

DEPARTMENT OF TECHNICAL EDUCATION: TAMIL NADU

Minutes of the 1st meeting of the Sexual Harassment Redressal Committee

Date :16.08.2017

Time : 4.00 P.M

The first meeting of Sexual Harassment Redressal Committee (SHRC) for eradicating the menace of sexually harassing the girls students and women in working places and Educational Institutions was held in Directorate of Technical Education on 16.08.2017 under the Chairmanship of the Committee's Chairman, Dr.S.Letitia, the Project Coordinator, TEQIP, DOTE and the following members were present:

Sl.No	Name	Committee Members
1.	Tmt.V.Jayanthi, Technical Assistant (Complaints), DOTE	Member Secretary
2.	Dr.L.Mangaleswaran, Assistant Professor, Planning, DOTE	Member
3.	Tmt.S.Usha, PA to Commissioner, DOTE	Member
4.	Tmt.S.Shyamala, Superintendent, DOTE	Member
5.	Tmt.R.Jayalakshmi, Superintendent, DOTE	Member
6.	Thiru.A.Johnson, Data Entry Operator, DOTE	Member
7.	Dr.R.Geetha, Advisor, Pennurimai Iyakkam Chennai - 84	External Member

The following agenda were taken for discussion :

1. Discussion on display of constitution of Sexual Harassment Redressal Committee in College website and in Notice Board of DOTE & Institutions
2. Intimation of proposed days for conducting quarterly review meeting regarding SHRC in Institutions
3. Review of registered cases and current status.

The Chairperson of the Committee welcomed all members. The Chairperson, in her introductory remarks briefed the constitution of the earlier Sexual Harassment Redressal Committee and the cases registered in the past, the reconstitution of the present SHRC, the details of SHRC members complaints registered and follow up action in the prescribed format collected from all the Government and Government Aided Engineering and Polytechnic Colleges coming under the purview of Directorate of Technical Education, Chennai.

As per the instructions of the Commissioner of Technical Education, it is proposed to conduct four Quarterly meetings in every year as follows:

Meeting	Quarterly Period	Meeting date in every year
I	January – March	Next working day of 26 th January
II	April – June	Next working day of 1 st May
III	July – September	Next working day of 15 th August
IV	October – December	Next working day of 2 nd October

During the Sexual Harassment Redressal Committee meeting, the following points were discussed for eradicating the incident of Sexual Harassment in DOTE and all other Technical Institutions:

1. The Sexual Harassment Redressal Committee (SHRC) has been reconstituted in all the Government and Government Aided Engineering Colleges & Polytechnic Colleges from May 2017 and the same was communicated to Directorate of Technical Education, Chennai. In case of non-constitution of SHRC at institution level, suitable action will be taken against the institution.
2. One day Programme on sexual harassment can be conducted at the institution level so as to create the awareness among the staff and students of the institutions.
3. The clear definition of "Sexual Harassment" at work place and Educational Institutions should be displayed in website and Display board and the contact mail id & Phone number of the SHRC of the institutions should be displayed.

4. Periodical meeting should be conducted once in 3 months as mentioned above and Harassment Redressal report in each institution should be reviewed and forwarded to DOTE mail id "harassmentredress@gmail.com".
5. The Hand book on Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal (Act, 2013 for Employees / Institutions / Organization)) released by Government of India, Ministry of Women and Child Development is uploaded in DOTE's website.

Finally, the meeting came to end by 5.45 P.M.

Sl. No	Name	Committee Members	Signature
1.	Dr.S.Letitia, Project Coordinator, TEQIP, DOTE	Chairman	<i>S. Letitia</i> 16/8/17
2.	Tmt.V.Jayanthi, Technical Assistant (Complaints), DOTE	Member Secretary	<i>V. Jayanthi</i> 16/8/17
3.	Dr.L.Mangaleshwaran, Assistant Professor, Planning, DOTE	Member	<i>L. Mangaleshwaran</i> 16/8/17
4.	Tmt.S.Usha, PA to Commissioner, DOTE	Member	<i>S. Usha</i> 16/8/17
5.	Tmt.S.Shyamala, Superintendent, DOTE	Member	<i>S. Shyamala</i> 16/8/17
6.	Tmt.R.Jayalakshmi, Superintendent, DOTE	Member	<i>R. Jayalakshmi</i> 16/8/17
7.	Thiru.A.Johnson, Data Entry Operator, DOTE	Member	<i>A. Johnson</i> 16/8/17
8.	Dr.R.Geetha, Advisor, Pennurimai Iyakkam Chennai - 84	External Member	<i>R. Geetha</i> 16/8/17

Copy submitted to

1. Commissioner of Technical Education, DOTE, Chennai -25
2. Additional Director of Technical Education (Examinations), DOTE, Chennai-25

