



Ref. No. :

Date : 18/6/18

## ANNEXURE - I

### Anti Sexual Harassment Cell for the Year 2018-19

In order to Prevent Sexual Harassment in the Institution an Anti Sexual Harassment Cell consisting of the following members is here by constituted for the academic session 2018-19

No	Name of Member	Designation in committee	Official Designation and Department	Mobile No
1	Dr.Kirenben D.Desai	President	Associate Professor in Chemistry	95435 67323
2	Dr.Nandiniben A.Bhadra	Member	Associate Professor in English	8780592048
3	Prof.Sandhyaben L.Vani	Member	Associate Professor in Physics	8866304909
4	Dr.Smrutiben N.Lad	Member	Associate Professor in Chemistry	9824343726
5	Dr.Madhviben J.Desai	Member	Associate Professor in Chemistry	9998226229
6	Smt.Pushpaben G.Patel	Member	Laboratory Assistant in Physics	9409322556
7	Smt.Artiben J.Desai	Member	Accountant in Office	9428541632
8	Miss.Monali P.Patel	Member	F.Y.B.Sc. Roll No -356	9773041166
9	Miss.Kinal P.Patel	Member	T.Y.B.Sc. Roll No -121	8153993921



*Dr. Vikas A. Desai*  
Dr. Vikas A. Desai

Principal,  
B.K.M. Science College,  
Valsad, Gujarat, India.



Ref. No. :

Date : 18/6/18

To

Dr.Kirenben D.Desai,

Associate Professor in Chemistry,

B.K.M.Science College,

Valsad.

**Subject : Appointment as President of Anti Sexual Harassment Cell.**

Dear Dr.Kirenbenben,

I take great pleasure in appointing you as a President of Anti Sexual Harassment Cell for the academic year 2018/19

I hope as a valued President of the cell your contribution will greatly benefit our organization.

Please accept the appointment and oblige.

Thanking you.

*Desai*



*Dr. Vikas A. Desai*

Dr. Vikas A. Desai

Principal,  
B.K.M. Science College,  
Valsad, Gujarat, India.





## ANNEXURE - II

### Notice of the Anti Sexual Harassment Cell first meeting for the Academic year 2018/19

To

A meeting of the Anti Sexual Harassment Cell members will be held on 28/06/2018 at 4.00 p.m. in the Principal's office to discuss on the following agenda. All members are requested to be present in the meeting.

#### Agenda

- (1) To approve the minutes of last meeting.
- (2) To welcome the newly appointed members of Anti Sexual Harassment Cell.
- (3) To discuss regarding measures to be taken for further improvising and strengthening of the cell.
- (4) Regarding the matter relating to any complaints lodged with the committee.
- (5) Any other matter with the permission of the President.



*Dr. Kirenben D. Desai*

Dr. Kirenben D. Desai

President

Anti Sexual Harassment Cell.

(2)

### Anti Sexual Harassment Cell members

- (1) Dr.Kirenben D.Desai - President *Dr. Desai*
- (2) Dr.Nandiniben A.Bhadra - Member *N. Bhadra*
- (3) Dr.Sandhyaben L.Vani - Member *S. Vani*
- (4) Dr.Smruti N.Lad - Member *S. Lad*
- (5) Dr.Madhvi J.Desai - Member *M. Desai*
- (6) Smt.Pushpaben G.Patel - Member *P. Patel*
- (7) Smt.Artiben J. Desai - Member - *A. J. Desai*
- (8) Miss.Monali P.Patel - Member - F.Y.B.Sc. Roll No - 356 *M. P. Patel*
- (9) Miss.Kinal P.Patel- Member - T.Y.B.Sc. Roll No - 121 *K. P. Patel*

*Date - 18/6/18*





Ref. No. :

Date : 28/6/18

## ANNEXURE - II

### Attendance of the Anti Sexual Harassment Cell meeting for the Academic year 2017/18

A meeting of the Anti Sexual Harassment Cell members is held on 28/06/2018 at 04:00 p.m. in the Principal's Office. The meeting is presided over by the Anti Sexual Harassment Cell president Dr.Kirenben D.Desai.

