



Loyola Institute of Business Administration [LIBA]

A Jesuit Business School

Loyola College Campus, Chennai – 600 034, Tamil Nadu, India

**Committee for Preventing Sexual Harassment of
Women at Workplace: Internal Complaints Committee
(ICC)**

*Report on the first meeting of Internal Complaints Committee for the
academic year 2021-2022*

Date: January 7th, 2021

**Submitted By
ICC, LIBA**

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On 15th of December 2021, meeting regarding the execution of Internal Complaints Committee in LIBA was conducted for the academic year 2021-22 which reviewed the policies regarding the prevention of sexual harassment of women at workplace.

The meeting was attended by:

Chairperson: Dr. B. Aiswarya, Associate Dean, Student & Alumni relations.

Members: Prof. Melchias Gabriel, Deputy Principal Loyola College.

Prof. Chandiran, Associate Dean, Part Time & Executive Diploma Programs.

Prof. Shanthi Venkatesh, Area Chair, Marketing.

Special Invitee: Prof. P.C. Lakshmi Narayanan, Dean – Academics.

Non-Teaching Staff: Mr. Sudhakar, Co-ordinator of Learning, Full time.

Students: Mr. P. Ayyappan, **F20**

Ms. A. Boomika Sherene, **F20**

Ms. S.V. Sarumathi, **F20**.

The meeting began with a short silent prayer thanking God for the wellbeing of the students and staff of the college.

Dr. B Aiswarya, Associate Dean, Student & Alumni relations, Chairperson of the Internal Complaints Committee, addressed the meeting with a quick introduction of the members of the committee followed by Prof. Melchias Gabriel, Deputy Principal Loyola College, reviewing any complaints raised to the Committee and suggesting changes or any new additions to the Committee.

Prof. P.C. Lakshmi Narayanan, Dean – Academics explained the initiatives taken to spread awareness about the Internal Complaints Committee among students, faculty, and staff of LIBA.

It was observed by the committee that there were no complaints of sexual harassments against women in LIBA among staff and students until now reflecting on the maturity of LIBA.

It was suggested by Prof. Melchias Gabriel for LIBA to have a separate document for its own use based on the Handbook on Sexual Harassment of Women at Workplace, provided by AICTE. The website of the link to register their complaints along with contact number and

Email ID has to be provided in the document for LIBA. The document should be made simple and clear instructions has to be given for easy understanding of the reader to convey the easiness of filing complaints and effectiveness of the committee to them. After printing the book, a campaign has also been suggested by him to be launched to bring awareness among the students about ICC and make them clear about the objectives of the committee.

Prof Chandiran, Associate Dean, Part Time & Executive Diploma Programs also suggested to include one member from Part-time students in the Internal Complaints Committee.

Suggestions or any observations from the students side of the committee was also asked by the Chair and Members of ICC.

The meeting was then concluded by the Chair, Dr. B Aishwarya, thanking all the members of the committee for joining the meeting which was followed by high tea.



