



Loyola Institute of Business Administration (LIBA)

Formulation of Committee for Internal Complaints Committee (ICC) on 29th June, 2023

As per Section 4 of All India Council for Technical Education (Gender sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, the Internal Complaints Committee is being constituted for the academic year 2023-2024. It was discussed and agreed upon by the Officials of LIBA to have the following members in the Internal Complaints Committee:

Internal Complaints Committee 2023-2024		
S.No.	Name	Responsibility
1.	Prof. B. Aiswarya, Associate Dean - Student Relations and Alumni Relations, LIBA	Chairperson
2.	Prof. P. Chandiran Associate Dean - Weekend & Executive Diploma Programmes, LIBA	Member
3.	Prof. Shanthi Venkatesh Chair - Marketing, LIBA	Member
4.	Mr. P. Sudhakar Coordinator of Learning - Full Time, LIBA	Member
5.	Ms. Rochelle Simon Senior Executive Secretary to Director, LIBA	Member
6.	Ms. Sophia Dass Social Watch NGO, Tamil Nadu	Member
7.	Ms. Y N M Aasini Second Year Student, LIBA	Member
8.	Ms. Michelle Veronica Rajkumar Second Year Student, LIBA	Member
9.	Mr. P. Prince Rayappa Second Year Student, LIBA	Member

Dr. C. Joe Arun, SJ

DIRECTOR
LOYOLA INSTITUTE OF
BUSINESS ADMINISTRATION
LOYOLA COLLEGE
CHENNAI - 600 034



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)

Chairperson:

Prof.B.Aiswarya | Associate Dean – Student Relations & Alumni Relations

Members:

Prof.P.Chandiran | Associate Dean – Weekend & Diploma Programmes

Prof. Shanthi Venkatesh | Chair – Marketing

External Member:

Ms.Sophia Dass | Social worker, Jesuit Chennai Province

Non-Teaching Staff:

Mr.P.Sudhakar | Coordinator of Learning – Full time

Ms.Rochelle Simon | Senior Executive Secretary to Director

Students:

Mr.Prince Rayappa, F22

Ms.Michelle Veronica Rajkumar, F22

Ms.Y.N.M.Aasini, F22

Minutes of the Meeting

Date: 25th January, 2024

Timing: 2.30 to 3.30 pm

Venue: Learning Plain 2, Third Floor, LIBA Building

Agenda: Meeting regarding the execution of Committee for Preventing Sexual Harassment of Women at Workplace: Internal Complaints Committee (ICC) in LIBA for the academic year 2023-24

- The meeting began with a short prayer of Disposition thanking God for the wellbeing of the students, faculty, and staff of the institution.
- 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.
- The minutes of the meeting held for the same during the year 2022-23 was presented to the members.
- Ms. Sophia Dass, Social worker – Jesuit Chennai Province, reviewed if any complaints were received by the committee.
- It was observed that, there were no complaints of Sexual Harassment received by the committee.


Action taken from previous year's suggestions:

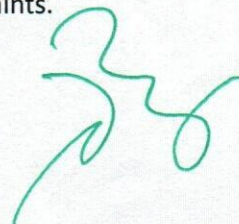
- It was suggested in the previous year's meeting that a mechanism of dissemination of the duties of committee and its policy must be circulated amongst all the internal stakeholders. This was resolved by Disseminating the same through manual of policies.

