



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
COLLEGE OF PHARMACY



Gat No.101/102, A. Post-Dudulgaon, Tal-Haveli, Dist-Pune - 412 105

MINUTES OF MEETING

Name of the College: RJSPM's College of Pharmacy, A/P- Dudulgaon, Alandi, Tal: Haveli, Pune-412105.

Name of the managing society: Rajmata Jijau Shikshan Prasarak Mandal's, Landewadi, Bhosari, Pune-411039.

A second meeting of ICC committee was held on 12/03/2019 at 4.00 pm in Board Room, RJSPM's College of Pharmacy, A/P- Dudulgaon, Alandi, Tal: Haveli, Pune-412105. Following members were present for the meeting.

Sr. No.	Designation	Name of committee member	Representation	Signature
1	Presiding Officer	Prof. Thikekar Archana	Assistant Professor	
2	Member	Prof. Mhetre Raksha	Assistant Professor	
3	Member	Prof. Kothawade Prajakta	Assistant Professor	
4	Member	Prof. Bhakerao Rekha	Assistant Professor	
5	Member	Mrs. Joshi Vrushali	Non teaching staff	
6	Member	Ms. GaradPriya	Student Representative	
7	Member	Ms. Makadiya Nidhi	Student Representative	
8	Member	Ms. Komal Lagame	Student Representative	
9	Member	Mrs. Smita Jadhav	External member	

Following points were discussed:


- At the outset, Chairperson welcomed all the members of the Committee. She informed that as per the guidelines issued by Ministry of Women and Child Development, all the organizations having more than 10 personnel/officials must constitute an ICC and in this context, this committee has been set in place by RJSPM'S College Of Pharmacy. She described the role of ICC and said everyone has a responsibility to contribute to the

cause. Further, she mentioned that it was the second meeting of the reconstituted ICC and welcomed suggestions from all members to make it effective.

- In Second meeting of ICC review was taken on the cases of sexual harassment at RJSPM'S College Of pharmacy. The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department. It was emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the campus.
- The committee had discussions at length and the following suggestions were made:
 - i) A complaint Drop box must be placed in the office premises.
 - ii) The staff appointed in the Department must also be sensitised about the existing act on Prevention, Prohibition and Redressal of Sexual harassment of women at workplace. They must also be sensitised towards maintaining discipline in the office campus. It is desired that Dos and Don'ts of CCS (Conduct) Rules, 1964 also to be displayed in the premises of the department.
- The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet regular basis or earlier, if need arise. Next meeting of the Committee will be held in the month of July, 2019.

Meeting ended with vote of thanks to the Chairperson.




PRINCIPAL
Rajmata Jijau Shikshan Prasarak Mandal's
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Name of the managing society: Rajmata Jijau Shikshan Prasarak Mandal, Landewadi, Bhosari, Pune-411039.

A meeting of ICC committee was held on Tuesday, 23/07/2019 at 4.00 pm in Board Room, RJSPM's College of Pharmacy, A/P- Dudulgaon, Alandi, Tal: Haveli, Pune-412105. Following members were present for the meeting.

Sr. No.	Designation	Name of committee member	Representation	Signature
1	Presiding Officer	Prof. A. K. Thikekar	Assistant Professor	
2	Member	Prof. Dongaokar Chaitali	Assistant Professor	
3	Member	Prof. Deorankar Priyanka	Assistant Professor	
4	Member	Prof. Patil Sneha	Assistant Professor	
5	Member	Ms. Gadhav Priya	Non teaching staff	
6	Member	Ms. Lagame Komal	Student Representative	
7	Member	Ms. Makadiya Nidhi	Student Representative	
8	Member	Ms. Sonawane Rutuja	Student Representative	
9	Member	Mrs. Smita Jadhav	External member	


Following points were discussed:

- To introduce The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 and its amendments.
- To focus the purpose of constitution of the committee i.e. zero tolerance for sexual harassment of students and women in colleges and universities.
- To define important terms like ICC aggrieved person aggrieved woman, etc.
- To understand and go through details of Redressal and Inquiry procedure.
- To put forward and discuss responsibilities of ICC.
- To ensure compliance of established ICC with University Grants Commission (UGC).

- g) To create the Awareness of the rights of female employees.
- h) To develop a policy against sexual harassment of women at the Institute.
- i) To evolve a permanent mechanism for the prevention and redressal of sexualharassment cases and other acts of gender based violence at the Institute.
- j) To ensure the implementation of the policy in letter and spirit
- k) To uphold the commitment of the Institute to provide an environment free of genderbased discrimination.
- l) To create a secure physical and social environment at workplace

With satisfactorily constructive conclusosn of ICC members concluded that we will go thorough details of the procedure for followup of ICC and ay further additions in it.




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