

JSPM'S

CYGNET PUBLIC SCHOOL, HADAPSAR

**THE COMMITTEE AGAINST HARASSMENT OF WOMEN AT
WORKPLACE**

SR.NO	NAME OF THE MEMBER	POST	DESIGNATION
1	MRS. KALPANA NILAKHE	PRINCIPAL	CHAIRPERSON
2	MRS. KAKOLI MAHATO	VICE PRINCIPAL	MEMBER
3	MRS. SANGEETA PATIL	CO-ORDINATOR	MEMBER
4	MRS. RAMA KAPADI	CO-ORDINATOR	MEMBER
5	MRS. KHUSHI JAIN	TEACHER	MEMBER
6	MRS. VIDYA BANDGAR	CLERK	MEMBER
7	SNEHA MANNUTODI	STUDENT	MEMBER
8	SHRUSTI RAJGURU	STUDENT	MEMBER

The purpose of the meeting is to discuss the progress of the work and to take up the matters relating to the work of the committee. The meeting was held on 21st March 2023 at 10:00 AM in the meeting room of the school. The members present were Mrs. Kalpana Nilakhe, Mrs. Kakoli Mahato, Mrs. Sangeeta Patil, Mrs. Rama Kapadi, Mrs. Khushi Jain, Mrs. Vidya Bandgar, Sneha Mannutodi, and Shruti Rajguru. The meeting was presided over by Mrs. Kalpana Nilakhe. The minutes of the meeting were read and approved. The members discussed the progress of the work and the matters relating to the work of the committee. The meeting ended at 12:00 PM.

Agenda

- To welcome the members ~~of~~ meeting
- To explain the objective of committee
- To inform purpose of the meeting
- To inform about the support mechanism
- To inform about school policy
- To inform about awareness & training

• To welcome the members for the meeting -
Principal welcomed members for the meeting
& took review of previous meeting conducted
in A.Y. 2023-24.

• To explain the objective of committee meeting -
Objective of the meeting is to ensure that
the committee functions smoothly & effectively
in preventing & addressing harassment of women
at work place. To provide a safe and respectful
work environment for all employees.

• To inform purpose of the meeting - The purpose
of the meeting is to discuss ways to provide
support and protection to complainants, including
confidentiality & protection from retaliation.

• To inform about the support mechanism -
To inform about the support mechanism developed in school to handle the complains & ensure safety

• To inform about the school policy - To develop school policy against harassment of women at work place. The school policy for the same is as follows.

To create a safe and respectful work environment free from harassment.

• To inform about awareness & training -
Principal informed members that school carries out various awareness programs & trainings to make stake holders aware of taking proactive measures to avoid harassment.

Sr	Name of the member	Designation	Designation Committee
1	Mrs Kalpana Nilakhe	Principal	Nila
2	Mrs Kakoli Mahato	Vice principal	Kakoli
3	Mrs Sangeeta Patil	Coordinator	Sangeeta
4	Mrs Rama Kapadi.	Coordinator	Rama Kapadi
5	Mrs Khushi Jain	Teacher	Khushi
6	Mrs. Vidya Bandga	Clerk	Vidya
7	Ms Sneha Mannabadi	Student	Sneha
8	Ms Shrushti Rajgure	Student	Shrushti

PRINCIPAL
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Madapsar, Pune - 411 028.