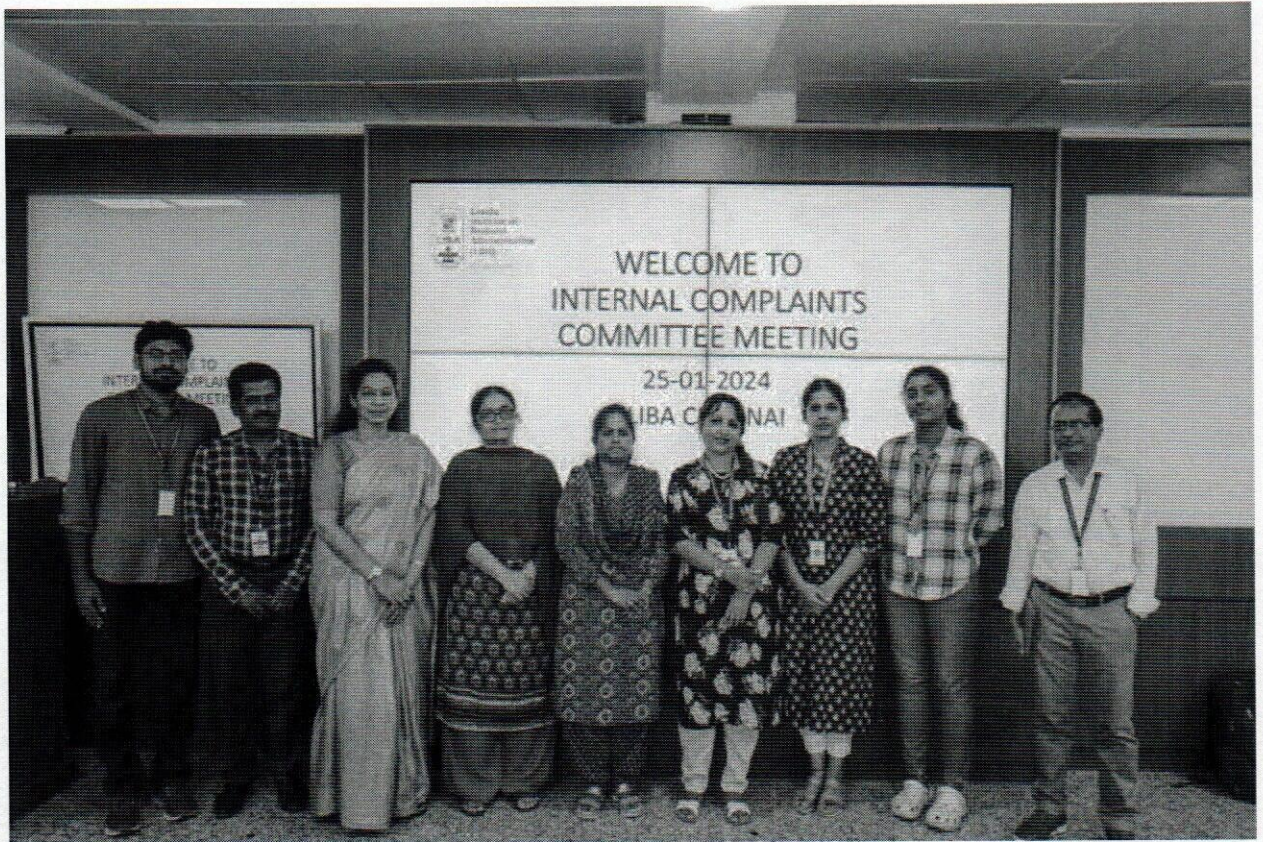
Suggestions for the current year:

- Sophia ma'am was requested to lead an expert session to raise awareness about laws and regulations.
- Plans were made to display posters in the student common room.
- The initiatives to aim not just women, but also to focus on educating and engaging men.
- A social engagement program to be proposed in collaboration with clubs of LIBA, focussing on vulnerable population.
- A separate E-mail id is proposed for complaints related to sexual harassment.
- It was confirmed that counselling services were available at the Centre for Wellbeing, LIBA
- The student body will be responsible for addressing any complaints.

The meeting concluded with a vote of thanks.


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DR. B. AISWARYA

PROFESSOR

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Report on the Internal Complaints Committee (ICC) – Prevention of Sexual Harassment of Women at Workplace Meeting

2023-2024

Date: January 25, 2024

Time: 2:30 PM - 3:30 PM

Venue: Learning Plain 2, Third Floor, LIBA Building

The meeting of the Internal Complaints Committee (ICC) for Prevention of Sexual Harassment of Women at Workplace was convened to discuss the execution of the committee's responsibilities for the academic year 2023-24.

The session commenced with a prayer of Disposition, reflecting the community's gratitude for the well-being of students, faculty, and staff. Prof. B. Aiswarya, the Chairperson of the ICC and Associate Dean of Student and Alumni Relations, initiated the proceedings by introducing the committee members, setting a collaborative tone for the meeting.

A review of the minutes from the previous year's meeting was conducted, providing a foundation for the day's discussions.

Ms. Sophia Dass, representing the Jesuit Chennai Province as an external member, assessed the committee's effectiveness in receiving complaints. It was noteworthy that no complaints of sexual harassment had been reported.

The meeting progressed with an evaluation of actions taken based on previous suggestions, particularly the dissemination of the committee's duties and policies. This effort was realized through a manual of policies, ensuring that all internal stakeholders were informed and engaged in creating a safe workplace.

The committee then deliberated on suggestions for the current academic year. A significant initiative proposed was the organization of an expert session led by Ms. Sophia Dass, aimed at raising awareness about the laws and regulations concerning sexual harassment. This session is anticipated to equip the LIBA community with the knowledge and tools necessary to prevent and address incidents effectively.

Further, the committee discussed the placement of awareness posters in student common areas. These posters are expected to serve as constant reminders of the institution's commitment to maintaining a respectful and secure environment. Emphasizing the importance of inclusivity, the committee proposed initiatives that engage both men and women, reflecting a holistic approach to education and prevention.

A novel idea emerged with the proposal of a social engagement program in collaboration with LIBA clubs. This program aims to focus on vulnerable populations, fostering a culture of empathy and support within the academic community.

Additionally, the establishment of a dedicated email address for complaints related to sexual harassment was proposed, enhancing the accessibility and confidentiality of the reporting process.

The committee confirmed the availability of counselling services at the Centre for Wellbeing, LIBA, ensuring that support mechanisms are in place for those in need.

The meeting concluded with a vote of thanks.



Aiswarya
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