



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**
Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi
Okhla Road, New Delhi - 110025
(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

DBIT/Notice/2024-25/

05 August 2024

NOTICE

PREVENTION OF SEXUAL HARASSMENT (POSH) COMMITTEE

S. No.	Name	Designation	Position	Email-Id	Mobile
01.	Dr. Shalu Tandon	Vice Principal	Presiding officer	shalutandon.bts@gmail.com	9873410512
02.	Dr. Vijeyata Chahuan	Associate Professor	Member	vijeyatadbit@gmail.com	8527084927
03.	Dr. Sanjay Kr. Singh	Associate Professor	Member	sanjaysingh.bts@gmail.com	9718623442
04.	Ms. Anubhuti Ityalam	Assistant Professor	Member	anubhutidbit@gmail.com	9899070561
05.	Ms. Juliet	Admin Assistant	Member	dbitreception@gmail.com	9667330026
06.	Ms. Roseleen Gomes	Student Counsellor	Member	nehagomes08@gmail.com	9811504908
07.	Mr. Linto K. B	Legal Advisor	Member	kblintos@gmail.com	9319500876
08.	Ms. Charis Divya Praislin	NGO Representative	Member	charisdivya2gmail.com	7568087541
09.	Ms. Bhawna Sharma	Student Representative	Member	Bhwana1sharma9@gmail.com	8448421686
10.	Mr. Krishna Khurana	Student Representative	Member	Krishnakhurana543@gmail.com	7834974640
11.	Ms. Harsha	Student Representative	Member	harshadhupper@gmail.com	9311446535
12.	Ms. Garima	Student Representative	Member	garimasharma@gmail.com	8383864102

Dr. Vikas Rao Vadi

Director
Don Bosco Institute of Technology
Okhla Road, New Delhi
Pin: 110025





Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi

Okhla Road, New Delhi - 110025

(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

DBIT/POSH/2024-25/

05 August 2024

Notice for Meeting

It is for information to all the members of Prevention of Sexual Harassment Committee that there shall be a meeting on 05/08/2024 at 3:00 pm in Board Room.

The agenda points shall be-

- Introduction & Roles: Committee members introduce themselves, discuss roles, and understand responsibilities under the POSH Act.
- Policy Review: Review the organization's Sexual Harassment Policy, definitions, and complaint procedures.
- Awareness Plan: Discuss strategies for employee awareness (workshops, posters, helpline numbers).

Dr. Vikas Rao Vadi

Director
Don Bosco Institute of Technology
Okhla Road, New Delhi
Pin: 110025

Copy to-

1. All committee members
2. All Notice Boards
3. Office copy (also to be uploaded on website of DBIT)



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi

Okhla Road, New Delhi - 110025

(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

With Ref to Notice No - DBIT/POSH/2024-25/

05 August 2024

Minutes of the Meeting

1. As per the decision of competent authority, following members will be the part of POSH.

S.no	Name	Designation	Position
1	Dr. Shalu Tandon	Vice Principal	Presiding Officer
2	Dr. Vijeyata Chahuan	Associate Professor	Member
3	Dr. Sanjay Kr. Singh	Associate Professor	Member
4	Ms. Anubhuti Ityalam	Assistant Professor	Member
5	Ms Juliet	Admin Assistant	Member
6	Ms. Roseleen Gomes	Student Counsellor	Member
7	Dr. Linto K.B	Lawyer	Member
8	Ms. Charis Divya Praislin	NGO representative	Member
9	Ms. Bhawna Sharma	Student Representative	Member
10	Mr. Krishna Khurana	Student Representative	Member
11	Ms. Harsha	Student Representative	Member
12	Ms. Garima	Student Representative	Member

2. **Policy Review:** The organization's Sexual Harassment Policy was reviewed, including definitions, prohibited behaviours, and the complaint redressal process.
3. **Awareness Plan:** Strategies like workshops, posters, and helpline numbers were finalized to educate employees, with HR tasked to implement them.
4. **Next Steps:** Updated policy documents circulated, and the next meeting was scheduled to discuss complaint-handling scenarios.

Time: 3:00 P.M

Venue: Conference Room



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi

Okhla Road, New Delhi - 110025

(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

S.No	Name	Signature
1	Dr. Shalu Tandon	<i>Shalu</i>
2	Dr. Vijeyata Chahuan	<i>Vijeyata</i>
3	Dr. Sanjay Kr. Singh	<i>Sanjay Kr. Singh</i>
4	Ms. Anubhuti Ityalam	<i>Anubhuti Ityalam</i>
5	Ms Juliet	<i>Juliet</i>
6	Ms. Roseleen Gomes	<i>Roseleen Gomes</i>
7	Dr. Linto K.B	<i>Linto KB</i>
8	Ms. Charis Divya Praislin	<i>Charis</i>
9	Ms. Bhawna Sharma	<i>Bhawna</i>
10	Mr. Krishna Khurana	<i>K</i>
11	Ms. Harsha	<i>Harsha</i>
12	Ms. Garima	<i>Garima</i>

Vikas Vadi

Dr. Vikas Rao Vadi

Director

Don Bosco Institute of Technology

Okhla Road, New Delhi

Pin: 110025

Copy to-

1. All committee members.
2. All Notice Boards
3. Office copy (also to be uploaded on website of DBIT)



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi
Okhla Road, New Delhi - 110025

(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

DBIT/POSH/2024-25/

21 November 2024

Notice for Meeting

It is for information to all the members of Prevention of Sexual Harassment Committee that there shall be a meeting on 21/11/2024 at 3:00 pm in Board Room.

