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.

- 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.

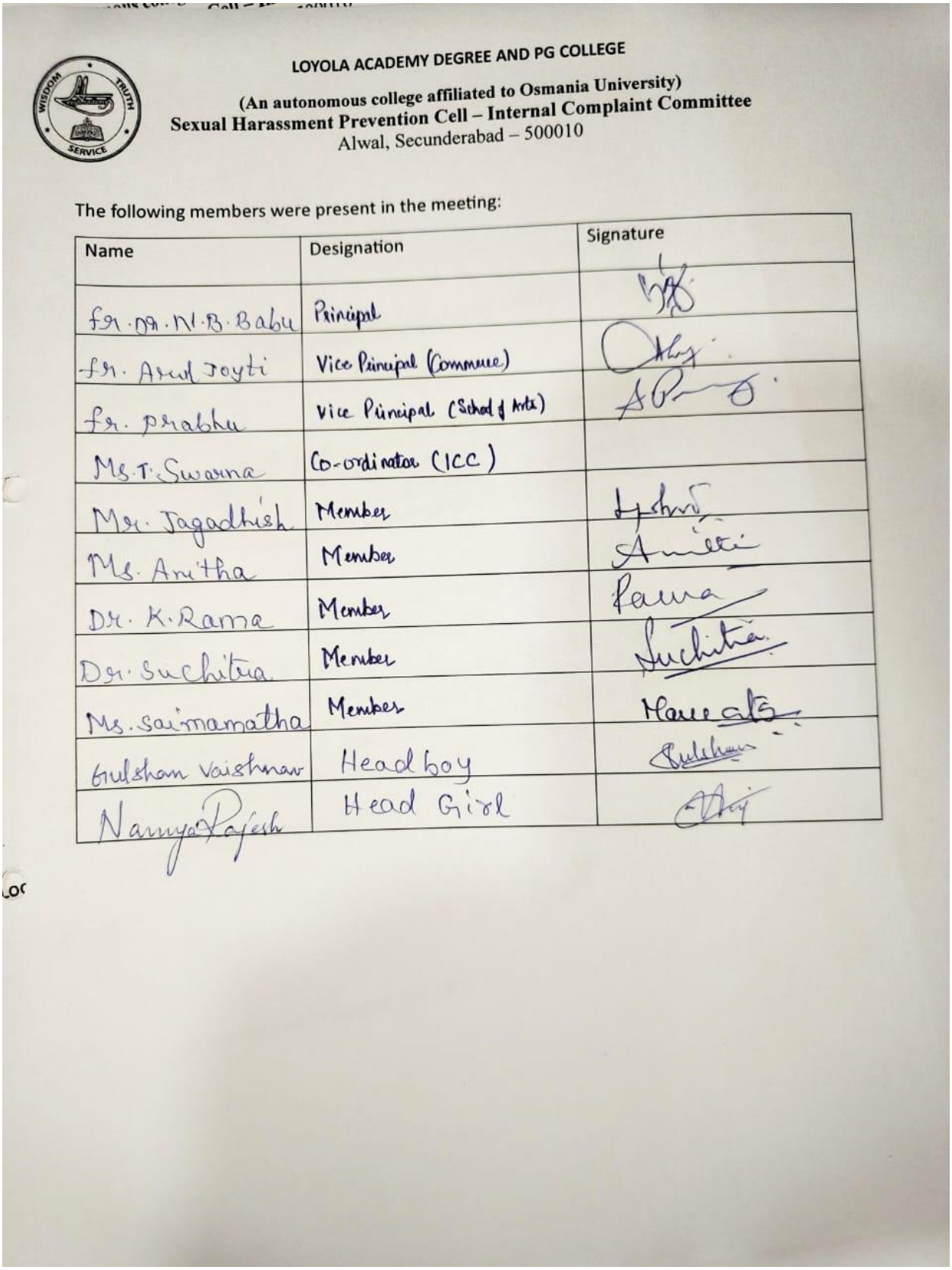
Committee Members:

