



ANTI SEXUAL HARRASMENT CELL 2017-18

(Internal Complaint Committee)

MINUTES OF THE MEETING

GENERAL INFORMATION			
MEETING DATE AND TIME	24/08/2017	03.30 pm to 4 pm	
MEMBERS PRESENT	Name	Designation	Signature
	Dr. Kavyashree R	Chairperson	
	Dr. Susil Kumar Sahoo	Member Secretary	
	Ms. Ramya	Member	
	Dr. Prakash	Member	
	Dr. Deepa Gopinath	Member	
	Mrs. Vinitha Thapaskar	Member	
	Mrs. Sathyaveena	Member	

AGENDA

- To discuss about the action plans to promote high standard of conduct and values and adherence to College Policy, local, State and Federal Laws governing elimination of sexual harassment of women at the workplace.

DISCUSSION

The discussion of the meeting is as follows

- Discussed to organize awareness program for the students and women employees of the institution to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the University Grants Commission Regulations 2015, Act and regulations.
- Discussed to ensure the campus free from discrimination, harassment, retaliation or sexual assault at all levels by facilitating the women employee and the girl students to raise the complaint in case of any such discrimination or assault experienced to the concerned authority.
- The committee also discussed to be watchful on external intruders by instructing the security to permit only the students of the institution to enter the college premises, this was reinforced by making it compulsory for all the students to wear ID cards.
- Discussed to include in college prospectus and display in Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment.

DECISION TAKEN

- Decided to include in college prospectus and display prominently at conspicuous places or Notice Boards, the contact details of members of Sexual harassment elimination Cell, complaints procedure and so on.

- Decided to organize sensitization programs on rights, entitlements and responsibilities enshrined in the Sexual Harassment of Women at Workplace to women employees and the same to the girl students of the college.
- Decided to create awareness to all sections of the institutional community on the mechanism put in place for readdressal of complaints pertaining to sexual harassment through awareness programs.



**Member Secretary(ASHC) &
Dean, Administration**



Chairperson(ASHC) & Principal
Dr. R. KAVYASHREE
Principal
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