

**INTERNAL COMPLAINT COMMITTEE**

Date: 13/6/2023


**Notification**

2023-24

Constitution of internal complaints committee (ICC) on Sexual Harassment " in **JABALPUR INSTITUTE OF NURSING SCIENCES AND RESEARCH** to redress complaints of sexual harassment of women.

As per the provision of university Grant Commission (Prevention, Prohibition, and redressal of sexual harassment of women employees and students in higher education institutions) regulation, 2015 the internal complaints committee comprising of the following members to redress the complaints on sexual harassment has been constituted for the year 2023-24 as under:

S.No	Category	Representative members	Designation	Email	Contact No
1	Chairperson	Dr. Sapna Das	Principal	sdas23867@gmail.com	9301481643
2	Coordinator	Prof. Surbhi Royna kehari	Prof.	dularesur@gmail.com	9826516641
3.	Teaching Faculty	Dr. Princey Shaji	Vice-Principal	princeyshaji@gmail.com	9753218998
4.	Teaching Faculty	Dr. Vinitha Suresh	Prof	<a href="mailto:sureshvinitha02@gmail.com">sureshvinitha02@gmail.com</a>	9826153760
5.		Mrs. Ardhana dhanayawad	Asso. Prof	<a href="mailto:ardhanasamuel27@gmail.com">ardhanasamuel27@gmail.com</a>	7869551404
6.		Mrs. G. Sangeeta Pillai	Asso. Prof	sangeetapillai21@gmail.com	8602303748
7.	Non-Teaching Staff	Mr. Sukhdev Sahu	Clerical Staff	Anshika.amish@gmail.com	9165518095
8.	Women Counsellor	Dr. Anupama Tiwari	Counsellor	anupama07tiwari@gmail.com	9424779018
9.	Management Personnel	Mrs. Sunayana Pateriya	Chairman	spateria@gmail.com	9425154414
10.	Student Members	Rachna Maurya	Head Girl	<a href="mailto:ruhikushwaha8may@gmail.com">ruhikushwaha8may@gmail.com</a>	6306433895
11		Bhujbal Prathana	Student	<a href="mailto:prathanabhujbal@gmail.com">prathanabhujbal@gmail.com</a>	

  
**Dr. (Mrs.) Sapna Das**  
Principal  
Jabalpur Institute of Nursing  
Science & Research, Jabalpur



# JABALPUR INSTITUTE OF NURSING SCIENCES & RESEARCH

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Hitkarini Sabha Parisar, Jonesganj, JABALPUR (M.P.) - 482001

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## INTERNAL COMPLAINTS COMMITTEE / COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT

### POLICY & ADOPTED GUIDELINES IN CONJUNCTION WITH REGULATORY BODIES

has constituted an internal Jabalpur Institute of Nursing Sciences and Research **Complaints Committee / Committee for Prevention of Sexual Harassment** to sensitize students on gender equity and to provide the procedures for the resolutions, and settlement of sexual harassment by taking all steps required. Colleges are required to have policies in place to address and prevent sexual harassment, and students can report incidents to their institutions.

- The committee promotes a social and psychological environment that will raise awareness about gender sensitization and sexual
- Committee enquires and takes remedial actions related to sexual harassment complaints in a time-bound manner
- The committee ensures equal access to all facilities and participation in activities of the college
- Committee create a secure physical and social environment that will deter acts of sexual harassment

### Acts considered as sexual harassment

Sexual harassment in colleges can encompass a wide range of behaviours. Here are some acts that are typically considered sexual harassment:

1. Unwelcome Sexual Advances: This includes any unsolicited and unwanted sexual propositions or advances.
2. Requests for Sexual Favours: Asking for sexual favours in exchange for grades, recommendations, or other academic benefits.
3. Verbal Conduct: This can involve making sexual comments, jokes, or remarks about someone's body or sexual activities.
4. Nonverbal Conduct: This includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures.
5. Physical Conduct: Unwanted touching, hugging, kissing, or any other physical contact of a sexual nature.





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6. Sexual Violence: Acts such as sexual assault, rape, or any physical sexual acts performed against a person's will or when they are unable to consent.

