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NATIONAL INSTITUTE OF SPEECH & HEARING

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5.1.5. MINUTES OF THE MEETINGS OF THE INTERNAL COMMITTEES [MoM] from 2016-21

	Name of the Committee	MoM – Page No.
1	Internal Complaints Committee: CASH-NISH	2 to 13
2	Anti-ragging committee	14 to 19
3	Student Grievance Redressal committee - [SGRC - KU]	20 to 25
4	Grievance Redressal Committee for Students - [GRCS - KUHS]	26 to 27

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MoM

CASH-NISH **[Prevention of Sexual Harassment Committee]**

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NATIONAL INSTITUTE OF SPEECH AND HEARING
SEXUAL HARASSMENT AGAINST WOMEN IN WORKPLACE -INTERNAL
COMMITTEE
Held on 29/01/2020

Agenda for the meeting

1. To discuss the possibility for a series of talks and discussions by Sakhi
2. Sexual harassment policy guidelines-discussion
3. Any other

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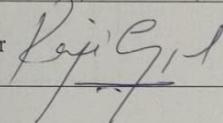
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NATIONAL INSTITUTE OF SPEECH AND HEARING
MINUTES OF SEXUAL HARASSMENT AGAINST WOMEN IN NISH-INTERNAL COMMITTEE
Held on 29/01/2020

PARTICIPANTS: - 1. Ms Daisy Sebastian
2. Ms Raji Gopal
3. Adv. Elsamma Prayikalam
4. Mr G. Goapkumar
5. Ms Soja Oliver
6. Dr Vinitha George
7. Dr Anne Varghese
8. Ms Raji NR

	Matters discussed	Decisions taken	Responsibility for implementation	Proposed completion date	Actual completion date	Remarks
1	A training program for CASH-NISH awareness	The training can be for one day. The program will have the following sessions: Talk by Sakhi staff, Law officer followed by self defence class. It was also felt that the training program should be held separately for hearing and deaf.	Convenor	July 2020		
2	Sexual harassment policy guidelines-revision	Adv Elsamma has taken the responsibility for revision of guidelines	Adv Elsamma	July 2020		
3.						
Date: 31/01/2020		Signature of Convenor 				

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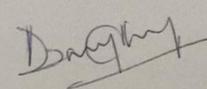
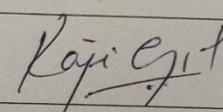
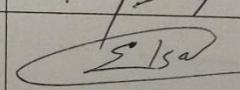
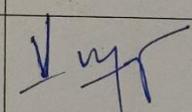
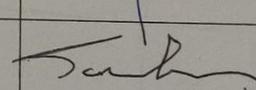
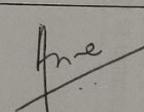
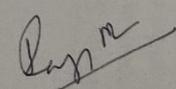
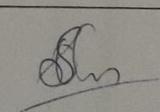
Sexual Harassment Against Women in Work Place- Committee

National Institute Of Speech & Hearing

Date : 29/01/2020

Time: 4 pm

NISH. Board Room

Sl No	Name	Designation	Signature
1	Ms. Daisy Sebastian	Coordinator-Academics, Clinics and Intervention Programs & Chairperson of CASH-NISH	
2	Ms. Raji Gopal	HOD-Degree(HI) & Convener-CASH-NISH	
3	Adv Elsa Praikalam	Representative of NGO-(Sakhi Women's Resource Centre)	
4	Dr. Vinitha George	Head- ASLP	
5	Mr. Gopakumar G	Head- Finance	
6	Dr. Anne Varghese	Head- Allied Services	
7	Ms Raji N.R	In charge- B.Sc. Computer Science (HI)	
8	Ms. Anu Rajan	Faculty- BFA (HI)	Absent
9	Ms. Soja Oliver	Head- Administration	

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NATIONAL INSTITUTE OF SPEECH AND HEARING
MINUTES OF SEXUAL HARASSEMENT AGAINST WOMEN IN NISH-INTERNAL COMMITTEE
Held on 28/5/19