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**

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The following members were present in the meeting:

Name	Designation	Signature
Fr. Dr. N. B. Babu	Principal	
Fr. Arul Joyti	Vice Principal (Commerce)	
Fr. Prabhu	Vice Principal (School of Arts)	
Ms. T. Swarna	Co-ordinator (ICC)	
Mr. Jagadhish	Member	
Ms. Anitha	Member	
Dr. K. Rama	Member	
Dr. Suchitra	Member	
Ms. Saimamatha	Member	
Gulshan Vaishnav	Head boy	
Nanya Rajesh	Head Girl	

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Report on Review Meet 2

Sexual Harassment Prevention Cell – Internal Complaint Committee (SHPC-ICC)

The Sexual Harassment Prevention Cell (SHPC) – Internal Complaint Committee (ICC) of Loyola Academy Degree and PG College conducted a Review Meeting on 30th January 2025 at 3:30 PM in the Conference Room. The meeting aimed to assess the past cases handled by the committee, discuss awareness programs and preventive measures, and plan upcoming initiatives to ensure compliance with institutional and legal guidelines.

The session was an essential step in strengthening the college's commitment to maintaining a safe and inclusive environment for all students and staff. The committee members actively participated in reviewing past resolutions, brainstorming new initiatives, and addressing any other relevant matters. Their contributions were crucial in reinforcing the effectiveness of the SHPC-ICC and its role in promoting awareness and prevention of sexual harassment on campus.

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Sexual Harassment Prevention Cell – Internal Complaint Committee
Alwal, Secunderabad – 500010

CIRCULAR

Ref No: LA/SHPC-ICC/2025/01
Date: 29/01/2025

Subject: **Review Meeting of Sexual Harassment Prevention Cell – Internal Complaint Committee**

Dear Members,

You are requested to attend the review meeting of the **Sexual Harassment Prevention Cell – Internal Complaint Committee** as per the following schedule:

Date: 30th January 2025 (Thursday)
Time: 3:30 PM
Venue: Conference Room, Loyola Academy

The agenda of the meeting will include:

1. Review of past cases and their resolutions.
2. Discussion on awareness programs and preventive measures.
3. Planning for upcoming initiatives and compliance updates.
4. Any other relevant matters with the permission of the chair.

Your presence and valuable inputs are essential for the effective functioning of the committee. Kindly make it convenient to attend.

For any queries, feel free to contact the undersigned.

29/1/2025

Mrs. T. Swarna
Coordinator, Sexual Harassment Prevention Cell
Assistant Professor, Department of Commerce
Loyola Academy

PRINCIPAL

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

Ref No: LA/SHPC-ICC/2025/01

Date: 30th January 2025

Time: 3:30 PM
Venue: Conference Room, Loyola Academy

Chairperson:

Mrs. T. Swarna, Coordinator, SHPC-ICC

Members Present:

ICC Members

Agenda Items Discussed:

1. **Review of Past Cases and Their Resolutions**

    - The committee reviewed previously reported cases and their resolutions.
    - No pending cases were noted; resolved cases were documented as per protocol.

2. **Discussion on Awareness Programs and Preventive Measures**

    - It was observed that there is a lack of awareness among students regarding SHPC-ICC.
    - A proposal was made to increase visibility through posters in each block.
    - Concerns were raised about parents' fears regarding social reaction and the hesitation of students to report harassment in crowded areas.
    - Reports highlighted that body shaming and inappropriate comments were common concerns among students.