## POWERS OF THE INTERNAL COMMITTEE

The IC can recommend to the administration, appropriate punishment including the following:

- Transfer Of the complainant or delinquent from their present position
- Dismissal, demotion, suspension, stoppage of increment, written warning etc.
- Compensation To the affected employee either from official funds or by recovering from the salary of the delinquent employee.
- The final decision lies with the Administration of the institution

## PUNISHMENT FOR SEXUAL HARASSMENT

- Any of the following punishments may be given to the delinquent in case the charges are proved, depending upon the gravity of the offence.
- reprimand or censure
- Warning
- Demotion
- Termination



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## MINUTES OF THE INTERNAL COMPLAINT COMMITTEE MEETING HELD ON 20/9/2022

The meeting on anti-sexual harassment was held on 20/9/2022 at 3 pm at staff room of Jabalpur institute of nursing sciences and research . Since no complaints were received , the committee discussed the effect of poster competition on the prohibition of sexual harassment and discussed the future plans.

**The following members were present for the meeting.**

Dr. Sapna Das

Prof.Princey Shaji

Dr.Vinitha Suresh

Prof.Surbhi Royna kehari

Mrs.Ardhana dhanayawad

Mrs.G.Sangeeta Pillai

### Agenda 1

#### 1.Approval of the objectives of sexual Harassment committee.

The objectives of sexual Harassment committee read and asked member to suggest if any addition or deletion is required.

**Resolution:** - It was suggested by the members that inclusion of men also be added in the objectives to develop a policy against sexual harassment of women at the institute. The change objectives is to develop a policy against harassment of women & men at the institute.

### Agenda 2

#### Discuss Future Plans for POSH

We have planned to keep session for all students on sexual harassment and also asked member to suggest any other extra activities needed for POSH in the academic year 2022.

**Resolution:** The committee discussed how to motivate students and staff to report incidence if it is occurred and also provide awareness classes on prohibition of sexual harassment and legislative protections.

### Agenda 3. Updating the formulation policies in the committee.

It suggested on framing of policy of the committee can be done according to the policy document. Principal also suggested if we can make policy on violence at workplace. She also discussed that the new first yr students should be made aware about this committee and the presence of the grievance redressal cell in the college in case they have any issues.



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Resolution passed:- 1) framing of the policy in the committee has to be done .

2) Framing of the policy on violence at work.

3) 1<sup>st</sup> yr B. Sc. Students should be informed regarding sexual harassment committee and the presence of the grievance redressal cell.

PRINCIPAL

(Mrs.) Sapna Das  
Principal

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## MINUTES OF THE ANTI SEXUAL HARASSMENT COMMITTEE MEETING HELD ON 12/4/2023 AT 2 PM

The meeting on anti-sexual harassment was held on 12/4/2023 at 2:30pm at staff room of Jabalpur institute of nursing sciences and research to discuss any complaints related to sexual harassment.

### The following members were present for the meeting

Dr. Sapna Das  
Prof.Princey Shaji  
Dr.Vinitha Suresh  
Prof.Surbhi Royna kehari  
Mrs.Ardhana dhanayawad  
Mrs.G.Sangeeta Pillai

### Agenda

- 1.Reading the minutes of previous meeting and business arising.
- 2.Plan on organizing new events/programme for upcoming year.
- 3.Conduction of sexual harassment committee meetings

### Agenda 1

#### 1.Reading of the minutes of previous meeting and business arising.

Prof. Surbhi requested Mrs. Ardhana to read the minutes of previous meeting.

Mrs. Ardhana read the minutes and there were no business arising from the meeting. It was passed by Mrs. G. Sangeeta .

### Agenda

- 3.Plan on organizing new events/programs for the upcoming year.

Mrs. Ardhana informed that there is an upcoming events on CYBER CRIMES AND LEGAL PROTECTION FOR WOMEN.

It also suggested that a session on "Good touch and bad touch" for primary school students in collaboration with NSS .

Resolution passed:-

- 1).Plan on Poster competition on CYBER CRIMES AND LEGAL PROTECTION FOR WOMEN .
- 2) B.Sc.nursing ivth yr students will present skit for primary school students on Good Touch and bad touch.



