



CHAMELI DEVI GROUP OF INSTITUTIONS, INDORE

Anti-Sexual Harassment Cell

Minutes of Meeting held on 8 April, 2022

Sl.No.	Particulars	Details
1	Date & Day	8 April, 2022 (Friday)
2	Place	Conference Room
3	Time	3:00 PM
4	Representative	Refer the table below for list of members present

The following members were present

Sl. No.	Name	Designation	Position
1	Ms. Bonani Dhar	Adviser	Chairperson
2	Dr. Shikha Agrawal	Assoc. Prof., MBA	Coordinator
3	Ms. Madhu Sharma	Asst. Prof., CSE	Member
4	Ms. Shruti Vohra	Asst. Prof., S & H	Member
5	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
6	Mr. Deepak Phalke	HOD, ME	Member
7	Dr. Manish Shrivastava	Principal	Member (Ex-Officio)

The meeting started with a welcome by the Chairperson. The coordinator apprised all the members about the agenda of the meeting and briefed about the role and responsibility of the committee.

Role and Responsibility of Anti-sexual harassment committee:

1. Ensuring a workplace and educational environment free of sexual harassment (Sexual harassment is defined by law from the perspective of those who are experiencing harassment, and those who are experiencing harassment may feel offended, humiliated, or humiliated. It happens when you are threatened by your actions. People who are harassed are insulted, humiliated, or threatened).
2. Take all reasonable measures (aggressive and preventive) to prevent the occurrence of harassment. To handle oral or written complaints: unwanted sexual progress, unilateral behavior of physical intimacy, unwanted demands of sexual favor, or unwanted behavior of other asexual nature. Undesirable acts of sexual nature include statements of sexual nature made to or in front of a person, whether verbal or written.
3. Receive high level support from the Chief Executive Officer, Principals & Directors to carry out a comprehensive strategy.
 - Provide information to all staff and students about what sexual harassment is and their responsibility to avoid sexual harassment to other staff and students.
 - Provide information and training to managers, supervisors, and employees involved in education and learning activities to fulfill their responsibilities to maintain a sexual harassment-free work and learning environment.
4. Create a written policy that prohibits sexual harassment. This policy outlines the institute's key obligations and legal responsibilities and provides an unacceptable definition of sexual harassment and conduct.
5. Regular dissemination and promotion of policies at all levels of the organization. Encourage managers and supervisors to discuss and approve policies at staff meetings. As a standard part of new

Principal

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employee training, we provide new employees with sexual harassment policies and other relevant information. Check your policy regularly to make sure it works effectively and contains up-to-date information.

6. Post a sexual harassment poster on the bulletin board in the shared work area and distribute related leaflets. Should hold regular awareness-raising sessions for all employees on sexual harassment issues.

The Chairperson appreciated the efforts and healthy work culture of the Institute and mentioned that there were no complaints or cases of harassment noticed or reported within the campus.

Chairperson
Ms. Bonani Dhar

Principal
Chameli Devi Group of Institutions
INDORE

CDGI



CHAMELI DEVI GROUP OF INSTITUTIONS, INDORE

Anti-Sexual Harassment Cell

Minutes of Meeting held on 18 November, 2021

Sl.No.	Particulars	Details
1	Date & Day	18 November, 2021 (Thursday)
2	Place	Conference Room
3	Time	12:00 Noon
4	Representative	Refer the table below for list of members present

The following members were present

Sl. No.	Name	Designation	Position
1	Ms. Bonani Dhar	Adviser	Chairperson
2	Dr. Shikha Agrawal	Assoc. Prof., MBA	Coordinator
3	Ms. Madhu Sharma	Asst. Prof., CSE	Member
4	Ms. Shruti Vohra	Asst. Prof., S & H	Member
5	Ms. Palak Khandelwal	Asst. Prof., MBA	Member
6	Mr. Deepak Phalke	HOD, ME	Member
7	Prof. K S Jairaj	Dean	Member (Ex-Officio)

The meeting started with a welcome address by the Chairperson. The coordinator read the policies related to sexual harassment of women at the workplace, wherein the Preamble states that:

The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides Protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for the matters connected therewith or Incidental thereto.

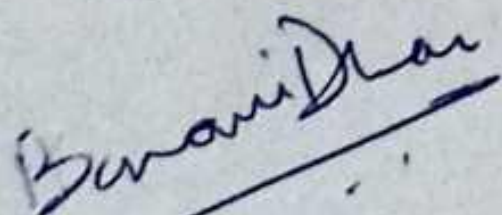
The guidelines explicitly state the following:

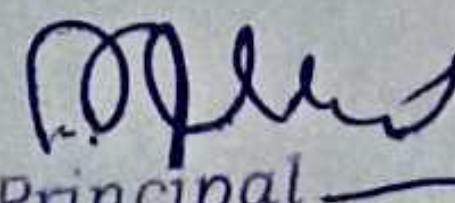
"It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement or prosecution of acts, of sexual harassment by taking all steps required."

Educational institutions are also bound by the Supreme Court's directive and the Act. The institution is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above-mentioned human rights of all those who fall within its jurisdiction.

The Chairperson mentioned that it was appreciable that till date there were no complaints or any variety of harassment noticed or reported, which was only due to the excellent attitudes and behavior of the staff members working and the culture followed in the campus.

Meeting ended with the vote of thanks by the coordinator.


Chairperson
Ms. Bonani Dhar


Principal
Chameli Devi Group of Institutions
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