PARTICIPANTS: - 1. Ms Daisy Sebastian
2. Ms Raji Gopal
3. Adv. Elsamma Prayikalam
4. Mr G. Goapkumar
5. Ms Bini Mahesh
6. Dr Vinitha George
7. Dr Anne Varghese
8. Ms Raji NR

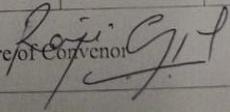
	Matters discussed	Decisions taken	Responsibility for implementation	Target for Proposed completion date	Actual completion date	Remarks
1	The member from Sakhi was introduced to other members Adv Elsamma Prayikalam					
2	The committee was reconstituted.	Ms Daisy Sebastian is the chairperson for CASH-NISH, Dr Vinitha George and Mr Gopakumar G has been added to the committee. The executive director was removed from the post of chairperson				

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	Revision of the policy against sexual harassment	It was decided that the policy against sexual harassment has to be revised as the last revision was done in 2013. Adv. Elsamma Prayikalam will suggest changes if any.	Adv. Elsamma			The policy has been emailed to Elsamma
4.	CAH-NISH meeting date to be fixed	A week day in the first week of December every year has been fixed for the CASH-NISH meeting.				
5.	Making available the handbook on sexual harassment of Women at workplace to all staff and students at NISH	It was decided that a soft copy of the handbook be uploaded on NISH website . For deaf staff and students, the whole content has to be done in sign language. It was decided that it may be taken as project.				
Date: 28/5/19		Signature of Convenor 				

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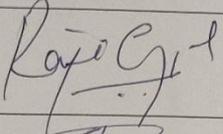
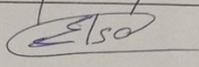
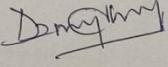
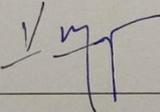
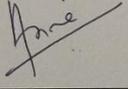
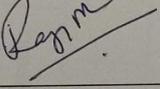
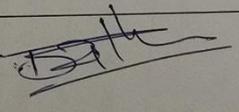
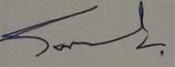
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Sexual Harassment Against Women in Work Place- Committee
National Institute Of Speech & Hearing

Date : 28/5/2019

Time: 2.30 pm

Sl No	Name	Designation	Signature
1	Dr KG Satheesh Kumar	Executive Director(In charge) (Head- Sexual harassment against women in work place – committee)	
2	Ms Raji Gopal	HOD, Degree(HI) (Convener- Sexual harassment against women in work place – committee)	
3	Adv Elsa Praikalam <i>Elsamma Praikalam</i>	Representative of NGO-(Sakhi Women's Resource Centre)	
4	Ms Daisy Sebastian	Coordinator-Academic & Intervention Programs	
5	Ms Jeena Joy <i>Dr. Vinita Mary George</i>	Head, ASLP.	
6	Dr Anne Varghese	Head, Allied Services	
7	Ms Raji N.R	In charge, B.Sc. Computer Science (HI).	
8	Ms Anu Rajan	Faculty, BFA (HI).	Absent
9	Ms Soja Oliver <i>Bini Mahesh</i>	Head Administration Incharge HR	
	<i>G. Gopakumar</i>	ED	

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We are here because, we care

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Ref: NISH180280/CASH-NISH
Thread: 230718 -1427

31 July, 2018

Dr. M Jayaprakas
College Development Council
University of Kerala

Dear Sir,
Sub: Details of ICC constituted and annual return of sexual harassment cases at NISH, Thiruvananthapuram –reg

National Institute of Speech and Hearing (NISH), Thiruvananthapuram, under the Social Justice Department, is a comprehensive rehabilitation institution that offers degree courses for the deaf and paramedical courses for aspiring rehabilitation professionals. We have a total of 209 students in campus.

We have an existing complaint committee namely 'Committee to Address Sexual Harassment at NISH-(CASH-NISH) to deal with the cases of harassment against staff and students. The members of the committee include Executive Director, various department heads and a representative of an NGO Sakhi, Kerala.