3. **Proposed Awareness Initiatives:**

    - Orientation sessions for both staff and students to improve awareness and reporting mechanisms.
    - Mechanism for Reporting & Warnings:

        - Issuing circulars to reinforce institutional policies.
        - Strict warnings against harassment and body shaming.
    - Risk of Identity Disclosure:
        - Emphasis on anonymous reporting mechanisms to protect complainants.
    - Modes of Awareness & Communication:
        - Radio broadcasts, digital boards, notices, and posters were identified as key tools to promote awareness.
        - Public announcements and tracking complaints were also suggested.
    - Special Orientation for Boys:
        - A need for dedicated awareness sessions for male students was emphasized.
4. **Guest Speaker Recommendations:**

    - The committee proposed inviting senior legal professionals to educate students.
    - Suggested speakers:
        - SIT DSP (Deputy Superintendent of Police)
        - Senior Supreme Court Lawyers

5. **Upcoming Initiatives & Compliance Updates:**

    - A structured action plan will be drafted for awareness programs in the upcoming semester.
    - Ensuring compliance with college policies and government-mandated SHPC regulations.

Decisions Taken & Action Points:

- Posters will be placed in each block to increase visibility.
- Separate staff and student orientation sessions will be conducted.
- Anonymous reporting mechanisms will be strengthened.
- Regular radio and digital awareness announcements will be introduced.
- Guest speakers will be invited for legal guidance sessions.
- A review meeting will be scheduled in the next quarter to assess progress.

Conclusion:

The meeting concluded with an agreement to take immediate steps toward implementing awareness programs and enhancing complaint mechanisms. Members were requested to actively participate in these initiatives.

Meeting Adjourned at: 5:00 PM

Recorded by:
Mrs. T. Swarna
Coordinator, SHPC-ICC

Assistant Professor, Department of Commerce

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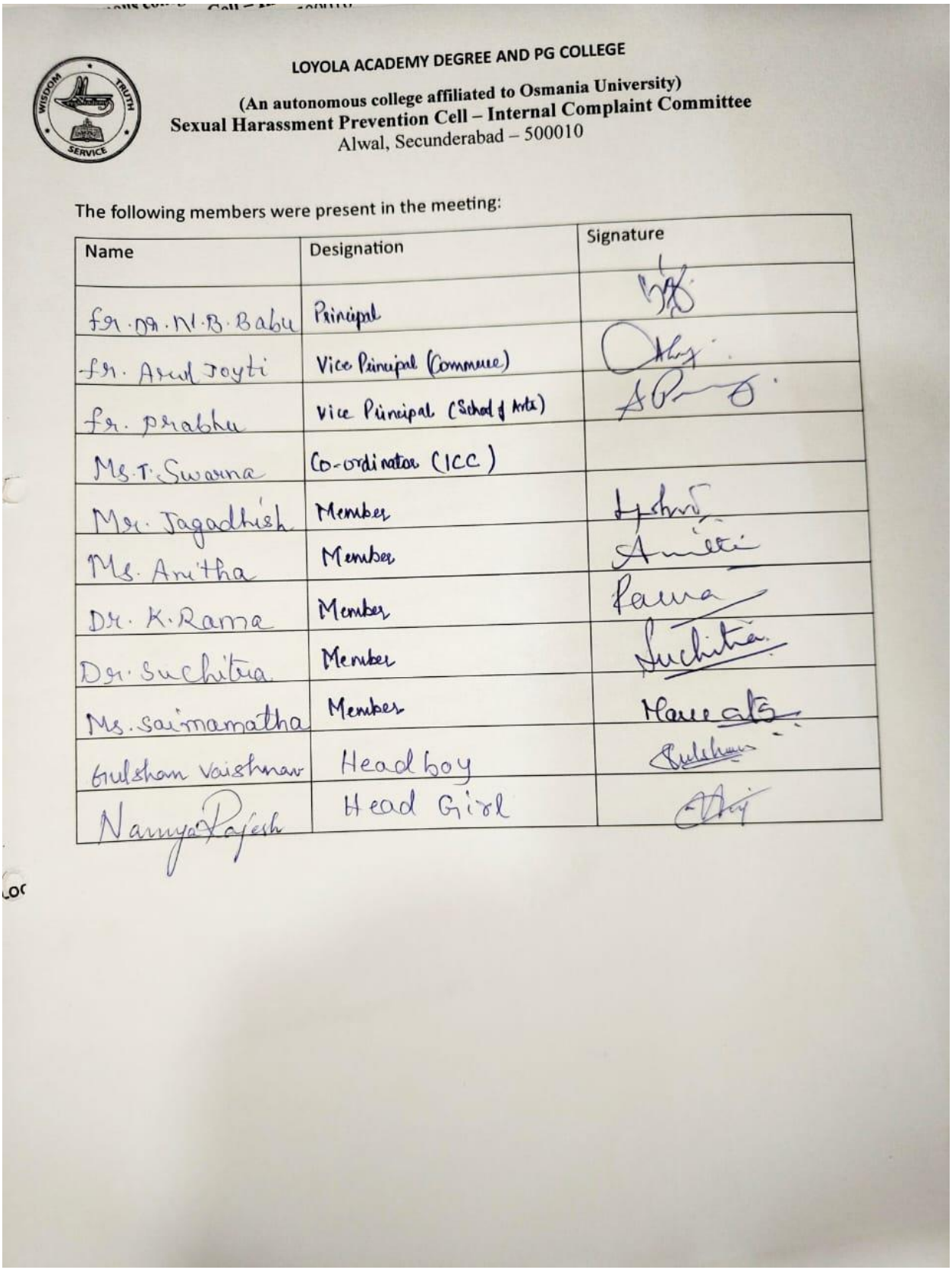
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The following members were present in the meeting:

