

**AZAD COLLEGE OF PHARMACY**  
**(Affiliated by JNTUH Approved by PCI)**  
**Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.**

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# **Anti-Sexual Harassment Committee**

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**Anti - Sexual Harassment Committee:**

The Internal Complaints Committee for prevention of sexual harassment of women at campus, as per 'The Sexual Harassment at Campus (Prevention, Prohibition and Redressal) Act, 2013 for Constitution of College Internal Complaint Committee (CICC). Prevention, Prohibition and Redressal of Sexual Harassment to deal with the sexual harassment complaints of women at the Campus.

S.No	Committee	Designation	Roles
1	Dr Sumia Fathima	Professor	Co-ordinator
2	Mrs N Sunitha	NGO	Advisor
3	Mrs Archana rao	Assistant Professor	Member
4	Dr.khaja pasha	Professor	Member
5	Mrs Sara banu	Assistant Professor	Member



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**The Objective of the Cell is:**

- ❖ To create a secure physical and social environment which will detect acts of sexual harassment.
- ❖ To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- ❖ To provide an environment free of gender-based discrimination. To facilitate a safe environment that is free of sexual harassment.
- ❖ To develop guidelines and norms for policies against sexual harassment. To develop principles and procedures to combat sexual harassment.
- ❖ To organize gender sensitization awareness program.
- ❖ To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.
- ❖ Creation and delivery of customized awareness training sessions to the management, internal complaints committee and employees, on a need basis.

**On receipt of complaint:**

The committee shall, on receipt of a written complaint, promptly initiate inquiry proceedings as per the directions under the Sexual Harassment has been defined as: An act of sexual harassment includes any one or more of the unwelcome acts or behavior, whether directly or by implication

- ❖ Physical contact and advances or
- ❖ A demand or request for sexual favours or
- ❖ Making sexual coloured remarks or showing pornography or
- ❖ Welcome physical, verbal or non-verbal conduct of sexual nature.



  
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**Roles and Responsibilities:**

The committee has to ensure enough steps are taken to create awareness on the topic. If in case any person approaches any of the committee member, the member is immediately required to inform others. A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counseling and conciliation as soon as possible. In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students. Following are the Guidelines to be strictly followed.

- ❖ The complainant will have to submit a written and signed complaint addressed to the Presiding officer of the Cell.
- ❖ The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- ❖ The members of the Cell will discuss the complaint. 7.2.1: Describe two best practices successfully implemented by the Institution as per NAAC format provided.
- ❖ If the case falls outside the purview of the Cell, the complainant will be informed to principal.
- ❖ If the case comes under the purview of the Cell, an enquiry committee will be set up.
- ❖ The Committee will submit a report and recommend the nature of action to be taken at the earliest by principal.
- ❖ If any legal action is required with the help of advocate member of the cell complaint is forwarded to police.

  
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**Anti-Sexual Harassment Committee Report for 2021-22**

Minutes of the meeting of Anti-sexual Harassment Committee held on 20.12.2022 at the Office of HOD- Pharmacy.

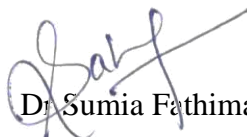
The following members were present


<b>S.No</b>	<b>Committee</b>	<b>Designation</b>	<b>Roles</b>
1	Dr Sumia Fathima	Professor	Co-ordinator
2	Mrs Archana rao	Assistant Professor	Member
3	Dr.khaja pasha	Professor	Member
4	Mrs Sara banu	Assistant Professor	Member

At the outset the Chair Person welcomed all the members. The points as per the agenda were taken up for discussion.

- ❖ Review of Previous Minutes of Meeting.
- ❖ Discussion on complaints, if any, from girl students and lady staff members during current semester.
- ❖ No complaints were received from the previous meeting to till date.
- ❖ Other points.

The meeting concluded with a vote of thanks to Chairperson.

