

**AL-AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY,
THODUPUZHA**

**Minutes of the meeting of the Internal Complaints Committee on Sexual
Harassment of Women at Workplace**

Date: 10-01-2023

Venue: Seminar Hall








Recorded By: Anju Pathrose

Agenda:

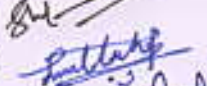



1. Discussion about any issue related to Sexual Harassment in the college.
2. Welcomed new committee member.
3. Discussed about preventive measures and penalties.

Name of Attendees with signature:

Faculties:

- | | | |
|--------------------------|----------------------------|---|
| 1. Dr. D.F Melvin Jose | Principal(Chairman) |  |
| 2. Prof. Kala O.S | Presiding Officer(HOD,CSE) |  |
| 3. Adv. Sheeba Vargheese | Member |  |
| 4. Ms.Anju Pathrose | Coordinator (AP,CSE) |  |
| 5. Ms. Ashamol Joseph | Member (AP,ECE) |  |
| 6. Mr.Anzal Nazar | Member (Lab Assistant) |  |
| 7. Ms. Sabeena Basheer | Member (Accountant) |  |

Students:

- | | | |
|------------------------|------------------------|---|
| 1. Ms. Shifa Ahammed | Student Member(S8 CSE) |  |
| 2. Ms. Sneha Binoy | Student Member(S6 ECE) |  |
| 3. Ms. Mrudula O. Nair | Student Member(S6 CE) |  |
| 4. Ms. Anusha Babu | Student Member(S6 ME) |  |

An Internal Complaints Committee meeting was conducted on 10-1-2023 at 12:30 pm at seminar hall.

The Coordinator welcomed all the members who were present for the meeting. The meeting thereafter deliberated on agenda items as had been approved by the Presiding Officer.

Agenda	Points discussed
Agenda 1: Discussion about any issue related to Sexual Harassment in the college.	<ul style="list-style-type: none">• Till yet no complaints has been received.• The presiding officer congratulated the committee members for working as a team for creating an atmosphere promoting equality, non-discrimination and gender sensitivity.

<p>Agenda 2: Welcomed new committee member.</p>	<ul style="list-style-type: none"> • Previous student member Anugraha Prasad (S7 CE) has completed her degrees. In lieu of this, it was decided to take Ms. Mrudula O. Nair (S6 CE) as a member of the committee. • Made her aware about responsibilities of a committee member.
<p>Agenda 3: Discussed about preventive measures and penalties.</p>	<ul style="list-style-type: none"> • Create appropriate and safe environment for women employees and students to focus on work and study free from sexual harassment. • Decided to provide Counselling. • Some of the corrective measures like written apology, suspension, dismissal, withdrawal of residential facilities and prohibition from entry on the campus, Stopping of increments/ promotion and any other relevant mechanism can be imposed as penalties.

Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India. So presiding officer made members aware about the importance of Internal Complaints Committee.

Action Taken:

1. It is decided that class advisors of each department should talk to girl students occasionally and find the problems faced by them.
2. Staff members are informed to make the students aware about consequences of sexual harassment.
3. Remove offensive, sexually explicit or pornographic calendars, literature, posters and other materials from the workplace.
4. Improve safety of working environment by ensuring sufficient lighting, safe open spaces, good balance of men and women at workplace at different levels
5. Committee members must raise awareness among students and employees about the policy and its contents including what constitutes sexual harassment, what a student can do when he or she experiences sexual harassment, and consequences in case of breach of policy.

The meeting was concluded at 1:00 pm with a vote of thanks by Ms. Anju Pathrose, Coordinator, Internal Complaints Committee.


Coordinator


Presiding Officer


Chairman

PRINCIPAL

Al-Azhar College of Engineering & Technology