Senior Anti Sexual Harassment Cell member Dr.Nandini Bhadra requested all Women Development Cell committee members to sign the attendance sheet. The following members are Present / Absent in the meeting.

#### Anti Sexual Harassment Cell members

- (1) Dr.Kirenben D.Desai - President *B.Desai*
- (2) Dr.Nandiniben A.Bhadra - Member *N.Bhadra*
- (3) Dr.Sandhyaben L.Vani - Member *S.L.Vani*
- (4) Dr.Smruti N.Lad - Member *S.N.Lad*
- (5) Dr.Madhvi J.Desai - Member *M.J.Desai*
- (6) Smt.Pushpaben G.Patel - Member *P.Patel*
- (7) Smt.Artiben J.Desai - Member - *A.J.Desai*
- (8) Miss.Monali P.Patel - Member - F.Y.B.Sc. Roll No - 356 *M.P.Patel*
- (9) Miss.Kinal P.Patel - Member - T.Y.B.Sc. Roll No - 121 *K.P.Patel*



*B.Desai*  
Dr.Kirenben D.Desai  
President  
Anti Sexual Harassment Cell





## ANNEXURE - II

### Minutes of the Anti Sexual Harassment Cell first meeting for the Academic year 2018/19

A meeting of the Anti Sexual Harassment Cell members was held on 28/06/2018 at 04:00 p.m. in the Principal's office. The meeting was presided over by the Anti Sexual Harassment Cell President Dr.Kirenben D.Desai welcomed all the members present and requested all the members to introduce them in brief.

Anti Sexual Harassment Cell member Dr.Nandiniben A. Bhadra started with the meeting agenda. The following agenda were discussed in detail during the meeting and it was unanimously resolved to implement them. Discussion took place in harmonious atmosphere. The minutes of the meeting are as follows.

The following members were present in the meeting.

- (1) Dr.Kirenben D.Desai - President Present
- (2) Dr.Nandiniben A.Bhadra - Member Present
- (3) Dr.Sandhyaben L.Vani - Member Present
- (4) Dr.Smruti N.Lad - Member Present
- (5) Dr.Madhvi J.Desai - Member Present
- (6) Smt.Pushpaben G.Patel - Member Present
- (7) Smt.Artiben J.Desai - Member - Present
- (8) Miss.Monali P.Patel - Member - F.Y.B.Sc. Roll No - 356 Present
- (9) Miss.Kinal P.Patel - Member - T.Y.B.Sc. Roll No - 121 Present



(2)

**Agenda Item 1:** To approve the minutes of last meeting.

**Resolution:** The Coordinator read the minutes of previous meeting, the minutes were reviewed and passed unanimously by the members.

**Agenda Item 2:** To welcome the newly appointed members of Anti Sexual Harassment Cell

**Resolution:** The Anti Sexual Harassment Cell President Dr.Kirenben D.Desai welcomed the new members, appointed by the Principal.

**Agenda Item 3:** Regarding measures to be taken for further improving and strengthening of the cell.

**Resolution:** As per guideline of University Grants Commission Rules and regulations of Anti Sexual Harassment are put up in and around the College like Notice Board, Departments, Common room and Library to generate awareness amongst Students on Sexual Harassment. The Committee decided conduct surprise visit during college hours and also in recess.

**Agenda Item 4 :** Regarding the matter relating to any complaints lodged with the committee.

**Resolution:** Regarding the matter relating to any complaints the committee decided If any incident of Sexual Harassment is taking place anywhere in the campus, junior/senior students, Professor and everyone should bring it to the Sexual Harassment committee.

**Agenda Item 5:** Any other matter with the permission of the President.

**Resolution:** As there was no other agenda to discuss, President of Anti Sexual Harassment Cell Dr.Kirenben D.Desai thanked all the members for their active and positive participation and meeting was adjourned.