Name	Designation	Signature
Fr. Dr. N. B. Babu	Principal	
Fr. Arul Jyoti	Vice Principal (Commerce)	
Fr. Prabhu	Vice Principal (School of Arts)	
Ms. T. Swarna	Co-ordinator (ICC)	
Mr. Jagadhish	Member	
Ms. Anitha	Member	
Dr. K. Rama	Member	
Dr. Suchitra	Member	
Ms. Saimamatha	Member	
Gulshan Vaishnav	Head boy	
Nanya Rajesh	Head Girl	

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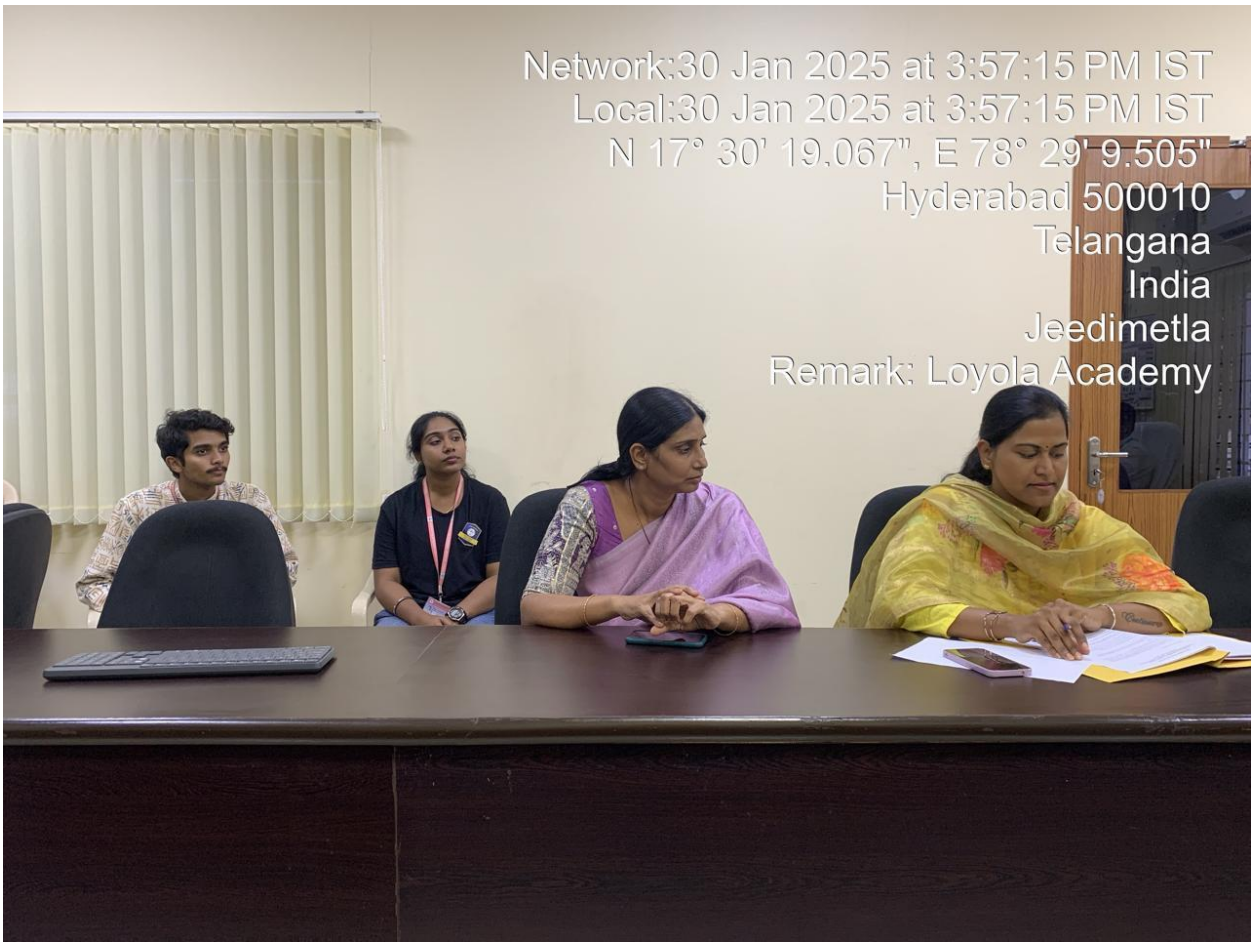