Meetings of the committee are held once in every six months. No complaint of any kind of harassment are received so far.

Additionally, a write up on prevention of sexual harassment is displayed in the notice board and also included in the students' handbook.

The contact details of the committee members are included in the student handbook.

Yours faithfully,


Dr KG Sathesh Kumar
Executive Director In Charge

Encl:
Annual return on return of cases of sexual harassment

NISH Road, Sreekarlyam P.O., Thiruvananthapuram - 695 017, Kerala, India
Tel: +91 471 306 6666, 259 6919 Fax: +91 471 306 6699
E-mail: nishinfo@nish.ac.in Web: www.nish.ac.in

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Reference: DOP&T O.M. No.11013/2/2014-Estt.A.111 dated February 2, 2015

Annual Return on cases of Sexual Harassment

Period: 1st April, 2017 to 31st March, 2018

Name of the University: National Institute of Speech & Hearing, Thiruvananthapuram

Sl.No.		Number of cases*
1	Number of complaints of sexual harassment received in the year	Nil
2	Number of complaints disposed off during the year	Nil
3	Number of cases pending for more the 90 days	Nil
4	Number of workshops on awareness programmes against sexual harassment conducted during the year	2
5	Nature of action	Nil

Note:

- Information is to be provided in consolidated form in respect of University as a whole (including affiliated/constituent colleges).

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NATIONAL INSTITUTE OF SPEECH AND HEARING						
Issue No. / Date: 01/26.08.2013		MINUTES OF SEXUAL HARASSEMENT AGAINST WOMEN IN WORK PLACE -INTERNAL COMMITTEE			NISH/QSF/LA/SH/2104	
Revn. No. / Date: 00		Held on ...2/5/18.....				
PARTICIPANTS: - 1. Mr P.B. Nooh 2. Dr Samuel N. Mathew 3. Ms Raji Gopal 4. Ms Daisy Sebastian 5. Ms Jeena Mary Joy 6. Ms Raji NR 7. Ms Soja Oliver 8. Dr Sathesh Kumar 9. Dr Anne Varghese						
Sl. No	Matters discussed	Decisions taken	Responsibility for implementation	Target for Proposed completion date	Actual completion date	Remarks
1	Mr P. B Nooh was appraised of the complaint of harassment made by Aryalekshmi V.S of BSc Computer Science against Nishad N of BSc Computer Science	The parents of Nishad N have to meet Mr Nooh in his office at 2.30 pm on 3.5.18	Raji Gopal	3.5.18	3.5.18	Further action and punishment may be decided
2	Mr P. B Nooh was appraised of the complaint made by Aryalekshmi V.S of BSc Computer Science against Junaid K of BSc Computer Science. Arya reported that Junaid harassed a HEFP student named Lakshmi. This complaint was verified by Raji Gopal(Convenor) with Lakshmi. Junaid is a repeat offender.	The parents of Junaid K have to meet Mr Nooh in his office at 2.30 pm on 3.5.18	Raji Gopal	3.5.18	3.5.18	
Date: 2.5.18			Signature of Convenor <i>Raji</i>			
Prepared by		Reviewed by		Approved by		Issued by
Steering Committee		MR		Executive Director		MR
Date: 26.08.2013		Date: 26.08.2013		Date: 26.08.2013		Date: 26.08.2013

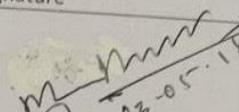
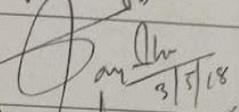
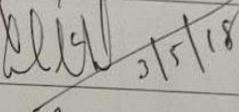
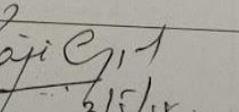
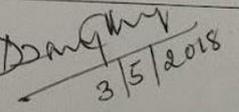
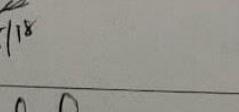
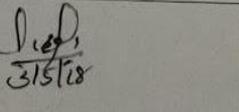
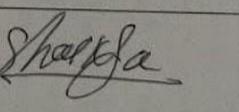
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Sexual Harassment Against Women in Work Place- Committee
National Institute Of Speech & Hearing
3/5/2018
Time: 11 am

