

MINUTES OF THE MEETING HELD ON 25-04-2018 FOR THE QUARTER ENDING 31-03-2018

The quarterly meeting for the quarter ending 31st March 2018 of the Internal Complaints Committee under “the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)” Act, 2013 was held at 11:00 AM on 25-04-2018 at Assistant Director (Research), NMPT office.

- 1) The annual report for the year 2017-18 of ICC has been discussed with the members.
- 2) Since there is an incoming member in the ICC, the follow up action taken by the management regarding fees/allowances of new members has been discussed with the members and also the orders/ reports were shared among members.
- 3) Also it has been informed to all the members that orders/ reports/ minutes of the meeting of ICC have been hosted in the website with the approval of the competent authority.
- 4) Also feedback/ suggestions regarding the workshop held on 12th March 2018 by Dr. Rana were noted by the presiding officer.
- 5) The first complaint has been received on 24/04/2018. The written complaint has been submitted on 24-04-2018 at 11:00 AM. Since already quarterly meeting has been proposed for 25/04/2018 at 11:00 AM, it has been discussed with all the members of ICC to prepare an action plan. Also a committee with minimum members has been formed namely 1) Swapna 2) Gaurav Mathur 3) Merlyn Martis. ICC has taken immediate action on 24-04-2018 after receiving the complaint in written and all the members have understood the complaint and planned for inquiry.

Sd/-

Presiding Officer

Sl.No	Name	Designation	Signature
1	Swapna.A	Presiding Officer	Sd/-
2	Merlyn Martis	Member	Sd/-
3	Sushma H	Member	Sd/-
4	Anasooya	Member	Sd/-
5	Gaurav Mathur	Member	Sd/-
6	Avinash	Member	Sd/-
7	Bindu	Member	Sd/-