

Internal Complaints Committee(ICC)

POLICY FOR PREVENTION OF SEXUAL HARRASSMENT AT THE WORKPLACE

NOTICE

As per AICTE/DTE-MH/University of Mumbai norms M.C.T.'s Rajiv Gandhi Institute of Technology, Mumbai has constituted the Internal Complaints Committee (ICC) for the AY 2017-2018 as follows:

Sr.No.	Name Of The Faculty/Officer	Designation	Role
01	Dr. Neeta Kapse	Teaching -Female	Convener
02	Prof.Poonam Sonar	Teaching -Female	Secretary
03	Prof.D.K. Chakradev	Teaching-Male	Member
04	Ms Manisha Warade	Non-Teaching -Female	Member
05	Ms Sunita Bharamibe	Non-Teaching-Female	Member
06	Mr. Santosh Ghatkar	Non-Teaching-Male	Member
07	Dev Anant	Student-Male	Member
08	Joshi Mrudula Dhananjay	Student-Female	Member
09	Dongare Komal Yogesh	Student-Female	Member
10	Dr.Vishakha Deshmukh	External -Counsellor	Member

List of Counsellors/Advisors:

1. Dr.Vishakha Deshmukh (Obstetrician & Gynaecologist)
2. Prof. D.K.Chakradev -Freelance Psychological Counsellor

Note: If any female employee or student has any grievance/s, she may lodge her complaint in writing to any of the ICC committee members for necessary action. The necessary redressal action shall come into force with immediate effect.


Dr. Neeta D. Kapse
Convener-WDC-ICC


Dr. Udhav Bhosle
Principal



Internal Complaints Committee(ICC)

POLICY FOR PREVENTION OF SEXUAL HARRASSMENT AT THE WORKPLACE

Sanctions and Disciplinary Measures

Anyone who has been found to sexually harass another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Adverse performance evaluation
- Reduction in wages
- Transfer
- Demotion
- Suspension
- Dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this Policy

The Institute will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new-employees must be trained on the content of this policy as part of their induction into the institute.

Every year, Institute will require all employees to attend a refresher-training course on the content of this policy.

It is the responsibility of ICC –WDC to ensure that all his/her employees are aware of the policy.

Monitoring and Evaluation

Institute recognises the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. Because of this report, the institute will evaluate the effectiveness of this policy and make any changes needed.



MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
VERSOVA, ANDHERI (W), MUMBAI - 400053

**WOMEN DEVELOPMENT CELL
NOTICE**

DATE: 16th March 2018

All the ladies teaching and non-teaching staff members are hereby informed that an **Entertainment Program** for Ladies is to be arranged on **26th March 2018** during the ZODIAC festival at **2.00 p.m.** onwards.

Ladies, this program is organized by the ladies for the ladies, hence looking forward for your active participation.

So, all the ladies staff members are requested to give their names for the following events on or before **20th March 2018**.

List of Events of the program is mentioned behind.

TIME : 3 p.m. - 5 p.m.

VENUE : SEMINAR HALL

21/3/2018
Dr. R. V. Kapse
Convener, Students Affair
& Cultural Festival.

Kapse

Dr. Neeta Kapse

Convener, W.D.C., R.G.I.T.

Udhav Bhosle

Dr. Udhav Bhosle

Principal

Copy to,

1. H.O.D. - APP.SCI. *for (Ues)*
2. H.O.D. - COMP. *for*
3. H.O.D. - EXTC. *for*
4. H.O.D. - INST. *for*
5. H.O.D. - I.T. *for*
6. H.O.D. - MECH. *for*
7. T&P - *for*
8. LIB *for*
9. ACCT
10. ADMIN *for*

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
VERSOVA, ANDHERI (W), MUMBAI - 400053

WOMEN DEVELOPMENT CELL Seminar on "Aging with Grace"

NOTICE

DATE: 6th March 2018

All the ladies teaching and non-teaching staff members and all girl students are hereby informed that on the occasion of **International Women's Day**, a seminar on "**Aging with Grace**" by Dr. Vishakha Deshmukh (Obstetrician/Gynaecologist) has been organized jointly by W.D.C. and I.E.T.E., R.G.I.T. on Thursday 8th March 2018 at 1.30 pm.

* All ladies staff are requested to be present for the seminar and ask queries regarding your health.

TIME : 1.30 pm to 3.30 pm

VENUE : SEMINAR HALL



Dr. Neeta Kapse
Convener, W.D.C., R.G.I.T.



Prof. S. T. Sutar
Convener, I.E.T.E., R.G.I.T.



