



# St. Edmund's College

(Affiliated to North-Eastern Hill University, Shillong)

Recognised by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Laitumkhrah, Shillong – 793 003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <https://sec.edu.in>

No. SEC/SBPIC/186/2025/108

02.04.2025

To

Deputy Commissioner,  
East Khasi Hills District,  
Shillong-793001

**Sub:** Submission of Annual Report of the Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 for the Financial Year 2024-25

Dear Madam,

With reference to the subject cited above and your letter no: Dev.35(II)3/SHW(C)/2025/19 dated Shillong, the 5<sup>th</sup> March, 2025 received from the Directorate of Higher and Technical Education, Meghalaya, please find attached herewith, the Annual Report of the Internal Complaints Committee, St. Edmund's College, Shillong, for the year 2024-25.

Thanking you,

Br. Sunil Britto  
Principal i/c

Principal i/c  
St. Edmund's College  
Shillong

Ms. Shekinah Challam  
Presiding Officer  
Internal Complaints Committee

Copy to: The Dy. Director of Higher & Technical Education (T), Govt. of Meghalaya, Shillong for your kind information.



PRESENCE COMPASSION LIBERATION



*Congregation of Christian Brothers in India*

The Provincialate, St. Columba's School  
Bhai Vir Singh Marg, Ashok Place  
New Delhi - 110 001 (India)  
Tel.: 00-91-11-23747637  
e-mail: provcfc@yahoo.co.in

DATE: 01.04.2025

### NOTIFICATION

On the recommendation of Principal (i/c), St. Edmund's College vide letter no. SEC/SBPIC/186/2025/084 dated 21<sup>st</sup> March, 2025, the competent authority is pleased to approve the reconstitution of Internal Complaint Committee / Cell (ICC) of the College with the following members:

Ms. Shekinah Challam  
Department of Biotechnology  
Mob: **98634-18937**

Presiding Officer

Mr. Bobby S Basan  
Department of Khasi  
Mob: **94361-17359**

Assistant Presiding Officer

Mr. Martius R Rynjah  
Department of Social Work (PG)  
Mob: 87940-24356

Member

Dr. Daphinda Fancon War  
Department of English  
Mob: 98630-46120, 8794846158

Member

Ms. Labet Phylla Phanbuh  
Department of Economics  
Mob: 87949-58114

Member

Ms. Saphiralin Marbianiang  
Office - Accounts  
Mob: 97745-92177

Member

Ms. Eujunita Bamon  
Asst. Librarian  
Mob: 98629-11017

Member

Ms. Samanda N Phanwar  
Programme Manager, Manbha Foundation  
Mob: 9862233449

External Member

The committee will be effective from 1 April 2025 for a period of 3 years. It will perform its responsibilities according to the guidelines of the UGC Regulation on Harassment, Vishaka guidelines, and SHOWW Act 2013.

Br. J. Johnson cfc

**President**  
Governing Body  
St. Edmund's College  
Shillong

CCBI Society registered under the Societies Registration Act XXI of 1860 (Legacy Registration No. 07897)  
Society Registration No: SO907000 of 1968 - 1969 (Certificate of Registration of Societies, West Bengal Act XXVI of 1961)  
Registered Office: St. Joseph's College, 69, Bow Bazar Street, Kolkata, West Bengal - 700 012

ANNUAL REPORT

W.E.F. JANUARY 2024 to MARCH 2025

NAME OF THE DISTRICT: EAST KHASI HILLS DISTRICT

Name of department	Name of internal committee (IC) members	No. of meetings of internal committee (IC)	No. of complaints on sexual harassment received	No. of cases disposed during the financial year	No. of complaints pending more than 90 days	Action taken per case (provide list wise)	Details of Awareness Programmes conducted for the year				
							Sl. No.	Date	Name of programme	Venue	Objective & outcome of the Programme
1	2	3	4	5	6	7	8				
ST EDMUND'S COLLEGE, SHILLONG	1 MS SHEKINAH CHARLAIN 2. MR. BOBBY BROWN 3. DR. DAPHINDA F. WAT 4. MR. MARTINUS KYNDAH 5. MS. LAURET P. PHAN BUIT 6. MS. S. MARZANIANI, 7. MS. E. BATHON 8. MS. SAMANDA N. PHANWAK	6	Nil.	N.A.	N.A.	N.A.	1.	27.07.2024	Awareness Programme on the Sexual Harassment Act.	AV Room 1	1. Raise awareness about the existence & provisions of the Sexual Harassment Act. 2. Staff have gained a comprehensive understanding of the Act's provisions, reporting mechanisms available.

Seal & Signature

*Siddh*

Principal IC  
St. Edmund's College  
Shillong

## Annual Report of the Internal Complaints Committee on Prevention of Sexual Harassment for the calendar year 2024-25

1. Number of Sexual Harassment complaints received during the year : **NIL**
2. Number of Cases disposed of during the year : **NIL**
3. Number of cases pending as on 24th March, 2025: **NIL**
4. No. of workshops/awareness program against sexual harassment carried out during the year 2024-2025:

Sl no.	Description	No. of Employees covered
1	Awareness Programme for the Non-teaching Staff of the College	45

5. Nature of action taken by the employer during the year : N/A as there were no complaints

- IC was reconstituted in March, 2025
- The names and contact details of the IC as follows:

SL.No	Name	Designation	Contact Details
1	Ms. Shekinah Challam	Presiding Officer Assistant Professor Department of Biotechnology	9863418937
2	Smti Samanda N Phanwar	External Member (Manbha Foundation)	9862233449
3	Mr. Bobby S. Basan	Assistant Presiding Officer Associate Professor Department of Khasi	9496117359
4	Mr. Martius Rynjah	Assistant Professor Department of Social Work (PG)	8794024356
5	Dr. (Ms) Daphinda F War	Associate Professor Department of English	9863046120
6	Ms. Labet Phylla Phanbuh	Assistant Professor Department of Economics	8794958114
7	Ms Saphiralin Marbaniang	Office Staff	9774592177
8	Ms. Eujunita Bamon	College Librarian	9862911017

- Summary of the action taken on Complaints of Sexual Harassment:

SL.No	Complaint No.	Complaint	Contact Details	Respondent	Disciplinary Action
	N.A.				

The report has been prepared in compliance of Section 21(1) of Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act,2013



**Br. Sunil Britto**

**Principal I/C**

**St. Edmund's College**

Principal I/C  
St. Edmund's College  
Shillong



**Shekinah Challam**

**Presiding Officer**