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Report on Awareness Program: "Understanding Sexual Harassment, Self-Defense, and Personal Safety"

Overview

=	Event title	**Awareness program on"Understanding Sexual Harassment, Self-Defense, and Personal Safety"**
	Hosts	Internal Complaint Committee (ICC) & Sexual Harassment Prevention Cell Loyola Academy, Degree & PG College, Secunderabad
	Date and Venue	Feb 18, 2025 1:30 AM **Venue:** Inigo Hall, Loyola Academy

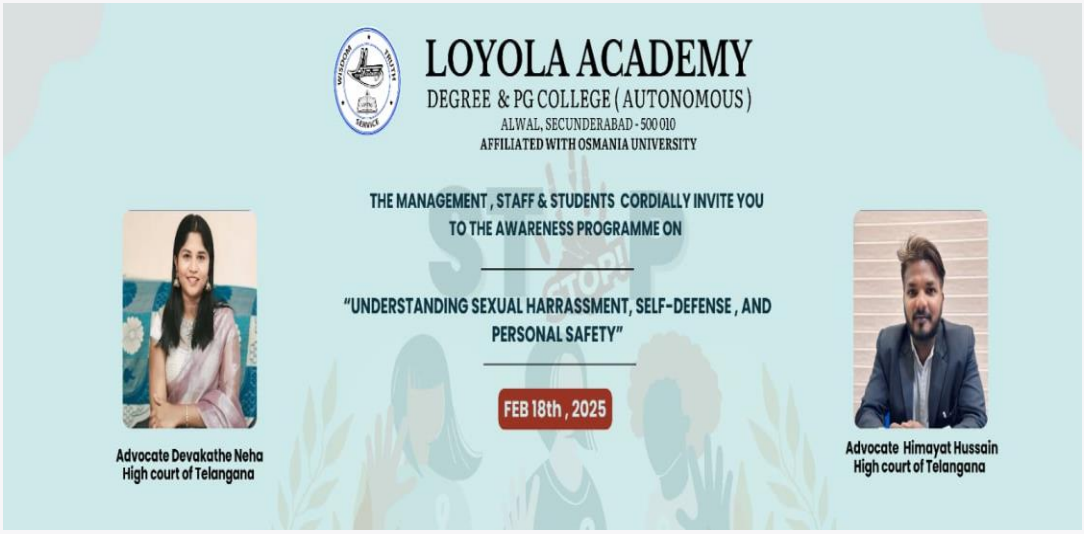


Resource Person	**1. Advocate Devakathe Neha** Advocate D. Neha is a distinguished legal professional practicing in the High Court of Telangana. She is a renowned influencer and advocate for women's empowerment, having received multiple awards in recognition of her contributions. Advocate Neha is committed to spreading legal awareness in an accessible manner and has a strong presence on social media, with 680K followers

on Instagram (@advocate_dneha). Through her platform, she simplifies legal concepts and educates the public about their rights. Additionally, she runs her own law firm, Advocate D Neha Associates, and offers free legal services to the underprivileged, demonstrating her dedication to social justice.

2. Advocate Himayat Hussain

Advocate Himayat Hussain is a dedicated legal professional practicing at the High Court of Telangana. He is deeply committed to serving the community, actively organizing free legal aid camps to ensure that those in need receive proper legal guidance and justice. His passion for helping the underprivileged and marginalized sections of society has made a significant impact, reinforcing the importance of accessible legal assistance.



Attendees

Girls students of following school attended the session.

1.School of Management
2.School of Informatics
3. School of Agriculture

Objective of the Program:

The awareness program aimed to educate students, faculty, and staff about sexual harassment, legal rights, self-defense techniques, and personal safety measures. The session was designed to empower individuals to recognize, prevent, and report harassment in an institutional and social environment.

Program Highlights:

- The session began with an introductory speech on the importance of addressing sexual harassment in educational institutions.
- Advocate Devakathe Neha elaborated on the legal aspects, rights of individuals, and mechanisms for reporting harassment.
- Advocate Himayat Hussain discussed case studies and legal precedents, providing a practical understanding of the legal framework.
- An interactive session allowed students to ask questions regarding harassment and legal remedies.
- Demonstrations on basic self-defense techniques were conducted to equip students with practical strategies for personal safety.
- The importance of speaking up and reporting harassment, even anonymously, was emphasized.

Student & Faculty Participation:

- The event witnessed enthusiastic participation from students, faculty, and staff.
- More than 1000 attendees actively engaged in the session.
- Many students came forward to discuss their concerns and seek guidance.

Feedback & Impact:

- The attendees appreciated the informative and engaging nature of the session.

- Students felt more empowered and aware of their rights and safety measures.
- Several faculty members suggested conducting regular sessions to reinforce awareness and proactive prevention.
- Students also expected some session should be there for boys to make them learn some ethics and values.

Recommendations for Future Initiatives:

- Conduct frequent workshops on gender sensitivity and harassment prevention.
- Establish self-defense training sessions for students.
- Enhance awareness campaigns through posters, seminars, and online resources.
- Strengthen the anonymous reporting mechanism to ensure safety and confidentiality.