Dr. Udhav Bhosle
Principal

Copy to,

1. H.O.D. - APP.SCI.
2. H.O.D. - COMP. *for Bakhwaad*
3. H.O.D. - EXTC. ~~for Bakhwaad~~
4. H.O.D. - INST. *(S) for Bakhwaad*
5. H.O.D. - I.T.
6. H.O.D. - MECH. *for Bakhwaad*
7. WS
8. T&P *for Bakhwaad*
9. EXAM
10. LIB *for Bakhwaad*
11. STORE/ESTATE *for Bakhwaad*
12. ACCT. ~~for Bakhwaad~~
13. ADMIN. ~~for Bakhwaad~~

*circulate to ladies staff
and put on M.B*

(S) for Bakhwaad

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
VERSOVA, ANDHERI (W), MUMBAI - 400053

WOMEN DEVELOPMENT CELL NOTICE

Date: 21/2/18







All the Women Development Cell committee members of are requested to attend the meeting on 21st Feb.2018 at 2.15pm in Chemistry Lab.

Agenda:

1. To plan organization of seminar ' International Women's Day' on 08 March 2018.
2. To plan an event for ladies during cultural function.


Dr. Neeta Kapse
Convener

Circulated to:

Sr.No	Name of the Staff	Signature
1	Prof. Jyoti Deshmukh	
2	Prof. Poonam Sonar	
3	Prof. Priyanka Deshmukh	
4	Prof. Vidya Kamankar	
5	Mrs. Jayshree Patil	
6	Mrs. Manisha Warade	

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
WOMEN DEVELOPMENT CELL

VERSOVA, ANDHERI (W), MUMBAI – 400053

MINUTES OF THE MEETING







Date: 21/2/18

(Minutes of the WDC meeting conducted on 21st Feb. 2018 at 12.30pm in AC LAB.)

1. The convener –WDC proposed that a seminar will be organized for female staff and students of the institute for creating awareness regarding common health problem.
 2. All the members unanimously agreed to the decision and decided to plan a seminar.
 3. Preparation of Program schedule ----- Prof. Jyoti Deshmukh & Mrs. Manisha Warade
 4. Attendance sheet ----- Prof. Priyanka Deshmukh.
 5. Feedback form----- Prof. Vidya Kamankar.
 6. Distribution, collection and filing of above documents --- Mrs. Priyanka Deshmukh..
 7. Gift /amount for guest ----- Mrs. Jayashree Patil.
 8. Direction and training for Anchoring ----- Prof. Poonam Sonar.
 9. Hospitality----- Students.
- The meeting ended with vote of thanks to the chair.



Dr. Neeta Kapse
Convener

Sr.No	Name of the Staff	Signature
1	Prof. Jyoti Deshmukh	
2	Prof. Poonam Sonar	
3	Prof. Priyanka Deshmukh	
4	Prof. Vidya Kamankar	
5	Mrs. Jayshree Patil	
6	Mrs. Manisha Warade	

WOMEN DEVELOPMENT CELL

NOTICE

Date: 12/2/18

All the Women Development Cell committee members of are requested to attend the meeting on 12th Feb.2018 at 2.15pm in Chemistry Lab.







Agenda:

1. Program planning.
2. Any other issues regarding women.


Dr. Neeta Kapse
Convenor, WDC
RGIT

Dr. Udhav Bhosle
Principal

Circulated to:

Sr.No.	Name of the Staff	Signature
1	Prof. Jyoti Deshmukh	
2	Prof. Poonam Sonar	
3	Prof. Priyanka Deshmukh	
4	Prof. Vidya Kamankar	
5	Mrs. Jayshree Patil	
6	Mrs. Manisha Warade	

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

VERSOVA, ANDHERI (W), MUMBAI - 400053

WOMEN DEVELOPMENT CELL

MINUTES OF THE MEETING








12/2/2018

(Minutes of the WDC meeting conducted on 12th Feb.2018 at 12.30pm in AC LAB.)

1. The convener -WDC proposed that a special event will be organized for female staff of the institute for providing platform to them for nurturing their talent and skills.
2. All the members unanimously agreed to the decision and decided to plan a cultural event on 26th March 2018 during Zodiac festival-2018.
The meeting ended with vote of thanks to the chair


Dr. Neeta Kapse
Convener

MEMBERS PRESENT:

Sr.No	Name of the Staff	Signature
1	Prof. S.T.Sutar, Convener, I.E.T.E.	
1	Prof. Jyoti Deshmukh	
2	Prof. Poonam Sonar	
3	Prof. Priyanka Deshmukh	
4	Prof. Vidya Kamankar	
5	Mrs. Jayshree Patil	
6	Mrs. Manisha Warade	

MCT
MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
JUHU-VERSOVA LINK ROAD, VERSOVA, ANDHERI (W), MUMBAI-400 053

29th September, 2016

NOTICE

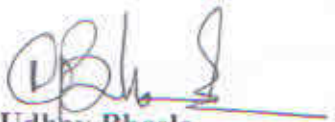
Seminar on
“WOMEN OF STEEL”
Organized jointly by
IEEE-WIE & WDC

All Teaching and non teaching Ladies staffs are hereby informed that there is Seminar on **“Women of Steel”** by Anmol Kaur Bagga and Saqib Khan, organized by IEEE-WIE and WDC on Friday 30th September, 2016 at 11.00 am. All are requested to be present for the seminar.

