations for implementation.



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No. : VI/Committees/2022-23/ 240

Date : 01-08-2022

OFFICE ORDER :

A committee consisting of following staff members is constituted to look after the activities of **Students' Grievance Cell**.

The following staff members will work in this committee until further orders.

Sr.No.	Designation	Name of the Member	Category
1.	Director	Prof. (Dr). R.M. Jalnekar	Chairman
2.	Dean-Administration	Prof. (Dr). R. A. Waikar	Member
3.	Assistant Prof-DESH	Prof. (Dr). S. S. Sawant	Member
4.	Registrar	Prof.G.D.Korwar	Member
5.	Assistant Prof-IT	Prof. D.R Deshpande	Member
6.	Student member Chairperson EPEC	Mr. Anmol Warikoo	Member
7.	Ladies representative Student	Ms. Anushka Shine	Member
8.	Dean Student Activity	Prof. (Dr) R.J.Dhake	Member Secretary




Dr. R.M. Jalnekar
Director
Vishwakarma Institute of Technology,
Pune

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Antiragging Committee:

Functions & Responsibilities of Anti-Ragging Committee:

- To ensure compliance with the provisions of Anti-Ragging regulations as well as the provisions of any law for the time being in force concerning ragging.
- To monitor and oversee the performance of the Anti-Ragging Squad in the prevention of ragging in the institution.
- To carry out regular checks for any ragging activity.
- To carry out surprise checks anti-ragging- prohibited zones



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No. : VI/Committees/2022-23/240

Date : 01-08-2022

OFFICE ORDER :

A committee consisting of following staff members is constituted to look after the activities of **Antiragging Committee**.

The following staff members will work in this committee until further orders.

Sr.No.	Designation	Name of the Member	Category
1	Chairman	Prof. (Dr). R.M. Jalnekar	Director
2	Member-Teaching	Prof.Smt. K.S.Degaonkar	Assistant Prof. E&TC
3	Member-Teaching	Prof. (Dr). N.S.Kulkarni	Assistant Prof-Mechanical
4	Member-Student	Mr. Anmol Warikoo	Student member GS Chairperson EPEC
5	Member-Student	Ms. Anushka Shinde	Ladies representative Student
6	Member-Media	Mr.Santosh Gogavale	AGM, Sakal Paper Ltd
7	Member-NGO	Mr. Jayesh Bhangdiya	Co-founder Increment Jobs VOICE
8	Member-Police	Ex-officio (Police Representative)	Bibwewadi Police Station
9	Member-Parent	Mr.Milind Ujlambkar	Consultant TCS
10	Member Non-teaching	Mr. RN.Badhe	Office Supdt.
11	Member Secretary	Prof. (Dr.) R J. Dhake	Dean - Student Activities



Dr.R.M.Jalnekar
Director

Vishwakarma Institute of Technology, Pune

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Antirragging Squad:



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No. : VI/Committees/2022-23/240

Date : 01-08-2022

OFFICE ORDER :

A committee consisting of following staff members is constituted to look after the activities of **Antirragging-squad**.

The following staff members will work in this committee until further orders.

Sr.No.	Designation	Name of the Member	Category
1.	Dean-Administration	Prof. (Dr). R. A. Waikar	Member
2.	Assistant Prof-Mechanical	Prof. (Dr). N.S.Kulkarni	Member Secretary
3.	Registrar	Prof.G.D.Korwar	Member
4.	Dean Student Activity	Prof. (Dr) R.J.Dhake	Member
5.	Office Superintendent	Mr.R.N.Badhe	Member
6.	Mr.M.A.Pandkar	In-charge of Sports	Member




Dr. R.M. Jalnekar
Director
Vishwakarma Institute of Technology,
Pune

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