

GOV'T J BUANA COLLEGE, LUNGLEI
MINUTES
of the meeting of the Internal Complaints Committee on
Sexual Harassment of Women at Workplace
{(Prevention, Prohibition and Redressal) Act 2013}
held on 27th January, 2020 at 2:00pm in the Seminar Hall

Members Present:

1. Dr Vanlalhlani Ralte Chairman
2. Dr Vanlalngaii Member
3. Mr KF Lalthuamluaia Member
4. Mrs Mary Lalromawii Member
5. Dr B Lalrinchhani Member
6. Mr Laltleipuia Member

The Chairman Dr Vanlalhlani Ralte chaired the meeting. She welcomed the members of the committee and the meeting was started. The Chairman gave a report and presented the agenda of the meeting.

Report:

1. The Chairman reported that the Internal Complaints Committee on Sexual harassment of Women at Workplace {(Prevention, Prohibition and Redressal) Act 2013} of Gov't J Buana College was constituted vide OM No. C. 13016/1/2019. GJBC dated 7th November 2019 to ensure women's protection against sexual harassment at workplace and to contribute to the realization of their right to gender equality, life and liberty; and to act as a redressal mechanism. The Complaint Committee for considering complaints of sexual harassment of women working in the institution were:

Chairman:	Dr Vanlalhlani Ralte	Asso. Professor
Members:	Dr Vanlalngaii	Asso. Professor
	Mr KF Lalthuamluaia	Asso. Professor
	Mrs Mary Lalromawii	Asso. Professor
	Dr B Lalrinchhani	Asso. Professor
	Mr Laltleipuia	Asso. Professor

2. The Chairman gave a report on the constitution of the committee and informed that all the organizations having more than 10 personnel must constitute an Internal Complaints Committee and in this context, this committee has been formed. She described the role of ICC and highlighted the 2013 Act regarding sexual harassment of women at workplace. It was also mentioned that the right to non-discrimination at

work, and to have a safe workplace is a fundamental right guaranteed under Articles 15, 19 and 21 of the Constitution.

Agenda:

1. Creation of webpage on Sexual Harassment of Women at Workplace on the institution website.
Discussions were held on which information was to be uploaded on the webpage and it was resolved that the following be uploaded:
 - i. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
 - ii. Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013
 - iii. The composition of the Internal Complaints Committee of the institution and the contact details of the committee members
 - iv. Minutes of meeting of the Internal Complaints Committee
 - v. Complaint procedures regarding Sexual harassment at workplace
 - vi. Complaint portal for lodging complaints related to sexual harassment of women at workplace and Instructions for filing of complaints through the portal
2. Complaint Drop Box:
It was resolved that a complaint drop box be strategically placed in the college premises so as to enable employees to lodge complaints
3. Dissemination of information to employees regarding complaints:
Discussions were held on the importance of creating awareness and continuous sensitization among the employees. It was resolved that
 - i. Posters and notices defining sexual harassment be placed at prominent places in the campus.
 - ii. Complaint procedures and Instructions for filing of complaints through the portal in the institution website be displayed in the posters
 - iii. Contact details of the committee members be displayed
 - iv. A copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, handbook be disbursed/ shared to the faculty, office staff and students in soft copy
4. Complaint procedures:
It was resolved that the complaint procedures for sexual harassment would be as follows:
 - i. Complaint regarding Sexual Harassment against women can be made in paper form to be put in the Complaint drop box, through the complaint portal in the webpage or by sending e-mail to iccgjbc@gmail.com
 - ii. An aggrieved woman can make written complaint of sexual harassment at workplace to the ICC within a period of three months from the date of incident

and in case of a series of incidents, within a period of three months from the date of last incident


- iii. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman
- iv. Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box ([She-Box](#)) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint.
- v. Once a complaint is submitted, the committee will take necessary actions as prescribed under the Sexual Harassment of Women at Workplace Act 2013. The Internal Complaint Committee will initiate inquiry into the complaint and the complainant will be informed of the status of the complaint and action taken by the committee.

There being no further business, the meeting ended with vote of thanks from the chair

Minute Secretary


(Dr. B. LALRINCHHANI)
ICC, Gov't J Buana College

Chairman


(DR VANLALHLANI RALTE)
ICC, Gov't J Buana College