



Minutes of the meeting of the Internal Complaint Committee

Dated :06/02/2020

Mode: Offline

Venue: AV Room, St Edmund's College

Time: 11:00 AM

The first meeting of the Committee on Sexual Harassment of women at workplace was held on 6/02/2020. The meeting was attended by Prof. Sarmistha Deb, Dr. Anika M.W.K.Shadap, Prof.Shekinah Challam, Prof Bobby S.Basan.

The following were discussed in the meeting.

1. Convener :Ms. Sarmistha Deb
2. Assistant Convener :: Mr ShubhroJyoti Choudhry
3. The committee noted that no complaint of sexual harassment against any staff/students has been received.
4. The committee emphasized that in order to create awareness and continuous sensitization for the employees ,it is essential to put up banners/posters /notices in conspicuous places in the workplace defining sexual harassment, and also about the composition and contact information of the members of Complaint Committee .This can be done through fixing posters/banners around the offices and especially at places where employees will obviously read the posters/banners,for examples, students and staff notice board, near cafeteria etc.
5. The committee also emphasized that (i) Constitution of the committee ,(ii) details of the members of the Complaint Committee such as name, phone number etc, to be uploaded on the College website.
6. The committee has also decided to conduct a staff program on Sexual harassment of women at the workplace in the last week of April 2020.
7. It was also decided Ms.S.Deb will take the responsibility of preparing posters and the material that to be uploaded in the website.
8. Dr. A.Shadap will take care of printing the notices/posters.
9. Mr B.Basan and Mr S.Challam will contact the resource person.

The Convener expressed her thanks to the members for attending the meeting and the members agreed upon that the committee will meet again before the staff program.

(Signature of the Convener)

Prof Sumit Deb

IQAC COORDINATOR
St. Edmund's College
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