Date: 28/6/18



*Dr. Kirenben D. Desai*  
Dr.Kirenben D.Desai  
President  
Anti Sexual Harassment Cell





*Annexure- III*

**Notice of the Anti Sexual Harassment Cell Second meeting  
for the Academic year 2018/19**

To,

All the Anti Sexual Harassment Cell members are hereby informed that the meeting for the Academic year 2017/18 is scheduled to be held on 28/11/2018 in the principal's office at 4.00 p.m. All members are there for requested to kindly make it convenient to attend the meeting. The brief agenda of the meeting is as follows.

**Agenda**

- (1) To approve the minutes of last meeting.
- (2) To welcome the newly appointed members of Anti Sexual Harassment Cell.
- (3) Regarding measures to be taken for further improvising and strengthening of the cell,
- (4) Regarding the matter relating to any complaints lodged with the committee,
- (5) Any other matter with the permission of the President.



*Desai*  
Dr. Kirenben D. Desai  
President  
Anti Sexual Harassment Cell



**Anti Sexual Harassment Cell members**

- (1) Dr.Kirenben D.Desai - President *K.D. Desai*
- (2) Dr.Nandiniben A.Bhadra - Member *N. Bhadra*
- (3) Dr.Sandhyaben L.Vani - Member *S. Vani*
- (4) Dr.Smruti N.Lad - Member *S. Lad*
- (5) Dr.Madhvi J.Desai - Member *M. Desai*
- (6) Smt.Pushpaben G.Patel - Member *P. Patel*
- (7) Smt.Artiben J.Desai - Member - *A. J. Desai*
- (8) Miss.Monali P.Patel - Member - F.Y.B.Sc. Roll No - 356 *M. P. Patel*
- (9) Miss.Kinal P.Patel- Member - T.Y.B.Sc. Roll No - 121 *K. P. Patel*

Date: 20/11/18





## Annexure-III

### Attendance of the Anti Sexual Harassment Cell meeting for the Academic year 2018/19

A meeting of the Anti Sexual Harassment Cell members is held on 28/11/2018 at 04:00 p.m. in the Principal's Office. The meeting is presided over by the Anti Sexual Harassment Cell president Dr.Kirenben D.Desai.

Senior Anti Sexual Harassment Cell member Dr.Nandini Bhadra requested all Women Development Cell committee members to sign the attendance sheet. The following members are Present / Absent in the meeting.

#### Anti Sexual Harassment Cell members

- (1) Dr.Kirenben D.Desai - President *Dr. Desai*
- (2) Dr.Nandiniben A.Bhadra - Member *N. Bhadra*
- (3) Dr.Sandhyaben L.Vani - Member *SV*
- (4) Dr.Smruti N.Lad - Member *SNL*
- (5) Dr.Madhvi J.Desai - Member *Madhvi*
- (6) Smt.Pushpaben G.Patel - Member *P. Patel*
- (7) Smt.Artiben J.Desai - Member - *A. J. Desai*
- (8) Miss.Monali P.Patel - Member - F.Y.B.Sc. Roll No - 356 *m.p. Patel*
- (9) Miss.Kinal P.Patel - Member - T.Y.B.Sc. Roll No - 121 *K. P. Patel*



*Dr. Desai*  
Dr.Kirenben D.Desai  
President  
Anti Sexual Harassment Cell





## Annexure - III

### Minutes of the Anti Sexual Harassment Cell Second meeting for the Academic year 2018/19

A meeting of the Anti Sexual Harassment Cell members was held on 28/11/2018 at 04:00 p.m. in the Principal's office. The meeting was presided over by the Anti Sexual Harassment Cell President Dr.Kirenben D.Desai welcomed all the members present and requested all the members to introduce them in brief.

Anti Sexual Harassment Cell member Dr.Nandiniben A. Bhadra started with the meeting agenda. The following agenda were discussed in detail during the meeting and it was unanimously resolved to implement them. Discussion took place in harmonious atmosphere. The minutes of the meeting are as follows.

The following members were present in the meeting.

