



LOYOLA ACADEMY DEGREE AND PG COLLEGE

(An autonomous college affiliated to Osmania University)
Sexual Harassment Prevention Cell – Internal Complaint Committee
Alwal, Secunderabad – 500010

Minutes of the Meeting

Formation of the Sexual Harassment Cell (Internal Complaints Committee - ICC) for the Academic Year 2024-25

Loyola Academy

Date: 4/06/2024

Time: 12:30 PM

Venue: Conference room

Chairperson: Fr. Dr. A. B. Babu SJ (Principal)

Agenda of the Meeting:

1. Formation of the Sexual Harassment Cell (ICC) for 2024-25.
2. Compliance with the 1997 Supreme Court Judgment on committee structure.
3. Discussion on roles and responsibilities of committee members.

Minutes (Discussions & Resolutions):

1. Formation of the Sexual Harassment Cell (ICC):
 - The committee for the academic year 2024-25 was officially constituted in accordance with the Supreme Court's Vishaka Guidelines (1997) and Loyola Academy's policy on sexual harassment.
 - The committee shall be chaired by Mrs.T.Swarna, who is a female faculty member, ensuring compliance with the mandatory requirement.
 - It was confirmed that at least 50% of the committee members are women as per the legal mandate.
 - The Head of Institution approved the nominations of all committee members.
2. Committee Roles & Responsibilities:
 - The committee members were briefed on their responsibilities, which include:
 - Handling complaints related to sexual harassment in a confidential and sensitive manner.
 - Conducting inquiries within the stipulated time frame.
 - Ensuring fair redressal procedures.



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- Creating awareness and preventive measures on campus.

Conclusion:

The meeting concluded with a commitment from all members to uphold a safe, gender-sensitive, and harassment-free environment at Loyola Academy. The Chairperson thanked all members for their participation and emphasized the importance of a proactive approach in handling and preventing sexual harassment cases.

Meeting Adjourned at: 2:00 PM

Prepared by:

Mrs. T. Swarna

**Member Secretary, Internal Complaints Committee
Loyola Academy**

The following individuals have been appointed as members of the Sexual Harassment Prevention Cell / Internal Complaint Committee (ICC) for the academic year 2024-25. They are responsible for ensuring a safe and harassment-free environment for all students and staff.

Committee Members:

**MEMBERS OF SEXUAL HARASSMENT PREVENTION CELL / INTERNAL COMPLAINT COMMITTEE
(ICC) – (2024-25)**

NAME	DESIGNATION
Fr. Dr. A. B. Babu SJ	Principal
Fr. Dr. M. Joseph Kumar SJ	Vice-Principal
Fr. M. Arul Jothi SJ	Vice-Principal
Fr. M. Prabhu SJ	Vice-Principal
Mrs. T. Swarna	Coordinator, HOD, B. Com Analytics
Dr. G. Anitha Mary	Vice-Principal
Mr. V. Jagadish	Vice-Principal
Dr. T. Sai Mamatha	Asst. Prof. in English
Dr. Kavitha Joshi	Dean, Management
Dr. T. Suchitra Naidu	Dean, Academics
Dr. K. Rama	IQAC Coordinator
Mr. C.V.R. Rudra Prasad	Legal Advisor
Head Boy & Head Girl	Student Representatives