Sl No	Name	Designation	Signature
1	Mr P.B. Nooh	Executive Director(Head- Sexual harassment against women in work place – committee)	 03-05-18
2	Dr Samuel Mathew	Executive Director	 3/5/18
3	Dr Satheesh Kumar	Director-CATI	 3/5/18
4	Ms Geetha John	Representative of NGO-(Project Coordinator, Sakhi Women's Resource Centre)	Absent
5	Ms Raji Gopal	HOD, Degree(HI) (Convener- Sexual harassment against women in work place – committee)	 3/5/18
6	Ms Daisy Sebastian	Coordinator-Academic & Intervention Programs	 3/5/2018
7	Ms Nafeesa	Parent of Junaid K of BSc Computer Science VIII Sem	 3/5/18
8	Mr RIZAR.	Father of Nishad N of BSc Computer Science VIII Sem	 3/5/18
9	Mrs Shailaja	Mother of Nishad N of BSc Computer Science VIII Sem	
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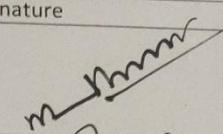
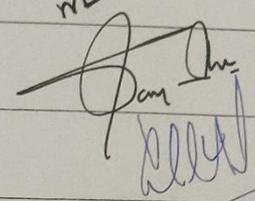
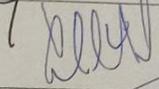
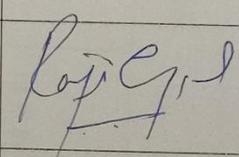
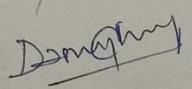
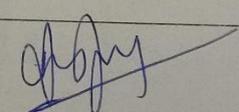
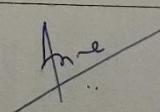
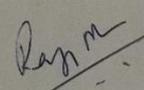
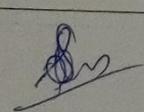
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Sexual Harassment Against Women in Work Place- Committee

National Institute Of Speech & Hearing

2/5/2018

Time: 4:30 pm

Sl No	Name	Designation	Signature
1	Mr P.B. Nooh	Executive Director(Head- Sexual harassment against women in work place – committee)	
2	Dr Samuel Mathew	Executive Director	
3	Dr Satheesh Kumar	Director-CATI	
4	Ms Geetha John	Representative of NGO-(Project Coordinator, Sakhi Women's Resource Centre)	Absent
5	Ms Raji Gopal	HOD, Degree(HI) (Convener- Sexual harassment against women in work place – committee)	
6	Ms Daisy Sebastian	Coordinator-Academic & Intervention Programs	
7	^{Mary} Ms Jeena Joy	Head, ASLP.	
8	Dr Anne Varghese	Head, Allied Services	
9	Ms Raji N.R	In charge, B.Sc. Computer Science (HI).	
10	Ms Anu Rajan	Faculty, BFA (HI).	Absent
11	Ms Soja Oliver	Head, Administration	

