

**MINUTES OF THE QUARTERLY MEETING HELD ON 30.10.2017 AT 05:00 PM FOR  
THE QUARTER ENDING 30.09.2017**

The quarterly meeting for the quarter ending 30<sup>th</sup>September, 2017 of the Internal Complaints Committee under "The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal)" Act, 2013 was held on 31.10.2017, 5:00 PM at the office of Asst. Director (Research), NMPT.

- 1) The quarterly report of ICC for the quarter ending 30.09.2017 is prepared and forwarded to the competent authority.
- 2) The handed over reports/registers from the previous presiding officer have been shared with the members. Only 3 reports and one register were handed over by the presiding officer.
  - a. 1 Register i.e., for recording minutes of the meeting conducted.
  - b. Report dated 02.07.2016- Quarterly report to the Chairman, NMPT.
  - c. Report dated 08.04.2017- Annual report to the Chairman, NMPT.
  - d. Minutes of the meeting i.e., 1<sup>st</sup> meeting held on 10.02.2015.
- 3) The study material provided during the workshop held at Chennai have been shared with the members and informed the members that in case if any member wishes to read the books then they can borrow from the presiding officer and return them back.
- 4) As on date only the presiding officer has attended the workshop/training on ICC under Sexual Harassment act of women at workplace". It is understood from Administration department that another workshop on same subject is proposed by IPA at Ooty on Nov 18<sup>th</sup> and 19<sup>th</sup>. In this regard it has already been discussed with the concerned officer to nominate the member for the training. The decision is awaited.
- 5) Also suggestions from the members were also noted regarding in house training on the same subject.

Sd/-

Presiding Officer

P.T.O

Sl.No	Name	Designation	Signature
1	Swapna.A	Presiding Officer	Sd/-
2	Capt. Gaurav Mathur	Dock Master	Sd/-
3	Gladstone	AEE (Mech)	Absent
4	Avinash	AO Gr.I	Sd/-
5	Anusooya	PA to HOD	On Leave
6	Bindu.D	AE (C)	Sd/-
7	Sushma.H	A.E (Mech), Safety Officer i/c	Sd/-
8	ShanthaSundaraman	Joint Secretary, NMP MahilaSamaj	Sd/-