



MINUTES OF THE MEETING

Date : 20 April 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
- Mrs. Anupama Motwani, Vice Principal
- Mrs. Vinaya Pujari, Headmistress, Jr. Wing
- Mrs. Ritu Nagar, Sr. Executive CSR, 1E, Infotech Pvt. Ltd.

A committee on “Internal Complaint Committee (ICC)” was duly constituted by the school dated 15 January 2015.

At the outset, Presiding Officer welcomed all the members of the Committee. She described the role of ICC and said everyone has a responsibility to contribute to the cause. Further, she mentioned that it was the first meeting of the ICC of BBPS Noida for the academic session 2019-20 and welcomed suggestions from all members to make it more effective.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of any of its Department. It was emphasised that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the school campus like staff rooms.

The committee had discussions at length and the following suggestions were made:

- 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.
- It was suggested that just like a suggestion box for redressal of students complaint box a “Sexual Harassment complaint-Box titled (SHe-Box) could be made available for registering complaints by female employees of the Department and also to prevent instances of harassment of women employees in future.
- The complaint Drop box must be placed in the office premises.
- The contractual project staff appointed in the Department must also be sensitised about the existing act on Prevention, Prohibition and Redressal of Sexual harassment of women at workplace. They must also be sensitised towards maintaining discipline in the office campus.
- The Presiding Officer conveyed her thanks to the members for attending the meeting.
- Meeting ended with vote of thanks to the Chair.