- (1) Dr.Kirenben D.Desai - President Present
- (2) Dr.Nandiniben A.Bhadra - Member Present
- (3) Dr.Sandhyaben L.Vani - Member Present
- (4) Dr.Smruti N.Lad - Member Present
- (5) Dr.Madhvi J.Desai - Member Present
- (6) Smt.Pushpaben G.Patel - Member Present
- (7) Smt.Artiben J.Desai - Member - Present
- (8) Miss.Monali P.Patel - Member - F.Y.B.Sc. Roll No - 356 Present
- (9) Miss.Kinal P.Patel- Member - T.Y.B.Sc. Roll No - 121 Present



(2)

**Agenda Item 1:** To approve the minutes of last meeting.

**Resolution:** The Coordinator read the minutes of previous meeting, the minutes were reviewed and passed unanimously by the members.

**Agenda Item 2:** To welcome the newly appointed members of Anti Sexual Harassment Cell

**Resolution:** The Anti Sexual Harassment Cell President Dr.Kirenben D.Desai welcomed the new members, appointed by the Principal.

**Agenda Item 3:** Regarding measures to be taken for further improving and strengthening of the cell.

**Resolution:** As per guideline of University Grants Commission Rules and regulations of Anti Sexual Harassment are put up in and around the College like Notice Board, Departments, Common room and Library to generate awareness amongst Students on Sexual Harassment. The Committee decided conduct surprise visit during college hours and also in recess.

**Agenda Item 4 :** Regarding the matter relating to any complaints lodged with the committee.

**Resolution:** Regarding the matter relating to any complaints the committee decided If any incident of Sexual Harassment is taking place anywhere in the campus, junior/senior students, Professor and everyone should bring it to the Sexual Harassment committee.

**Agenda Item 5:** Any other matter with the permission of the President.

**Resolution:** As there was no other agenda to discuss, President of Anti Sexual Harassment Cell Dr.Kirenben D.Desai thanked all the members for their active and positive participation and meeting was adjourned.

Date: 28/11/18



  
Dr.Kirenben D.Desai  
President  
Anti Sexual Harassment Cell





### Performa I

#### Annual Return on cases of Sexual Harassment

Period; 15 th June 2018 to 14 th June 2019

- (1) Name of the College and Address: B.K.M Science College  
Tithal Road, Valsad, Gujarat.
- (2) Affiliated University: Veer Narmad South Gujarat university,  
Udhna Magdalla road, Surat, Gujarat.

No	Information	No 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 cases pending for more than 90 days.	Nil
4	Number of workshops on awareness programme against sexual Harassment conducted during the year.	Nil
5	Nature of action.	N.A.

N.A. - Not Applicable

Dr. Vikas A. Desai  
Principal,  
B.K.M. Science College,  
Valsad, Gujarat, India.



Dr. Kirenben D. Desai  
President  
Anti Sexual Harassment Cell



Ref. No. :

Date : 15/6/19

## Performa II

### Report on Sexual Harassment measures taken by the College

Period; 15 th June 2018 to 14 th June 2019

(1) Name of the College and Address : B.K.M Science College


Tithal Road, Valsad, Gujarat.

(2) Affiliated University : Veer Narmad South Gujarat university,

Udhna Magdalla Road Surat, Gujarat.

1	Whether Sexual Harassment Cell formed and details of members of the committee and whether students are included in the committee.	Yes Annexure I
2	Numbers of cases reported.	NIL
3	Action taken on the complaints.	N.A.
4	Whether FIR filed and details thereof.	N.A.
5	Whether bill boards and hoardings on Sexual Harassment and details of members of committee are displayed.	YES
6	Action taken to create awareness about panel provisions registering complaints.	N.A.
7	Details of conduct of committee meetings and minutes there of.	YES Annexure II & Annexure III

N.A. - Not Applicable

  
Dr. Vikas A. Desai  
Principal,  
B.K.M. Science College,  
Valsad, Gujarat, India.



  
Dr. Kirenben D. Desai  
President  
Anti Sexual Harassment Cell