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MoM

ANTIRAGGING COMMITTEE

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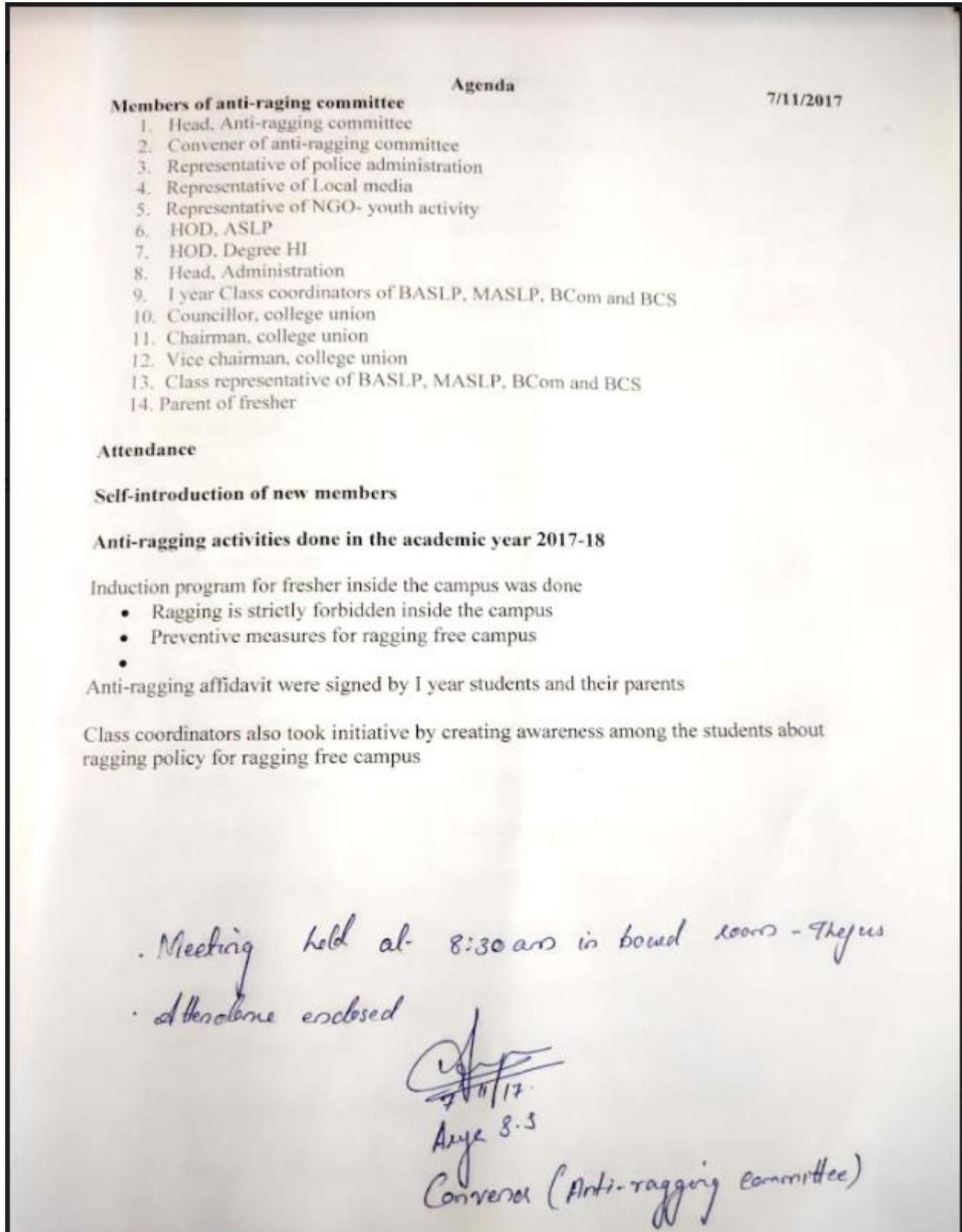
NATIONAL INSTITUTE OF SPEECH AND HEARING							
MINUTES OF ANTIRAGGING COMMITTEE							
Held on <u>21/12/2016</u>							
PARTICIPANTS: - Name And Signature -							
Attendance sheet kept in NISH/QSF/LA/AR/2102							
Sl. No	Matters discussed	Decisions taken	Responsibility for implementation	Target or Proposed completion date	Actual completion date	Remarks	
1.	Purpose of anti-ragging committee meeting	To ensure a campus free of ragging	Members of anti-ragging committee	-	-	-	
2.	Preventive measures taken in the academic year 2016-17	To be continued the same measures	Members of anti-ragging committee	-	-	-	
3.	Ragging issues reported in the current semester	Zero tolerance policy against ragging and same culture to be continued in the upcoming years.	Staff and students	-	-	-	
4.	Wearing institution ID card by staff and students	All staff and students should wear ID cards in the working hour	Staff and students	-	-	-	
5.	Action plan for future	Sensitization and awareness campaign to be conducted every year to help the students to have a positive thinking about respecting others on campus, providing a free environment where everybody can co-exist without fear of harassment. This will be the policy followed by NISH in the coming years rather than focus on punitive measures					
Date: <u>09/08/2014</u> <u>21/12/2016</u>			Signature of Convener				

