

Ref. No. HM/SVSU/2023/3875 (A)

Date: August 16, 2023

Protection of Women Against Sexual Harassment Committee

MINUTES OF MEETING

Date: August 16, 2023

Time: 11:00 AM

Venue: Conference Room

Members Present:

1. Mrs. Garima Jain Goel – Chairperson *Garima*
2. Mr. Yajvendra Singh – Member *YS*
3. Ms. Deepata – Student (BHMCT), Member *Deepata*
4. Ms. Jyoti Kumari – Student (BHMCT), Member *Jyoti Kumari*

The meeting commenced with a welcome address by the Chairman. The following points were discussed, and resolutions were passed:

Agenda Discussions & Resolutions:

1. **Review of Complaints:**
 - o No formal complaints were registered in the last quarter.
 - o A need to encourage open reporting was identified.
2. **Awareness Programs:**
 - o A workshop on sexual harassment awareness and prevention was scheduled for **September 10, 2023**.
 - o Posters and digital notices on reporting mechanisms were approved for placement around campus.
3. **Strengthening Redressal Mechanisms:**
 - o A confidential email address for complaints was created and shared with all students and staff.
 - o A secure complaint box was placed in the student lounge.
4. **Safety and Security Updates:**
 - o Additional CCTV cameras to be installed in common areas.
 - o Female security personnel were appointed for hostel and common area monitoring.
5. **Other Matters:**
 - o Next review meeting scheduled for **January 8, 2024**.

The meeting concluded with a vote of thanks by the Chairperson, expressing gratitude to all members for their valuable insights and active participation. The commitment to achieving the objectives discussed and fostering a positive and productive environment was reaffirmed.

[Signature]
Head of the Institution
Bhikaji Cama Subharti Institute of Hotel Management
S.V.S.U., MEERUT

Dr. Shiv Mohan Verma

Head of Institution