  
Dr Sumia Fathima  
Chair Person

  
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**Anti-Sexual Harassment Committee Report for 2020-21**

Minutes of the meeting of Anti-sexual Harassment Committee held on 15.12.2021 at the Office of HOD- Pharmacy .

The following members were present


S.No	Committee	Designation	Roles
1	Dr Sumia Fathima	Professor	Co-ordinator
2	Mrs N Sunitha	NGO	Advisor
3	Mrs Archana rao	Assistant Professor	Member
4	Dr.khaja pasha	Professor	Member
5	Mrs Sara banu	Assistant Professor	Member

At the outset the Chair Person welcomed all the members. The points as per the agenda were taken up for discussion.

- ❖ Review of Previous Minutes of Meeting.
- ❖ Discussion on complaints, if any, from girl students and lady staff members during current semester.
- ❖ No complaints were received from the previous meeting to till date.
- ❖ Other points.

The meeting concluded with a vote of thanks to Chairperson.

  
Dr. Sumia Fathima  
Chair Person

  
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**Anti - Sexual Harassment Committee Report for 2019-20**

Minutes of the meeting of Anti-sexual Harassment Committee held on 12.12.2020 at the Office of HOD- Pharmacy .


The following members were present


S.No	Committee	Designation	Roles
1	Mrs Swathi Gaddamidi	Associate Professor	Co-ordinator
2	Mrs Archana rao	Assistant Professor	Member
3	Dr.khaja pasha	Professor	Member
4	Mrs Sara banu	Assistant Professor	Member

At the outset the Chair Person welcomed all the members. The points as per the agenda were taken up for discussion.

- ❖ Review of Previous Minutes of Meeting.
- ❖ Discussion on complaints, if any, from girl students and lady staff members during current semester.
- ❖ No complaints were received from the previous meeting to till date.
- ❖ Other points.

The meeting concluded with a vote of thanks to Chairperson.

  
Mrs.G Swathi  
Chair Person

  
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**Anti - Sexual Harassment Committee Report for 2018-19**

Minutes of the meeting of Anti-sexual Harassment Committee held on 10.12.2019 at the Office of HOD- Pharmacy.

The following members were present

S.No	Committee	Designation	Roles
1	Mrs G Swathi	Professor	Co-ordinator
2	Mrs N Sunitha	NGO	Advisor
3	Mrs Archana rao	Assistant Professor	Member
4	Dr.khaja pasha	Professor	Member
5	Mrs Sara banu	Assistant Professor	Member

At the outset the Chair Person welcomed all the members. The points as per the agenda were taken up for discussion.

- ❖ Review of Previous Minutes of Meeting.
- ❖ Discussion on complaints, if any, from girl students and lady staff members during current semester.
- ❖ No complaints were received from the previous meeting to till date.
- ❖ Other points.

The meeting concluded with a vote of thanks to Chairperson.

  
Mrs. G. Swathi  
Chair Person

  
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**Anti - Sexual Harassment Committee Report for 2017-18**

Minutes of the meeting of Anti-sexual Harassment Committee held on 10.12.2018 at the Office of HOD- Pharmacy


The following members were present

S.No	Committee	Designation	Roles
1	Mrs G Swathi	Professor	Co-ordinator
2	Mrs N Sunitha	NGO	Advisor
3	Mrs Archana rao	Assistant Professor	Member
4	Dr.khaja pasha	Professor	Member
5	Mrs Sara banu	Assistant Professor	Member

At the outset the Chair Person welcomed all the members. The points as per the agenda were taken up for discussion.

- ❖ Review of Previous Minutes of Meeting.
- ❖ Discussion on complaints, if any, from girl students and lady staff members during current semester.
- ❖ No complaints were received from the previous meeting to till date.
- ❖ Other points.

The meeting concluded with a vote of thanks to Chairperson.

  
Mrs. G Swathi  
Chairperson

  
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