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NATIONAL INSTITUTE OF SPEECH AND HEARING ANTI-RAGGING COMMITTEE MEETING – ACADEMIC YEAR 2018-19

Agenda

Date: 21/02/2019

Members of anti-ragging committee

1. Chairperson - Executive Director, Dr. Satheesh Kumar
2. Convener- Ms. Arya S.S., ASLP
3. Secretary - Ms. Raji Gopal, Coordinator – DHI
4. Representative of Police Department – Mr. Sanoj SI, Sreekaryam Police station.
5. Teacher Associate, EIP - Mr. Arun Gopal
6. Representative-non teaching staff - Ms. Athira L.S.
7. Representative of local media – Ms. Sreedevi Pillai, Sr, Journalist, Manorama News.
8. Administrative Officer - Ms. Soja Oliver
9. Representative of NGO-youth activity – Ms. Sheena, Programme coordinator, SEWA
10. Parents of 2 First Year Students
11. Representative - 2 first year students
12. College Union , Chairman – Mr. Deepak
13. College Union ,Vice Chairman – Ms. Vinitha

1. Attendance

2. Self-introduction of new members

- Internal and external members

3. Ragging reported in the academic year 2017-18

- Zero tolerance

4. Anti-ragging activities done in the academic year 2018-19

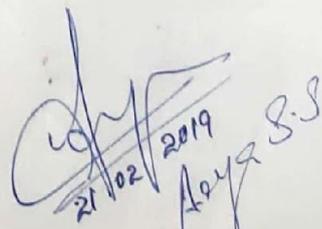
Induction program for fresher inside the campus:

- Awareness class about importance of anti-ragging committee
- Ragging is strictly forbidden inside the campus

Anti-ragging affidavit were signed by I year students and their parents

Class coordinators also took initiative by creating awareness among the students about ragging policy for ragging free campus

Note: Meeting held in Board room on 21/02/2019 at 2.00 pm


21/02/2019
Arya S.S.

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National Institute of Speech and Hearing

Minutes of the Antiragging Committee Meeting 2019-20 & 2020-21

Members Attended

1. Ms. Sheeba George, IAS
2. Ms. Jiby Mariam Babu
3. Ms. Sherin Rahman
4. Ms. Sheena Bashir
5. Ms. Daisy Sebastian
6. Ms. Soja Oliver
7. Mr. Arun Gopal
8. Ms. Athira L.S.
9. Mr. Mo Sakib Alam
10. Ms. Devika V.
11. Ms. Fathimath Bineesha
12. Mr. Sidharth Surendran
13. Ms. Chithra Prasad
14. Ms. Malavika Dinesh
15. Ms. Ajeena Joy
16. Ms. Vaishnavi
17. Mr. Anil Kumar
18. Mr. Jibin (ISL interpreter)

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Open with ▾

The Anti-ragging committee meeting of the academic year 2019-20 & 2020-21 was held on 20.05.2021 at 2.30pm through google meet. The session started with an introductory speech by Ms. Jiby and all the external and internal members were introduced and welcomed to the meeting.

Ms. Sheeba George, IAS, Head antiragging committee had spoken about the NISH anti-ragging committee and anti-ragging policy.

Convener concluded about the activities conducted by the antiragging committee during the academic year 2019-20 & 2020-21

The meeting was concluded with vote of thanks by Ms. Sherin Rehman at 3pm.