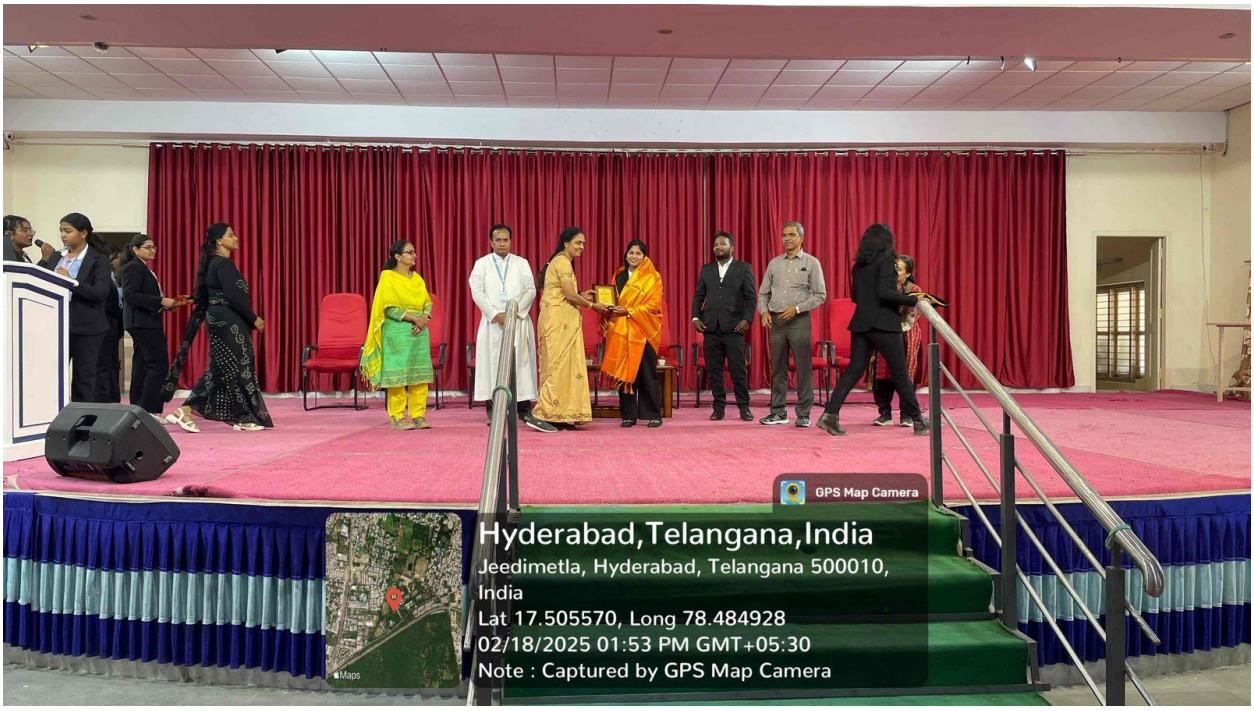
Conclusion:

The awareness program was a great success, fulfilling its objective of educating and empowering students and faculty. The Internal Complaint Committee (ICC) and Sexual Harassment Prevention Cell extend their gratitude to the college management for their support in organizing this crucial initiative.

Gallery:

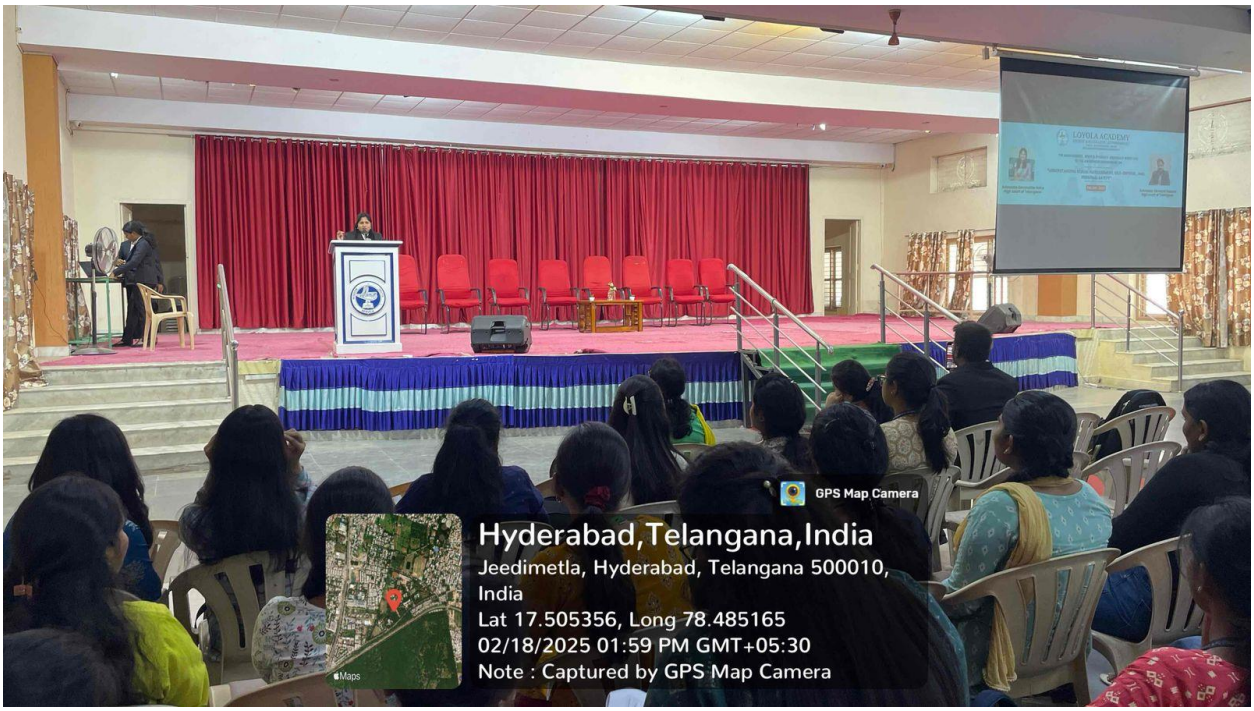



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Submitted by:

Mrs. T. Swarna
Coordinator, Internal Complaint Committee (ICC)
Loyola Academy, Degree & PG College

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Sexual Harassment Prevention Cell – Internal Complaint Committee
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Mrs. T. Swarna
Coordinator, Sexual Harassment Prevention Cell / ICC
Loyola Academy

Date: 29/01/2025

To,
Fr. Dr. A. B. Babu SJ
Principal

Subject: Permission to Organize an Awareness Program on *"Understanding Sexual Harassment, Self-Defense, and Personal Safety"*

Respected Father,

The **Sexual Harassment Prevention Cell / Internal Complaint Committee (ICC)** seeks your kind permission to organize an awareness program on **"Understanding Sexual Harassment, Self-Defense, and Personal Safety"** for students. The session is aimed at educating students about sexual harassment laws, personal safety measures, and self-defense techniques.

Event Details:

Date: 10/02/2025 (Monday), **Time:** 10:00 AM, **Venue:** Seminar Hall, Commerce Block

Resource Person: Mrs. Neha, Advocate at High Court, Telangana

We also request the management to kindly approve a payment of **Rs. 1,500/-** as an honorarium for Mrs. Neha for her valuable time and expertise. We believe this session will be highly beneficial in fostering awareness and empowering students with knowledge and safety skills. Kindly grant us the necessary permission and financial approval for the same.

Looking forward to your positive response.

Thank you.

Yours sincerely,

T. Swarna
Coordinator, Sexual Harassment Prevention Cell / ICC

22/2/25

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Sexual Harassment Prevention Cell – Internal Complaint Committee
Alwal, Secunderabad – 500010

CIRCULAR

Ref No: LA/SHPC-ICC/2025/02
Date: 29/01/2025

Subject: Awareness Program on *"Understanding Sexual Harassment, Self-Defense, and Personal Safety"*

The **Sexual Harassment Prevention Cell / Internal Complaint Committee (ICC)** is organizing an **Awareness Program** for **girls** students of School of Informatics, School of Management(only UG) and School of Agriculture on the topic **"Understanding Sexual Harassment, Self-Defense, and Personal Safety."** The session aims to educate students on legal aspects of sexual harassment, personal safety measures, and self-defense techniques.

Program Details:

Date: 18th February 2025 (Tuesday)
Time: 1:30 PM
Venue: Inigo Hall
Resource Person: *Mrs. Neha Devakathe , Advocate at High Court, Telangana*

All students are encouraged to attend this informative session and equip themselves with essential knowledge and skills for their safety and well-being.

For any queries, please contact the ICC Coordinator.

Mrs. T. Swarna
Coordinator, Sexual Harassment Prevention Cell
Assistant Professor, Department of Commerce
Loyola Academy

PRINCIPAL