



# Bal Bharati PUBLIC SCHOOL

Sector – 21, Noida  
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## MINUTES OF THE MEETING

**Date** : 19 October 2019  
**Day** : Saturday  
**Time** : 10.00 a.m.  
**Venue** : Conference Room  
**Convened By** : Ms A Prabhakar, Presiding Officer

### **Members Present:**

- Mr Suraj Prakash, Secretary, School Management Committee
- Ms Anupama Motwani, Vice Principal
- Ms Vinaya Pujari, Headmistress, Jr. Wing
- Ms Ritu Nagar, Sr. Executive CSR, 1E, Infotech Pvt. Ltd.

At the outset, Presiding Officer welcomed all the members of the Committee.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of any of its Department.

In the last meeting, it was discussed that it was essential to place banners/posters/notices defining sexual harassment at prominent places in the school campus like staff rooms to disseminate information. The members were informed that emergency numbers like women helpline, police station etc were displayed in the school premises.

The committee members had suggested that the Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child to be made available in the library for the perusal of the employees. The members were informed that the manual was available in the school library and the school website for the perusal of the employees.

The committee was informed that in order to create awareness about types of sexual harassment at workplace and to inform the staff about the working of the committee workshops were organized for the teaching staff as well as the support staff.

The Presiding Officer conveyed her thanks to the members for attending the meeting. The meeting ended with vote of thanks to the Chair.