25.05.2021
Jiby Marim Babu

Convener, anti-ragging committee

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MoM

STUDENTS' GRIEVANCE REDRESSAL CELL [SGRC – KU]

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AGENDA FOR THE FOURTH ANNUAL COMMITTEE MEETING (ACM)

VIRTUAL MEETING on GOOGLE MEET

Date and Time: 09 March, 2021, 12.30 PM

NISH STUDENTS' GRIEVANCE REDRESSAL CELL

Committee Members - 2020-21

1. Ms. Sheeba George IAS – Executive Director, NISH (Chairperson)
2. Ms Daisy Sebastian – Co-ordinator, Academics and Intervention Programs (Co-ordinator, SGRC)
1. Ms Silvy Maxi Mena – Faculty, Degree HI (Secretary - SGRC)
1. Mr Rakesh P.S. – Faculty, Degree HI (Member, SGRC)
1. Ms Sreeba Sreedhar – Faculty, Audiology (Member- SGRC)
1. Ms Najna Thaha – Sem. 7, B Com (HI) (Student representative- DHI)
1. Ms Anu Prasad – BASLP – Third Year (Student Representative- ASLP)

Agenda for the 4th Annual Committee Meeting, 9th March 2021

1. ACM-090321-1 SGRC Report

NISH Students' Grievance Redressal Cell (SGRC) was constituted on November 9, 2015. SGRC was formed to ensure a conducive learning environment free from any infringement on the rights of the students and to facilitate prompt resolution of grievances of students with sensitivity. Any student with a concern may submit his/her grievance online in the link provided on NISH website or they can send e-mails to any of the Committee members of SGRC or approach them personally and hand over a written complaint.

During the academic year 2020-21, we haven't received any complaints for redressal from the students.

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2. ACM-090321-2 SGRC Re-constitution

2.1- NISH has started BOT course and we need to involve a staff and student representative from BOT department in SGRC. Steps shall be taken for the same

2.2 – The current student representatives are in the final year and hence new student representatives may be identified to be members of the SGRC from next year onwards.

3. ACM-090321-3 Any Other Matter with the Permission of the Chairperson

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SGRC, STUDENTS GRIEVANCE REDRESSAL CELL

(Meeting of the Members on 18-11-2019 at NISH)

Members of SGRC : Ms Daisy Sebastian, Ms Silvy Maxi Mena, Mr Rakesh P.S., Ms Sreeba Sreedhar

.....

- The meeting was conducted to discuss the matters in connection with SGRC and to select student representatives from Degree HI and ASLP.
- Najna Thaha from Degree HI and Anu Prasad from ASLP are being selected to represent the students in the committee.
- There was a discussion on how to solve the problems of the students easily and effectively.

1. Daisy Sebastian - Academic Head
2. Silvy Maxi Mena - Faculty – Degree HI
3. Rakesh P.S. - Faculty Degree HI
4. Sreeba Sreedhar - Faculty - Audiology
5. Najna Thaha - Degree HI Student representative
6. Anu Prasad - Audiology Student representative

NISH, Trivandrum

Date: 18/11/2019

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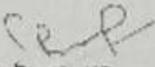
Reconstitution of Students' Grievance Redressal Cell (SGRC) – 2019-20

To ensure a conducive learning environment free from any infringement on the rights of the students and to facilitate prompt resolution of grievances of students with sensitivity, NISH constituted NISH Students' Grievances Redressal Cell (NISH-SGRC) in November 2015. Any student with a concern may submit his / her grievance online in the link provided on NISH website. Or, they may send an email to any of the members of NISH - SGRC or approach them personally and hand over a written complaint. NISH -SGRC will address the issue and try to resolve it within 7 working days of the date of receipt of the grievance.

Now, in November 2019, we have reconstituted the Committee with the following members

Members of NISH - SGRC.