Venue:
Seminar Hall

Time:
11.00 am- 1.00pm


Dr. Neeta Kapse
Convener(WDC)


Dr. Udhav Bhosle
Principal

Copy to:

- 1) H.O.D. – APP. SCI.
- 2) H.O.D. – COMP.
- 3) H.O.D. – EXTC.
- 4) H.O.D. – INST.
- 5) H.O.D. – I.T.
- 6) H.O.D. – MECH.
- 7) WS
- 8) T & P
- 9) EXAM
- 10) LIB
- 11) STOR/ESTATE
- 12) ACCT
- 13) ADMN

Date: 06/03/2017

NOTICE

International Women's Day
Seminar On
"Stress Management Through Diet"
Organized jointly by
WDC, IETE & IEEE-WIE
RGIT

All teaching and non-teaching staff members are hereby informed that a seminar on "Stress Management Through Diet" by Mrs. Madhavi Thakur, organized jointly by WDC, IETE & IEEE-WIE, RGIT on **Wednesday 8th March 2017 at 2.30 pm** in Seminar Hall.


All are requested to be present for the Seminar.

Venue : Seminar Hall (1st Floor)

Time : 2.30 pm to 4.00 pm


Dr. Neeta Kapse
Convener-WDC,
RGIT


Prof. S.D. Patil
Convener-IETE
RGIT


Prof. Priyanka Bhilare
Convener-IEEE-WIE,
RGIT


Dr. Udhay Bhosle
Principal

Copy to,

- 1) Notice Board 
- 2) H.O.D. - AS&H / H.O.D. - COMP / H.O.D. - EXTC / H.O.D. - IT / H.O.D. - INST / H.O.D. - MECH / WS / LIB / T & P / STORES / ESTATE/OFFICE / AC

for P. Bhandari 








07/03

WOMEN DEVELOPMENT CELL NOTICE

Date: 2/3/17



All the committee members of Women Development Cell are requested to attend the meeting on 2nd March, 2017 at 2.15pm in Chemistry Lab.

Agenda:

1. Program planning.
2. Any other issues regarding women.


Dr. Neeta Kapse
Convener

Circulated to:

Sr.No	Name	Role	Signature
1	Prof. Priya Parate	Member	
2	Prof. Jyoti Deshmukh	Member	
3	Prof. Dipali Joshi	Member	
4	Prof. Poonam Sonar	Secretary	
5	Mrs. Sumedha Desai	Non-Teaching Staff Representative	
6	Mrs. Jayshree Patil	Non-Teaching Staff Representative	

WOMEN DEVELOPMENT CELL







MINUTES OF THE MEETING

DATE: 2/3/17

(Minutes of the WDC meeting conducted on 2nd March 2017 at 12.30pm in AC LAB.)

11. The convener –WDC proposed that a seminar will be organized for female staff and students of the institute for creating awareness regarding nutrition value and its role to reduce stress in youngster's.
12. All the members unanimously agreed to the decision and decided to plan a seminar.
13. Preparation of Program schedule ----- Prof. Jyoti Deshmukh
14. Attendance sheet ----- Prof. Priya Parate.
15. Feedback form----- Prof. Deepali Joshi.
16. Distribution, collection and filing of above documents --- Mrs. Sumedha Desai.
17. Gift /amount for guest ----- Mrs. Jayashree Patil.
18. Direction and training for Anchoring ----- Prof. Deepali Joshi.
19. Hospitality----- Students.
20. The meeting ended with vote of thanks to the chair.


Dr. Neeta Kapse
Convener

Sr.No	Name	Role	Signature
1	Prof. Priya Parate	Member	
2	Prof. Jyoti Deshmukh	Member	
3	Prof. Dipali Joshi	Member	
4	Prof. Poonam Sonar	Secretary	
5	Mrs. Sumedha Desai	Non-Teaching Staff Representative	
6	Mrs. Jayshree Patil	Non-Teaching Staff Representative	

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI

VERSOVA, ANDHERI (W), MUMBAI - 400053

**WOMEN DEVELOPMENT CELL
NOTICE**

Date: 26/9/16







All the Women Development Cell committee members of are requested to attend the meeting on 26th Sep.2016 at 2.15pm in Chemistry Lab.

