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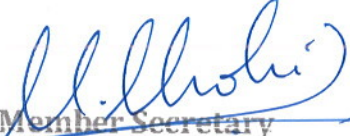
Sir / Madam,

Sub: - Forwarding of Minutes of the 8th Meeting of the Committee of Sexual Harassment (Prevention, Prohibition & Redressal) at work place – Reg

Please find herewith the **Minutes of the Meeting held on 22.12.2017** at Board Room, JSS Dental College & Hospital, Mysuru on the measures taken to create awareness on Prevention, Prohibition & Redressal of Sexual Harassment in the JSS Academy of Higher Education & Research and its Constituent Colleges.

You are requested to take necessary actions wherever required.

Meanwhile, you may also submit fresh agenda / proposal if any required to be discussed in the committee.


Member Secretary

To,

1. Dr. B Manjunatha, Registrar, JSS AHER, Mysuru
2. Dr. P A Kushalappa, Director (Academics), JSS AHER, Mysuru
3. Dr. M N Suma, Chairman, Prevention & Redressal of Sexual Harassment Committee, JSS University, Mysuru
4. Prof. Shivananda Bharathi, JSS Law College, Mysuru
5. Smt. Madhuri Tathachari, Managing Trustee, Bhramara Trust, Mysuru
6. Smt. M S Kokila, Deputy Registrar (Sr. Grade), Establishment, JSS AHER, Mysuru
7. Dr. C S Vidya, Associate Professor, Department of Anatomy, JSS Medical College, Mysuru and Member Secretary, ICC, JSS Medical College, Mysuru
8. Dr. M N Naganandini, Asst. Prof. JSS College of Pharmacy, Mysuru
9. Dr. B J Divya Rao, Asst. Prof. Dept., of HSMS, JSS AHER, Mysuru
10. Dr. B Gowramma, Asst. Prof. Dept., of Pharmaceutical Chemistry, JSS College of Pharmacy, Ooty

11. Mrs. N Pallavi, Asst. Prof. Dept., of Water and Health, Faculty of Life Sciences, JSS AHER, Mysuru
12. Dr. M V N L Chaithanya, Lecturer, Dept., of Pharmacognosy, JSS College of Pharmacy, Ooty
13. Smt. Juny – Sebastian, Lecturer, Dept., of Pharmacy Practice, JSS College of Pharmacy, Mysuru
14. Dr. M S Girish, Reader, Dept., of Peadodontics, JSS Dental College & Hospital, Mysuru
15. Smt. S Roopa, SDA, JSS Dental College, Mysuru
16. Smt. S Sumithra, Computer Programmer, JSS Dental College & Hospital, Mysuru
17. Office file

**Minutes of the Meeting held in connection with Prevention & Redressal of
Sexual Harassment held on 22nd December 2017 at 3 PM in the Board
Room, II Floor, JSS Dental College & Hospital, Mysuru**

Members Present:

1. Dr. B Manjunatha, Registrar, JSS AHER, Mysuru
2. Dr. P A Kushalappa, Director (Academics), JSS AHER, Mysuru
3. Dr. M N Suma, Chairman, Prevention & Redressal of Sexual Harassment Committee, JSS University, Mysuru
4. Prof. Shivananda Bharathi, JSS Law College, Mysuru
5. Smt. M S Kokila, Deputy Registrar (Sr. Grade), Establishment, JSS AHER, Mysuru
6. Dr. M N Naganandini, Asst. Prof. JSS College of Pharmacy, Mysuru
7. Dr. B J Divya Rao, Asst. Prof. Dept., of HSMS, JSS AHER, Mysuru
8. Dr. B Gowramma, Asst. Prof. Dept., of Pharmaceutical Chemistry, JSS College of Pharmacy, Ooty
9. Mrs. N Pallavi, Asst. Prof. Dept., of Water and Health, Faculty of Life Sciences, JSS AHER, Mysuru

Special Invitees:

1. Dr. C S Vidya, Associate Professor, Department of Anatomy, JSS Medical College, Mysuru and Member Secretary, ICC, JSS Medical College, Mysuru
2. Dr. M V N L Chaithanya, Lecturer, Dept., of Pharmacognosy, JSS College of Pharmacy, Ooty
3. Smt. Juny – Sebastian, Lecturer, Dept., of Pharmacy Practice, JSS College of Pharmacy, Mysuru
4. Dr. M S Girish, Reader, Dept., of Paedodontics, JSS Dental College & Hospital, Mysuru
5. Smt. S Roopa, SDA, JSS Dental College, Mysuru

Leave of Absence:

1. Smt. Madhuri Tathachari, Managing Trustee, Bhramara Trust, Mysuru
2. Smt. S Sumithra, Computer Programmer, JSS Dental College & Hospital, Mysuru

Dr. Suma, the Chairman of the Committee welcomed the members present to the meeting and requested Registrar to give his opening remarks.

Registrar expressed his satisfaction and appreciation about the activities and suggested to conduct Orientation and Workshop for the benefit of members and stake holders.

Dr. Kushalappa, Director (Academics) emphasized the need to create awareness on Gender Sensitization.

Prof. Shivananda Bharati advised to ensure to orient even the staff working at the grass root level.

Further, Dr. Suma added that though we are meeting after a long a time we are here with an idea of creating additional awareness on gender sensitization among the staff and students through organizing workshops and interactions. However, she opined to take up the proposal further as per the agenda of the meeting.

Hence, she requested Smt. M S Kokila to read the minutes and the action taken report of the previous meeting of the committee.

