

**Minutes of the first meeting of Internal Complaints Committee (ICC)
Sexual harassment at workplace
(Prevention, Prohibition and Redressal)**

A. MEMBERS PRESENT

1. Dr. Bharti Singh Raipat	Convenor
2. Dr. Madhulika Singh	Member
3. Dr. Anupama Bhargava	Member
4. Mrs. Vandana Tete	Member
5. Dr. Sanjay Kumar	Member
6. Dr. Sujit Bose	Member
7. Dr. Marcus Barla	Member
8. Ms. Nidhi Mishra (Student)	Member
9. Ms. Mamta Purty (Student)	Member

B. MEMBERS ABSENT

1. Dr. Vasawi Kiro	Member
2. Dr. Arun Kumar Sinha	Member

C. AGENDA

1. Framing the working rules for the committee.
2. Complaining process

The first meeting of Internal Complaints Committee (ICC), Sexual harassment at workplace (Prevention, Prohibition and Redressal) was held on 16th march 2018 at 2:10 pm in the conference hall with its main agenda on framing the working rules of the committee.

Following points were discussed/agreed for further action

1. The meeting began with the welcoming of members by the convener.
2. A methodology was decided for framing the working rules of the committee as per UGC guidelines.
3. The names and contact details of ICC members will be displayed on the staff room and departmental notice boards and other prime places in the college (canteen, wash room, drinking water coolers, hostels etc.). The details to be uploaded on the college website.
The process of lodging a complaint to the committee should also be displayed for complainant's convenience.
4. To understand the functioning of ICC there were suggestions for organizing short duration workshops from time to time.
5. Our guest members Mrs. Vandana Tete, social activist agreed to take the responsibility of conducting the first workshop on 13th April 2018, from 1 PM onwards.
6. It was decided to have a second meeting on 23rd march 2018 for finalizing the working rules of the committee.
7. The meeting ended with a vote of thanks by the convener.

Bharati Raipat
17/3/18