

COMMITTEE NAME	DATE	TIME AND VENUE
Internal Complaint Committee	04-09-2023	2.30 p.m Board Room, AdtU

MEETING NO: 5

The following members attended the meeting:

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

AGENDA

1. Dealing with a sexual harassment case within the organization: Discussion on the procedure of understanding and creating a safe environment within the Campus for the upcoming session
2. Initiatives for Managing Sexual Harassment in Home and Workplace

MINUTES OF ICC

ITEMS:

DISCUSSIONS & RESOLUTIONS:

Discussions were done on the below mentioned topics:

1. Understanding Sexual Harassment

Sexual harassment encompasses a range of unwelcome behaviors of a sexual nature that create a hostile or intimidating environment. It is crucial to recognize that these behaviors can be verbal, non-verbal, or physical. Understanding the broad spectrum of harassment helps in identifying and addressing all forms of inappropriate conduct effectively.

2. Creating a Safe Reporting Environment

Encouraging victims to come forward is a significant challenge. It is vital to foster a culture of trust where individuals feel safe to report incidents without fear of retaliation. This involves:

Confidential Reporting Mechanisms: Ensuring anonymity and confidentiality to protect the victim's identity.

Awareness Programs: Regular workshops and seminars to educate the university community about sexual harassment, their rights, and the reporting procedures.

Dealing with a sexual harassment case within the organization:
Discussion on the procedure of understanding and creating a safe environment within the Campus for the upcoming session

3. Immediate Response to Complaints

Upon receiving a complaint, the response should be prompt and thorough:

Acknowledgment: Acknowledge the complaint swiftly to reassure the complainant.

Interim Measures: If necessary, implement interim measures to prevent further harassment during the investigation, such as changing schedules or temporary suspension of the accused.

4. Investigation Process

The investigation must be impartial, thorough, and conducted with utmost respect for all parties involved:

Fact-Finding: Collect detailed statements from the complainant, the accused, and any witnesses.

Documentation: Maintain meticulous records of all proceedings and evidence gathered.

Confidentiality: Ensure that all aspects of the investigation are kept confidential to protect the privacy of both the complainant and the accused.

5. Support Systems

Providing support to the victim is crucial for their psychological well-being:

Counseling Services: Offer counseling sessions to help the victim cope with the emotional impact of harassment.

Peer Support Groups: Facilitate support groups where victims can share their experiences and support each other.

6. Resolution and Disciplinary Action

Based on the findings, appropriate action should be taken:

Fair Judgment: Ensure that the decision is fair, just, and based on the evidence.

Disciplinary Measures: If the accused is found guilty, enforce disciplinary actions that may range from warnings to termination, depending on the severity of the misconduct.

Rehabilitation Programs: Offer rehabilitation for the accused if the behavior is deemed correctable.

7. Preventive Measures

	<p>Preventing sexual harassment is an ongoing effort:</p> <p>Policy Review: Regularly review and update the university's sexual harassment policy to ensure it meets current legal standards and addresses emerging issues.</p> <p>Training: Conduct regular training sessions for students, faculty, and staff on recognizing, preventing, and responding to sexual harassment.</p> <p>Feedback Mechanism: Implement a feedback mechanism to continually improve the effectiveness of the policies and procedures.</p> <p>8. Creating a Culture of Respect</p> <p>Long-term prevention of sexual harassment involves fostering a culture of respect and equality:</p> <p>Inclusive Environment: Promote an inclusive environment where diversity is respected and valued.</p> <p>Leadership Commitment: Ensure that the leadership team is committed to upholding the principles of dignity and respect for all members of the university community.</p> <p>With these discussions, we ended the meeting with a vote of thanks from the Member Secretary.</p>
<p>Initiatives for Managing Sexual Harassment in Home and Workplace</p>	<p>Discussion on the various initiatives taken for the welfare of students and employees to manage sexual harassment in home and workplace like:</p> <p>Reporting Mechanisms</p> <p>Awareness Programs</p> <p>Support Systems for Victims</p> <p>Immediate Response to Complaints</p> <p>Investigation Process</p> <p>Preventive Measures</p> <p>With deliberate discussions on the initiatives to be taken, we ended the meeting with a vote of thanks from the Member Secretary.</p>

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

Angshumala

Mrs. Angshumala Adhikari
Member Secretary, Internal Complaints Committee