Thanking the Chairman, Smt. M S Kokila, Member Secretary took confirmation on the minutes of the previous meeting and placed the action taken report.

And, for the benefit of new members and Special Invitees a presentation was made by Dr. Naganandini.

The presentation highlighted the following points:

- a) Change of Nomenclature from "Prevention & Redressal of Sexual Harassment" to the "Internal Complaints Committee"
- b) Details of Establishment of Committee
- c) Indian Law on Sexual Harassment - Basis for committee formation
- d) University's Role
- e) Objectives of the committee
- f) Schedule of action
- g) Activities of the Cell in the Constituent Colleges
- h) Duties of the Employer
- i) Details of Constitution of Internal Complaints Committee
- j) Responsibilities of Internal Complaints Committee
- k) Definition of Sexual Harassment
- l) Types of Harassment and Extension
- m) Response to Sexual Harassment
- n) How to prepare a report on sexual harassment ?
- o) Do's and Don'ts of Sexual harassment at work place
- p) Redressal against Sexual harassment at work place
- q) Preparation of the annual report
- r) Suggestion Box – *Seeking further directions to conduct a one day workshop or seminar program to create awareness among the staff and students, identifying the topic and resource persons etc.,*

After running through the above presentation, the members took up few points from it for having a detailed discussion. Following points were taken up for discussion:

1. Firstly, Dr. P A Kushallappa advised the members that all the students and staff of should be made aware that there is a committee formed at JSS University and Constituent Colleges / Departments & Hostels for addressing issues with respect to prevention, prohibition & redressal of sexual harassment including gender sensitization.

If the staff and students are aware of having such committee, only then the purpose of forming of this committee is achieved.

It was appraised that, the handbook and PPT are already uploaded to the website for the benefit of staff and also in appropriate places signages and awareness boards are fixed.

The advice given by Dr. P A Kushalappa was considered by the committee to share such information and to create awareness among the staff.

2. The members of the committee gave their consent for **switching over of Nomenclature** from "Prevention & Redressal of Sexual Harassment" to the "Internal Complaints Committee", as the proposed nomenclature not only includes prevention & redressal of sexual harassment; but also includes gender sensitization which is also one of the important aspect for consideration under sexual harassment.

Hence, it was decided to issue a circular by the university to all the constituent colleges and departments including hostels specifying the change of nomenclature not only at the University level but also at the constituent colleges and at the university departments.

3. Moving further to the Basis of Indian Law followed for formation of this committee, Prof. Shivananda Bharathi informed the committee that, at the present scenario there are a number of new laws coming up every week / month, and as a result we should be enlightened by knowing / adopting the new laws instead of sticking to one law.

Meanwhile, it is also very necessary to be well equipped and updated with the changing scenario; so that, all will be on safer side.

Further, he gave a suggestion to the committee for distribution of pamphlets all around the campus among the staff / students about having such a committee with the details of contact person.

4. Dr. Divya Rao appraised about the comment made by the UGC team during June 2017 about the signages –that, the signage’s consist only the JSSU Logo and the symbol / signage. Hence, it was opined to have the details of contact person like mobile no. / mail id to be inserted / displayed in the signage which would help the staff and students to leave their message whenever / wherever there is an issue regarding gender sensitization around the campus for approaching the members to express their grievances.

Hence, it was decided to include the contact no. of the person in the signages displayed in the college and campus.

5. Lastly, the members had an interaction about organizing one day workshop to the staff and students to create awareness about what is sexual harassment, how to prevent sexual harassment, how to overcome / file a complaint / submit a report about the sexual harassment and gender sensitization, to whom the complaint to be submitted and how the action will be initiated by the university and colleges against the report / complaint received.
6. Considering all the above aspects, it was decided to initiate the following actions by the committee:
 - a. To invite all the non teaching staff, contract labourers viz., housekeeping, gardening, security service providers etc., and to orient about the sexual harassment and gender sensitization through poster presentation, power point presentation preferably in their mother tongue (Kannada) so that it would be advantageous for creating awareness about committee, actions of the committee and have good inter personal relationship and interaction etc.,
 - b. To invite resource persons for having a workshop for staff and students on “Policy of ZERO TOLERANCE at work place”. Shortlisted resource persons are:
 - i. Dr. Jagadish. N, Professor, Dept., of Forensic Medicine, Vaidehi Institute of Medical Sciences, Bengaluru to discuss on the topic of “Gender Sensitization”.
 - ii. Dr. Dharani Devi Malagatti, Dy. Director, Police Academy, Mysuru to have orientation programme on “Women Empowerment”.
 - iii. Mrs. Sumana, Advocate and Notary, Mysuru to have orientation programme on “Women Activities”.
 - c. To invite students of law college and have a mock session on the theme given by the Resource Persons in interpreting the various ways for which Prof. Shivanadha Bharathi would be the moderator.

Further, it was also decided to have a Poster presentation on "Policy of ZERO TOLERANCE" competition for the students of JSSU.

Prof. Shivanadha Bharathi advised to ensure to create awareness from the grass root level and to re-orient about the ICC and its functions. It was requested to make necessary arrangements to create orientation to the support staff in Kannada. He also advised to have additional members for Internal Committee of Constituent Colleges and Departments as Special Invitees.

Based on the request made by the new members and Special Invitees, Member Secretary agreed to share the following:

1. PPT on ICC and its Functions for the benefit of students.
2. PPT on ICC and its Functions for the benefit of ICC of Constituent Colleges and Dept. and for its staff.
3. Circular on change of Nomenclature of committee as ICC.


Member Secretary 29/1/18


Chairman


REGISTRAR

