

## Minutes of the Meeting

Committee Against Sexual Harassment, Aditi Mahavidyalaya, University of Delhi

Date: 24<sup>th</sup> September 2021

Time: 11.30

Venue: Staff Room

Members Present:

Prof. Mamta Sharma

Mamta Sharma (For introductory Meeting only)

Prof. Pooja Khanna

Khanna

Prof. Asha Sharma

Absent

Prof. Beena Antony Reji

Beena

Dr. Gyanvati

Gyanvati

Dr. Manisha Pal

Manisha

Dr. Aneesh

Aneesh

Agenda:

Introduction of Committee Members of Committee Against Sexual Harassment

Roles and activities of Committee Members of Committee Against Sexual Harassment

Review of ICC Guidelines

Roles and Responsibilities of ICC Members

Discussion on Complaint Handling Procedure

Planning Awareness and Prevention Programs

Any Other Business

1. Introduction and of Committee Members, of Committee Against Sexual Harassment

The meeting commenced with an introduction of all the members of the ICC. The composition of the committee was confirmed as follows:

Presiding Officer:

Faculty Members:

Non-Teaching Staff Members:

Student Representatives:

External Member:

The Presiding Officer welcomed everyone and emphasized the importance of the committee in maintaining a safe and respectful environment on campus.

## 2. Review of ICC Guidelines

The committee discussed the guidelines for the Internal Complaints Committee in line with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013, and the UGC guidelines. The responsibilities, procedures, and composition outlined in the document were reviewed in detail.

## 3. Roles and Responsibilities of ICC Members

The roles and responsibilities of each member were reiterated, including:

Presiding Officer: Leading the inquiry process and ensuring impartiality.

Faculty Members: Assisting in inquiries and providing academic insights.

Non-Teaching Staff Members: Ensuring representation from all employee categories.

Student Representatives: Ensuring student involvement and communication.

External Member: Bringing external expertise and ensuring objectivity.

## 4. Discussion on Complaint Handling Procedure

The procedure for handling complaints was reviewed, emphasizing confidentiality, timelines, and the process of inquiry. The key points discussed included:

receipt of written complaints.

Initiating an inquiry within a reasonable timeframe.

Conducting fair hearings and collecting evidence.

Submitting a detailed report with recommendations.

## 5. Planning Awareness and Prevention Programs

The committee agreed to actively engage the college community through workshops, seminars, and awareness campaigns. The goal is to educate staff, students, and faculty on sexual harassment, their rights, and the complaint process.

Proposed activities:

*Coordination with NSS for activities & Programs*

Gender Sensitization Workshops

Awareness Programs for New Members

Dissemination of the Anti-Sexual Harassment Policy

## 6. Any Other Business

No other significant matters were raised. It was agreed that regular meetings would be held to monitor progress and address any arising issues.

## 7. Conclusion

The meeting concluded with the committee members agreeing to uphold the principles of fairness, confidentiality, and impartiality in all future proceedings. The next meeting was scheduled for [Insert Date].

*A banner / Poster can be made for the Sessions*

### Action Items:

Finalize the plan for awareness workshops and prevention programs.

Ensure that all members are familiar with the complaint handling process.

Schedule regular ICC meetings for ongoing review and monitoring.

# Minutes of Committee Against Sexual Harassment

Venue : Staff room

Date : 1<sup>st</sup> Oct 2024

Time : 11 am

Agenda : 3 Mails received from Adib Mahavidyalaya, Letters Enclosed

## Members Present

Prof. Pooja Khanna Khanna

Prof. Asha Sharma Asha

Dr. Gyanvati Gyanvati

Dr. Anesta Anesta

Dr. Manisha Pal Pal

Prof. Beena Antony Reji Beena  
11/10/24

Letter dated 11/9/24 mail received on 12/9/24 Diary No 2460

Subject: Constitution of Consideration of College Committee for Prevention of

Defacement of Property & Grievance Redressal Cell

Letter from Dr. Neerja Nagpal

Letter dated 18/9/24 Diary No 2543, mail received on 20/9/24

Letter from Mr. Ashutosh Aggarwal

Letter dated 27/09/24 mail received on 27/09/24

Letter from Mr. Rajesh Rana

## Discussion

With reference to the 3 letters marked to this committee we wish to inform the Principal that after deliberations in the committee meeting, the members strongly recommend that the letters content does not fall under the purview of this committee. Requesting the College authority may forward these matters to the appropriate committee, which may take the appropriate decisions.

