

Annexure – 18.5 (VI)

Ghousia institute of Technology for women

Hosur Road, Bangalore

Ref no - GITW/AH/2025/26/102 Meeting Memo

This is to inform all members that a meeting of the Anti-Harassment and Internal Complaint Committee will be held on 12th jan 2026 at 10.50 am in principal's office
The agenda for the meeting is as follows:

Agenda:

1. Review of actions taken from the previous meeting
2. Update on awareness programs and special sessions
3. Status of setting up confidential drop-box and online complaint form
4. Any other matter with permission of the Chair

All members are requested to attend and contribute to the discussion.

cc/ to all members / PF


PRINCIPAL
Ghousia Institute of Technology for Women
Hosur Road, Bangalore-560029

(44)

Minutes of Meeting

Date: 12/01/2026

Time: 10.50 am

Venue: Principal's Office

Members Present/Absent

Sl/No	Name of the Member	Designation	Present/Absent
1	Dr. H. M Parveea Ahmed	Prof. & Convenor	Present
2	Dr. Zaheeruddin	Prof.& member	Present
3	Mrs. Jibi John	Member	Present
4	Mrs Afreen Banu	Member	Present
5	Sub Inspector of Police	SI	Absent
6	Afiya Zyha	Student member	Present

Agenda:

1. Review of actions from previous meeting
2. Update on awareness programs
3. Status of reporting mechanisms
4. Any other matter

Discussion & Decisions:

1. Review of Actions from Previous Meeting:

Members confirmed that no complaints were received since the last meeting.

Follow-up on awareness session planning was noted as in progress.

2. Update on Awareness Programs:

Mentors from each section confirmed that they have conducted awareness sessions on anti-harassment policies for their mentees.

3. Status of Reporting Mechanisms:

Since no untoward incidents have occurred so far, the setup of the confidential drop-box and online complaint form will be decided in due course.

4. Any Other Matter:

Principal reiterated the importance of maintaining a safe and respectful campus.

Members discussed ideas for student engagement in safety initiatives.

Conclusion:

The meeting ended with a vote of thanks to all members for their active participation.


Convenor


Principal

Ghousia institute of Technology for women

Hosur Road, Bangalore

No. GITW/AH/2025-26/10/1

Meeting Memo

This is to inform all members that a meeting of the Anti-Harassment and Internal Complaint Committee will be held on 11th october 2025 at 3.30 pm in principal's office.

The agenda for the meeting is as follows:

1. Review of previous meeting
2. Discussion on creating awareness about anti-harassment policies
3. Strengthening reporting and redressal mechanisms
4. Any other matter with permission of the chair

All members are requested to attend and contribute to the discussion.


Principal
PRINCIPAL

Ghousia Institute of Technology for Women
Hosur Road, Bangalore-560029

Copy to all members / PF

(AG)

Minutes of the Meeting

Date:11/10/2025

Time: 3.30 pm

Venue:Principal's office

Members Present:

Sl/No	Name of the Member	Designation	Present/Absent
1	Dr. H. M Parveea Ahmed	Prof. & Convenor	Present
2	Dr. Zaheeruddin	Prof.& member	Present
3	Mrs. Jibi John	Member	Present
4	Mrs Afreen Banu	Member	Present
5	Sub Inspector of Police	SI	Absent
6	Afiya Zyha	Student member	Present

Agenda:

1. Review of previous meeting
2. Discussion on awareness programs
3. Strengthening of reporting mechanisms
4. Any other matter

1. Review of Previous Meeting:

Members were happy to note that no complaints were received since the last meeting. They agreed to continue efforts to keep the campus environment positive and safe.

2. Awareness Programs:

A special session on anti-harassment policies will be held next month, led by section mentors. Posters and online materials (guidelines, FAQs, videos) will be shared to spread awareness. Sessions will include case studies and role-plays for better understanding.

3. Reporting Mechanisms:

A confidential drop-box and online complaint form will be set up. All complaints will be kept confidential and addressed promptly. A point-of-contact will acknowledge complaints within 48 hours and track their status.

4. Any Other Matter:

The Principal stressed the importance of a safe and respectful campus. Students and staff were encouraged to join awareness programs and share ideas for improving student well-being and campus safety.

Conclusion:

The meeting ended with a vote of thanks to all members for their active participation.


Convenor


Principal
Ghousia Institute of Technology for Women
Hosur Road, Bangalore-560029