

GENDER SENSITIZATION CELL

As per UGC direction the Institute has constituted an Internal Complaint Committee (ICC) and a Special Cell to deal with the issues of gender based violence and to conduct gender sensitization programme.

The following members are nominated as the committee for **Internal Complaint Committee (ICC)**:

- 1. Dr Namrata Saxena (Executive director)**
- 2. Mrs.Lysamma Samson**
- 3. Ms Mahvish Khan**
- 4. Mr Amit Srivastava (Warden Boys Hostel)**
- 5. Mrs Seema Kashyap (Warden Girls Hostel)**
- 6. Mr Shobhit Srivastava (Assistant Prof. Pharmacy)**
- 7. Ms Zeba Siddiqui(Assistant Prof. Pharmacy)**
- 8. Ms Richa Tiwar (Assistant Prof. Pharmacy)**

Duties and Responsibilities:

- To examine all grievance letters received from the women staff / students regarding the sexual harassment.
- To examine and investigate on each complaint received from the women staff / students by collecting the required information / data from connected people.
- To give feedback to the women staff / students concerned / to find solution for their grievances.
- The committee will record such grievances received from the women staff / students, in a separate register maintained exclusively for this purpose. The reply given by the committee to the women staff / students for grievance should also be recorded in the register.
- The Committee should find suitable solutions to settle the problems faced by the women staff / students in regard to matters relating to sexual harassment within 10 days' after thorough investigation.

MINUTES OF GENDER SENSITIZATION CELL

Minutes of the 1st Meeting of the Gender Sensitization Cell for the academic year 2018-2019 held on 1st September 2018 in the Directors Office at 10.30 A.M.

The following members were present:

- 1. Dr. Namrata Saxena (Executive director)(Chairperson)**
- 2. Mrs. Lysamma Samson**
- 3. Ms. Mahvish Khan**
- 4. Mr. Amit Srivastava (Warden Boys Hostel)**
- 5. Mrs. Seema Kashyap (Warden Girls Hostel)**
- 6. Mr. Shobhit Srivastava (Assistant Prof. Pharmacy)**
- 7. Ms. Zeba Siddiqui (Assistant Prof. Pharmacy)**
- 8. Ms. Richa Tiwar (Assistant Prof. Pharmacy)**

Te following points were discussed:

- (i) The Chairperson Madam welcomed the members and laid out the objectives to be achieved by Internal Complaint Committee (ICC) in this semester.
- (ii) ICC shall ensure the prominent publicity of the Policy in all College Teaching Departments, hostels, offices of administration, as well as in all public places on the campus such as the library, health centre, residential areas, canteens, shopping centres etc.
- (iii) Cell shall organize programmes for the gender sensitization on the campus community through workshops, seminars, posters, film shows, debates, skits etc.
- (iv) Cell shall conduct at least one major activity per semester involving large sections of the college
- (iv) ICC shall coordinate with the campus security services to devise ways and means by which a system of crisis management that is both gender-sensitive as well as prompt and effective is put in place. It shall maintain regular conduct with the campus security services to ensure that in crisis arising out of incidents of sexual harassment, ICC members, and/or the volunteers identified by it, shall be intimated without delay.
- (v) ICC shall organize training workshops for members of ICC to equip them to handle sexual harassment cases (including legal and medical aspects of aid).
- (vi) Chairperson Madam asked all the cell members to advise the young female students regarding taking measures for their own security.
- (vii) The students shall be provided women help line numbers and numbers of cell members.

The meeting concluded with best wishes from Chairperson, who also assured all the support.

MINUTES OF GENDER SENSITIZATION CELL

Minutes of the 2nd Meeting of the Gender Sensitization Cell for the academic year 2018-2019 held on 3rd December 2018 in the Directors Office at 12.00 P.M.

The following members were present:

- 1. Dr. Namrata Saxena (Executive director)(Chairperson)**
- 2. Mrs. Lysamma Samson**
- 3. Ms. Mahvish Khan**
- 4. Mr. Amit Srivastava (Warden Boys Hostel)**
- 5. Mrs. Seema Kashyap (Warden Girls Hostel)**
- 6. Mr. Shobhit Srivastava (Assistant Prof. Pharmacy)**
- 7. Ms. Zeba Siddiqui (Assistant Prof. Pharmacy)**
- 8. Ms. Richa Tiwar (Assistant Prof. Pharmacy)**

The following points were discussed.

1. The minutes of the previous meeting held on 1st September 2018 were read and confirmed by the committee.
2. Ms Richa Tiwari informed the cell about an orientation programme conducted for female students regarding sexual harassment and safety measures.
3. The chairperson asked about the security measures taken in girl's hostel for girls safety to which the warden replied that the cctv cameras were properly working and the girls were regularly monitored for that coming in and going out timings.
4. No incidents regarding harassment were reported by any of the students.

The meeting concluded at 01.00p.m