Name	Phone	Email
1. Ms. Daisy Sebastian (Chairperson), Coordinator, Academic & Intervention Programs	944-679-5454	daisy@nish.ac.in
2. Ms. Silvy Meai Mense (Secretary) Faculty, Dept. of HEFP	884 728 2925	silvy@nish.ac.in
3. Ms. Rakesh P.S. (Member) Faculty, Dept. of Fine Arts	940-099-7698	rakesh@nish.ac.in
4. Ms. Sreebha Sreedhar (Member) Faculty, Dept. of ASLP	812-927-1648	sreebha.sreedhar@nish.ac.in
5. Ms. Anu Prasad (Member) Student, II BASLP	856-905-4635	anuprasad11@nish.ac.in
6. Ms. Najma Thiha (Member) Student, III B.Com	759-391-5585	najma.thiha17@nish.ac.in


Ms. Sheeba George (AS)
Executive Director (I/c)

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SGRC, STUDENTS GRIEVANCE REDRESSAL CELL

(Meeting of the Members on 12-04-2018 at NISH)

Meeting no: 02/SGRC/2018

Members : Ms Daisy Sebastian, Ms Silvy Maxi Mena, Mr Rakesh P.S., Ms Vineetha Sara Philip,

Ms. Sreebha Sreedhar, Ms. Maneesha Sunny and Mr. Gladin Thomas

The meeting was conducted to discuss the matters in connection with SGRC and to select student representatives from Degree HI and ASLP. Mr. Gladin Thomas from Degree HI and Ms. Maneesha Sunny from ASLP are being selected to represent the students in the committee. Another staff member from ASLP, Ms. Sreebha Sreedhar had been selected to join SGRC instead of Ms Vineetha Sara Philip. There was a discussion on how to solve the problems of the students easily and effectively.

1. Daisy Sebastian
2. Silvy Maxi Mena
3. Rakesh P.S.
4. Vineetha Sara Philip
5. Sreebha Sreedhar
6. Maneesha Sunny
7. Gladin Thomas

Daisy Sebastian
Silvy Maxi Mena
Rakesh P.S.
Vineetha Sara Philip
Sreebha Sreedhar
Maneesha Sunny
Gladin Thomas

NISH, Trivandrum

Date: 12/04/2018

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GRIEVANCE REDRESSAL CELL **for STUDENTS** *[GRCS – KUHS]*

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Minutes of the Meeting of GRCS(KUHS) - May 2021

Meeting Number : 1

Month : May, 2021

Date : 28-05-2021

Time : 3:30 PM - 4:00 PM

Platform used : Google meet

Attendees:

1. Ms. Lynda George
2. Dr. Lakhmi Mohan
3. Ms. Jeena Mary Joy,
4. Ms. Reshma
5. Ms. Laly Jose
6. Mr. Vinod Kumar
7. Ms. Annsy Lal
8. Ms. Manju S.

Agenda :

1. Revisiting the guidelines
2. Discussion about the meeting held with the students
3. Records to be maintained

Discussions:

1. Reviewing the committee functioning :

Aim of the Committee, functions of the committee were reviewed.

2. Monthly activity :

Introduction about the team and aim of GRCS was conveyed to the all students through virtual meeting (google meet)

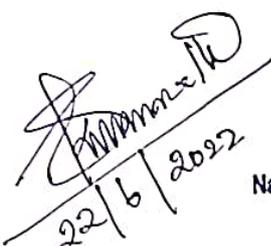
Three meetings of 15 minutes duration were conducted on May 19(I YR B.ASL, I YR BOT) 20 (II & III YR B.ASLP) and 21(I YR MSC- AUD & SLP), 2021.

3. Documentations to be maintained

Meeting log has been created

Grievance record log has also been created. Suggestions provided were considered and required changes were made.

A google form for recording the grievances (related to KUHS) will also be created and uploaded to our website.


22/6/2022

Dr. Suja. K. Kunnath Ph.D
Principal
National Institute of Speech and Hearing (NISH)
NISH Road, Sreekaryam P.O.
Trivandrum - 695 017, Kerala, India