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## Agenda 2

### Any Other Issues:

#### 1. Conduction of sexual harassment committee meetings

Dr. Sapna das instructed the members to advice regarding conduction of sexual harassment committee meetings in a year.

Resolution:- It was decided to conduct meeting twice in a year.

Any report of sexual harassment incidence at workplace not reported.

As there were no points for further discussion the meeting was adjourned at 3:30 PM

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## MINUTES OF THE ANTI-SEXUAL HARASSMENT COMMITTEE MEETING HELD ON 6/10/2023 AT 2PM

Anti-sexual harassment committee meeting was held on 6/10/2023 at Staff Room of Jabalpur Institute of nursing sciences and research at 3pm to discuss any complaints related to sexual harassment among Staff or students and to evaluate the student's interest in sharing "Thoughts of the day."

### The following members were Present for the meeting

Dr. Sapna Das

Prof.Princey Shaji

Dr.Vinitha Suresh

Prof.Surbhi Royna kehari

Mrs.Ardhana dhanayawad

Mrs.G.Sangeeta Pillai

### Agenda

- 1.) Reading of the minutes of previous meeting and business arising.
- 2.) Welcome the new members in the meetings.
- 3.) Reading of the policies formed.
- 4.) Plan and organize new events, Programs for the upcoming year.

### Agenda

- 1)Reading of the minutes of previous meeting and business arising.

Reading of the minutes of previous meeting was done it was passed by Mrs. G. Sangeeta Pillai.

Business arising from the minutes

requested all the student representative to inform all the students that if any issue of threat or harassment is observed with any one. It has to be immediately reported to the sister in charge ,class coordinator and supervisor so that immediate action will be taken .

Principal emphasized that safety of our students is our main concern either in our hospital or college . Hence a good communication system has to be followed.

Mrs. Ardhana also suggested that if the witness are present then it is much better.

She also emphasized that it should be informed to all the students during the orientation.

- 2)Welcome the new members in the meetings.





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All the new members were welcomed in the committee .

3) Reading of the policies formed.

The new policy formed was read briefly and discussed. It was emphasized that the policy should include the process and flowchart of the redressal of how the grievance should be addressed. It was decided that the meeting will be held twice in the year.

Mrs. G. Sangeeta suggested that the students should be aware of the ICC (Internal complaint committee ) and suggestion Box.

So it was decided that a PPT will be prepared in proper format and the team members will be allotted to give the orientation to the students . The ppt will be updated every year.

4) Plan and organize new events, Programs for the upcoming year.

It was decided that the orientation program has to be done every year for the students.

It was decided that a Nukad Natak will be arranged in collaboration with the community health nursing department which will be conducted in Hitkarini girls school.

As there were no other for further discussion, the meeting was adjourned at 4pm.

PRINCIPAL

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## MINUTES OF THE ANTI-SEXUAL HARASSMENT COMMITTEE MEETING HELD ON 15/3/2024 AT 2PM

Anti-sexual harassment committee meeting was held on 15/3/2024 at Staff Room of Jabalpur Institute of nursing sciences and research at 2pm.

### The following members were Present for the meeting

Dr. Sapna Das

Dr.Princey Shaji

Prof.Surbhi Royna kehari

Dr.Vinitha Suresh

Mrs.Ardhana dhanayawad

Mrs.G.Sangeeta Pillai

### Agenda

- 1.Discuss any complaints related to sexual harassment among the staff or students.
2. Plan supportive measure to be taken to inculcate moral values.

### Discussion of the meeting

#### Action taken report of previous meeting

- The meeting was began at 3pm. The action taken report of the previous meeting was presented. No sexual harassment cases reported.

#### Discuss the measures to be taken to avoid Sexual Harassment Activities

Following points were discussed .

- The committee suggested to inculcate moral values, more human value added class has to arrange every year.
- The committee also recommended that student's initiative will be more beneficial, so each day one students has to present "thought of the day" in assembly.

PRINCIPAL

(Mrs.) Sapna Das  
Principal

Jabalpur Institute of Nursing  
Science & Research, Jabalpur