

COMMITTEE NAME	DATE	TIME AND VENUE
Internal Complaint Committee	25.07.2023	2.30 p.m Board Room, AdtU

MEETING NO: 4

The following members attended the meeting:

1. Ms. Gariasi Dutta
2. Mrs. Angshumala Adhikari
3. Prof. Dr. Manashi Sengupta
4. Dr. Anita Dakua
5. Dr. Prateeti Barman
6. Mr. Ashim Barman
7. Ms. Deepali Borthakur

AGENDA

1. Review of evidence of Sexual Harassment/ Gender disparity
2. Review of vigilance system for monitoring of students especially new comers
3. Preparing a handbook for reference
4. Discussion on awareness program on issues of sexual harassment
5. Review if policy guidelines need amendment or the scope of policy
6. Any other issues.

MINUTES OF ICC

ITEMS:

DISCUSSIONS & RESOLUTIONS:

1. Review of evidence of Sexual Harassment/ Gender disparity

- Presentation of evidence related to incidents of sexual harassment and gender disparity within the organization.
- Analysis of the data to identify patterns, trends, and severity of the issues.
- Discussion on the impact of these incidents on individuals and the organization as a whole.
- Brainstorming possible solutions and interventions to address the issues effectively.

2. Review of vigilance system for monitoring of students especially new comers

- Examination of the current vigilance system in place for monitoring students, with a specific focus on new students.
- Evaluation of the effectiveness of the existing system in preventing and addressing incidents of sexual harassment.
- Identification of any gaps or areas for improvement in the current system.
- Discussion on strategies to enhance the vigilance system, including potential technological solutions or additional resources required.

<p>3. Preparing a handbook for reference</p>	<ul style="list-style-type: none"> • Discussion on the need for a comprehensive handbook that addresses sexual harassment policies, guidelines, and reporting procedures. • Review of existing policies and guidelines to ensure they are up-to-date and aligned with legal and ethical standards. • Planning the structure and content of the handbook, including practical examples, case studies, and support resources. • Assigning responsibilities for the development, review, and dissemination of the handbook.
<p>4. Discussion on awareness program on issues of sexual harassment</p>	<ul style="list-style-type: none"> • Proposal and discussion of an awareness program aimed at educating students, faculty, and staff about sexual harassment issues. • Identification of key objectives and target audiences for the program. • Exploration of different educational methods, such as workshops, training sessions, guest speakers, and awareness campaigns. • Allocation of resources and coordination of efforts to implement the program effectively.
<p>5. Review if policy guidelines need amendment or the scope of policy</p>	<ul style="list-style-type: none"> • Examination of the current policy guidelines related to sexual harassment and gender disparity. • Evaluation of the policy's effectiveness in preventing and addressing incidents. • Identification of potential areas for amendment or expansion to improve policy comprehensiveness and clarity. • Discussion on the process of policy revision, including stakeholder involvement and communication strategies.
<p>6. Other issues</p>	<ul style="list-style-type: none"> • Other miscellaneous issues included identification of potential gaps in existing support services and strategies to address them. • Discussion on the implementation of mandatory training programs for staff and faculty members to raise awareness about sexual harassment issues, prevention strategies, and proper response protocols.

The meeting concluded with summarizing the discussed points by Mrs. Angshumala Adhikari


Mrs. Angshumala Adhikari
Member Secretary, Internal Complaints Committee

