



The Shirpur Education Society's  
**R. C. Patel**  
**Institute of Technology**

Shri. Amrishbhai. R. Patel  
(M.L.A., Shirpur)  
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High Caliber Technical Education in an Environment that Promotes Excellence

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Outward: - 157/A/2015

Dated: 15/07/2015

## Office Order

### Committee of Internal complaint committee

#### (Sexual Anti-Harassment of Women for Staff and Students)

Following staff are hereby informed that they have been appointed as a Coordinator/ Committee member of Internal Complaint Committee (Sexual Anti-Harassment of Women for Staff and Students) by the institute. You are informed to take the note of same.

Sr. no.	Name of staff	Authority	Position
1	Prof. Mrs U M Patil	Associate Professor	Coordinator
2	Prof. Mrs S A Patil	Associate Professor	Member
3	Prof. Mrs V M Patil	Assistant Professor	Member
4	Prof. Mrs S D Patil	Assistant Professor	Member
5.	Prof. Mrs A A Bhandari	Assistant Professor	Member



  
**PRINCIPAL**  
R.C Patel Institute Of Technology  
Shirpur Dist. Dhule


Enclosed: Roles and Responsibilities of the Committee.

## **Roles and Responsibilities of Internal complaint committee (ICC)**

### **(Sexual Anti-Harassment of Women for Student and Staff)**

1. To provide a safe working environment at the workplace this shall include safety from the persons coming into contact at the workplace.
2. To organize workshops and awareness programmes at regular intervals for sensitizing the employees with the Act Organize orientation programmes for the members of the ICC.
3. To provide necessary facilities to the ICC for dealing with the complaint and conducting an inquiry.
4. To assist in securing the attendance of respondent and witness before the ICC or the LCC.
5. To make available such information to the ICC or the LCC with regard to the complaint.
6. To provide assistance to the woman if she chooses to file a complaint under IPC or any other law Cause to initiate action under the IPC or any other law against the perpetrator or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.
7. To treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct.



  
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