5 more letters have been received on 11/10/24 in Rajesh Rana complaint

4) Letter dated 23/9/24 Diary No 2562

5 " " 23/9/24 " " 2590

6 " " 27/9/24 " " 2602

7 " " 27/9/24 " " 2618

8 " " 30/9/24 " " 2616

To  
The Principal  
Aditi Mahavidyalaya  
University of Delhi

Date: 26/12/24

Sub: Submission of Report of Internal Complaints Committee as per requirement of Section 21 (1) Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act

Dear Ma'am

The Report of Internal Complaints Committee for the calendar year 2024 (1st Oct. 2024- 26<sup>th</sup> Dec) The Committee received no complaints regarding sexual harassment in this period.

An Orientation program for the students was conducted on the roles and purview of Internal Complaints Committee. The committee conducted awareness sessions on gender related issues and gender sensitivity through various committees of the college.



Internal Complaints Committee Team.

Prof. Beena Antony Reji, Teacher Representative

Prof. Pooja Khanna, Teacher Representative

Prof. Asha Sharma, Teacher Representative

Ms Lado, Non-Teaching staff Representative

Ms Madhu Maurya, Student Representative

Ms Varnika, Student Representative

Ms Mamta Kumari, Student Representative

Dr. Santosh George, NGO External Representative

# Minutes of Meeting – Internal Complaints Committee (ICC)

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Date: 27th February 2025

Time: 11:00 AM

Venue: Conference Room

## Members Present:

- Prof. Beena Antony Reji (Convenor) *Beena*
- Prof. Pooja Khanna (Co-convenor) *Khanna*
- Prof. Asha (Member) *Asha*
- Dr. Aneesh T.V. (Member) *Aneesh T.V.*
- Dr. Gyanvati (Member)
- Ms. Manisha Pal (Member) *Manisha*

## Agenda:

To discuss the complaint received from Ms. Suhani Fulmari on 25th February 2025 and determine appropriate action.

## Discussion Summary:

Ms. Suhani Fulmari submitted a written complaint against a faculty member from the Mathematics Department. During the preliminary discussion, the student clarified that there were no sexual overtones involved.

## Decision and Action Taken:

As the matter did not fall within the purview of the ICC, it was formally forwarded to the Student Grievance Redressal Cell for appropriate administrative handling. Documentation of the complaint and student statement has been preserved.

# Minutes of Meeting – Internal Complaints Committee (ICC)

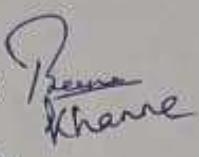
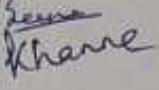
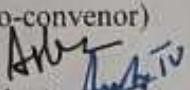
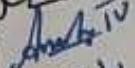
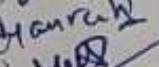
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Date: 24th April 2025

Time: 11:00 AM

Venue: Conference Room

## Members Present:

- Prof. Beena Antony Reji (Convenor) 
- Prof. Pooja Khanna (Co-convenor) 
- Prof. Asha (Member) 
- Dr. Aneesh T.V. (Member) 
- Dr. Gyanvati (Member) 
- Ms. Manisha Pal (Member) 

## Agenda:

To discuss the complaint received from Ms. Rishita Dagar (B.H.J. student) on 21st April 2025 and determine appropriate action.

## Discussion Summary:

The committee reviewed the email complaint submitted by Ms. Rishita Dagar concerning a conflict involving another student. The matter was evaluated under the definitions outlined in the POSH Act.

## Decision and Action Taken:

It was concluded that the matter did not constitute sexual harassment. Therefore, the complaint was forwarded to the Student Grievance Redressal Cell for resolution. The student has been informed, and all records have been maintained with confidentiality.

# Minutes of Meeting of ICC .

Date : 29/04/2025

## Members Present

Prof. Pooja Khanna

Khanna

Prof. Astha Sharma

Ashu

Prof. Beena

Reji

Dr. Gyanvati

Antony

Ms. Manisha Pal

Manisha

Dr. Aneesh

Aneesh

## Agenda

The ICC team discussed the Case of Seemon

(mail attached). The Committee realised that the  
students write up does not have any sexual overtones,  
thus the Case does not fall within the purview of

ICC ,

Kindly forward the Case to Student Grievance  
Redressal Cell for appropriate administrative handling,