Agenda:

1. To plan a seminar
2. Any other issues regarding women.


Dr. Neeta Kapse
Conevener

Circulated to:

Sr.No	Name	Role	Signature
1	Prof. Priya Parate	Member	
2	Prof. Jyoti Deshmukh	Member	
3	Prof. Dipali Joshi	Member	
4	Prof. Poonam Sonar	Secretary	
5	Mrs. Sumedha Desai	Non-Teaching Staff Representative	
6	Mrs. Jayshree Patil	Non-Teaching Staff Representative	

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
WOMEN DEVELOPMENT CELL

VERSOVA, ANDHERI (W), MUMBAI – 400053






MINUTES OF THE MEETING

26/9/16

(Minutes of the WDC meeting 26th Sep.2016 conducted on at 12.30pm in AC LAB.)

1. The convener –WDC proposed that a seminar will be organized for female staff and students of the institute for enabling them to understand their strength and break a stereotype.
2. All the members unanimously agreed to the decision and decided to plan a seminar.
3. Preparation of Program schedule ----- Prof. Jyoti Deshmukh
4. Attendance sheet ----- Prof. Priya Parate.
5. Feedback form----- Prof. Deepali Joshi.
6. Distribution, collection and filing of above documents --- Mrs. Sumedha Desai.
7. Gift /amount for guest ----- Mrs. Jayashree Patil.
8. Direction and training for Anchoring -----Prof.Priya Parate.
9. Hospitality----- Students.
10. The meeting ended with vote of thanks to the chair.


Dr. Neeta Kapse
Convener

Sr.No	Name	Role	Signature
1.	Prof. S.D.Deshmukh	III-E-WIE Convener.	
2.	Prof. Priya Parate	Member	
3.	Prof. Jyoti Deshmukh	Member	
4.	Prof. Dipali Joshi	Member	
5.	Prof. Poonam Sonar	Secretary	
6.	Mrs. Sumedha Desai	Non-Teaching Staff Representative	
7.	Mrs: Jayshree Patil	Non-Teaching Staff Representative	

VERSOVA, ANDHERI (W), MUMBAI – 400053

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
VERSOVA, ANDHERI (W), MUMBAI – 400053

WOMEN DEVELOPMENT CELL

NOTICE








Date: 2/3/16

All the Women Development Cell committee members are requested to attend the meeting on 2nd Mar. 2016 at 2.15pm in Chemistry Lab. to plan organization of seminar.

1. To plan a seminar on 'International Women's Day' on 08 March 2016.
2. To decide other initiatives to be taken under WDC.
3. Any other relevant issue with the permission of the chairperson.


Dr. Neeta Kapse
Convener

Circulated to:

Sr.No	Name	Role	Signature
1	Dr. Neeta Kapse	Convener	
2	Prof. Priya Parate	Member	
3	Prof. Jyoti Deshmukh	Member	
4	Prof. Dipali Joshi	Member	
5	Prof. Poonam Sonar	Secretary	
6	Mrs. Sumedha Desai	Non-Teaching Staff Representative	
7	Mrs. Jayshree Patil	Non-Teaching Staff Representative	

MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
VERSOVA, ANDHERI (W), MUMBAI – 400053

WOMEN DEVELOPMENT CELL

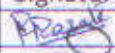



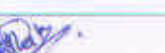
MINUTES OF THE MEETING

Date: 2/3/16

(Minutes of the WDC meeting conducted on 2nd March 2016 at 12.30pm in AC LAB.)

1. The convener –WDC proposed that a seminar will be organized for female staff and students of the institute for creating awareness regarding PCOD a common health problem in youngster's.
2. All the members unanimously agreed to the decision and decided to plan a seminar.
3. Preparation of Program schedule ----- Prof. Jyoti Deshmukh
4. Attendance sheet ----- Prof. Priya Parate.
5. Feedback form----- Prof. Deepali Joshi.
6. Distribution, collection and filing of above documents --- Mrs. Sumedha Desai.
7. Gift /amount for guest ----- Mrs. Jayashree Patil.
8. Direction and training forAnchoring -----Prof.Deepali Joshi.
9. Hospitality----- Students.
10. The meeting ended with vote of thanks to the chair.


Dr. Neeta Kapse
Convener

Sr.No	Name	Role	Signature
1	Prof. Priya Parate	Member	
2	Prof. Jyoti Deshmukh	Member	
3	Prof. Dipali Joshi	Member	
4	Prof. Poonam Sonar	Secretary	
5	Mrs. Sumedha Desai	Non-Teaching Staff Representative	
6	Mrs. Jayshree Patil	Non-Teaching Staff Representative	