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Circular

INTERNAL COMMITTEE (IC) – SEXUAL HARASSMENT COMMITTEE

Academic Year: 2025–26

Date: 5 -12-2025

Time: 2.30 PM – 3.30 PM

Venue: Conference Hall, RV Institute of Management

Chair: Presiding Officer, Internal Committee

There will be meeting to be held for committee members on the above date. Request you to make your presence.

Agenda

1. Confirmation of the constitution of the Internal Committee
2. Review of sexual harassment complaints during AY 2025-2026
3. Review of preventive and awareness initiatives
4. Any other matter with the permission of the Chair

Signature of the members

Sl. No.	Name	Designation	Role	Signature
1	Dr. Uma Sharma	Assistant Professor	Presiding Officer	
2	Ms. Kiran Kumari	Office assistant	Non-Teaching Staff Representative	

RV INSTITUTE OF MANAGEMENT

MINUTES OF THE MEETING

SEXUAL HARASSMENT COMMITTEE

Date: 5-12-2025

Members Present

Sl. No.	Name	Designation	Role in Committee
1	Dr Uma Sharma	Asst Professor	Presiding Officer
2	Ms Kiran Kumari	Office Executive	Non-Teaching Staff Representative

Agenda of the Meeting

1. Review of complaints received, if any, during the review period
2. Review of awareness and preventive measures undertaken
3. Any other matter with the permission of the Chair

Proceedings of the Meeting

Agenda Item 1: Review of Complaints Received

Observations: The Presiding Officer placed on record that no complaints or cases related to sexual harassment were reported or received by the committee during the review period.

Discussion: Members expressed satisfaction with the healthy, safe, and respectful work and learning environment prevailing in the institution. It was noted that awareness initiatives and institutional culture may have contributed positively to this outcome.

Resolution: The committee formally recorded that no cases of sexual harassment were reported during the period under review.

Agenda Item 2: Review of Awareness and Preventive Measures

Observations: The committee noted that information regarding the Sexual Harassment Committee session to be conducted to the students

Discussion: Members decided that discussed the importance of continuous sensitization of students, faculty, and staff to maintain a harassment-free workplace.

awareness through orientation programmes.

Agenda Item 3: Any Other Matter

Observations: No additional matters were raised.

Resolution: The meeting concluded with a vote of thanks to the Chair.

Conclusion

The meeting concluded on a positive note, reaffirming the institution's commitment to providing a safe, dignified, inclusive, and harassment-free environment for all stakeholders. The committee appreciated the absence of reported cases and resolved to continue proactive preventive measures.

Members Present

Sl. No.	Name	Designation	Role in Committee	Signature
1	Dr Uma Sharma	Asst Professor	Presiding Officer	
2	Ms Kiran Kumari	Office Executive	Non-Teaching Staff Representative	