The agenda points shall be-

- Case Handling Process: Walk through the steps for receiving, investigating, and resolving complaints (confidentiality, timelines, etc.).
- Mock Scenarios: Discuss hypothetical cases to ensure clarity on procedures and fair inquiry processes.

Dr. Vikas Rao Vadi

Director
Don Bosco Institute of Technology
Okhla Road, New Delhi
Pin: 110025

Copy to-

1. All committee members
2. All Notice Boards
3. Office copy (also to be uploaded on website of DBIT)



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi

Okhla Road, New Delhi -110025

(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

With Ref to Notice No - DBIT/POSH/2024-25/

21 November 2024

Minutes of the Meeting

1. Case Handling Process: Detailed discussion on complaint procedures - from receipt (written/oral) to investigation (90-day timeline) and resolution, stressing strict confidentiality at all stages.
2. Mock Scenarios: Practiced hypothetical harassment cases to test understanding of inquiry procedures, evidence collection, and impartial decision-making.
3. Key Decisions:
 - a. Agreed to maintain anonymous complaint records for transparency audits.
 - b. Assigned roles for future case investigations.
4. Action Items:
 - a. Prepare standard complaint forms.
 - b. Schedule training on investigation techniques.

Time: 3:00 P.M

Venue: Conference Room



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi
Okhla Road, New Delhi -110025

(Adjacent to Sukhdev Vihar Metro Station)

hr@donboscoitggsipu.org www.donboscoitggsipu.org 011 4142 0803, +91 96673 30 026

S.No	Name	Signature
1	Dr. Shalu Tandon	<i>Shalu</i>
2	Dr. Vijeyata Chahuan	<i>Vijeyata</i>
3	Dr. Sanjay Kr. Singh	<i>Sanjay</i>
4	Ms. Anubhuti Ityalam	<i>Anubhuti Ityalam</i>
5	Ms Juliet	<i>Juliet</i>
6	Ms. Roseleen Gomes	<i>Roseleen</i>
7	Dr. Linto K.B	<i>Linto K.B</i>
8	Ms. Charis Divya Praislin	<i>Charis</i>
9	Ms. Bhawna Sharma	<i>Bhawna</i>
10	Mr. Krishna Khurana	<i>Kr</i>
11	Ms. Harsha	<i>Harsha</i>
12	Ms. Garima	<i>Garima</i>

Vikas Rao Vadi

Dr. Vikas Rao Vadi

Director
Don Bosco Institute of Technology
Okhla Road, New Delhi
Copy to- Pin: 110025

1. All committee members.
2. All Notice Boards
3. Office copy (also to be uploaded on website of DBIT)



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi

Okhla Road, New Delhi - 110025

(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

DBIT/POSH/2024-25/

05 February 2025

Notice for Meeting

It is for information to all the members of Prevention of Sexual Harassment Committee that there shall be a meeting on 05/02/2024 at 3:00 pm in Board Room.

The agenda points shall be-

- Employee Feedback: Assess awareness levels and gather suggestions for policy improvements.
- Next Steps: Plan upcoming training sessions.

Dr. Vikas Rao Vadi

Director
Don Bosco Institute of Technology
Okhla Road, New Delhi
Pin: 110025

Copy to-

1. All committee members
2. All Notice Boards
3. Office copy (also to be uploaded on website of DBIT)



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi

Okhla Road, New Delhi - 110025

(Adjacent to Sukhdev Vihar Metro Station)

✉ hr@donboscoitggsipu.org 🌐 www.donboscoitggsipu.org ☎ 011 4142 0803, +91 96673 30 026

With Ref to Notice No - DBIT/POSH/2024-25/

05 February 2025

Minutes of the Meeting

1. Employee Feedback Summary

- Analysed survey results on policy awareness.
- Noted suggestions.

2. Policy & Training Updates

- Proposed policy revisions.
- Scheduled mandatory refresher training for all employees.

3. Action Plan

- Finalize policy updates.
- Organize leadership sensitization sessions on POSH compliance.

Time: 3:00 P.M

Venue: Conference Room



Don Bosco Institute of Technology

Run by: **Bosco Technical Training Society**

Affiliated to GGSIP University, Delhi & Approved by AICTE, Delhi
Okhla Road, New Delhi - 110025

(Adjacent to Sukhdev Vihar Metro Station)

hr@donboscoitggsipu.org www.donboscoitggsipu.org 011 4142 0803, +91 96673 30 026

S.No	Name	Signature
1	Dr. Shalu Tandon	<i>Shalu</i>
2	Dr. Vijeyata Chahuan	<i>Vijeyata</i>
3	Dr. Sanjay Kr. Singh	<i>Sanjay Kr. Singh</i>
4	Ms. Anubhuti Ityalam	<i>Anubhuti Ityalam</i>
5	Ms Juliet	<i>Juliet</i>
6	Ms. Roseleen Gomes	<i>Roseleen Gomes</i>
7	Dr. Linto K.B	<i>Linto KB</i>
8	Ms. Charis Divya Praislin	<i>Charis</i>
9	Ms. Bhawna Sharma	<i>Bhawna</i>
10	Mr. Krishna Khurana	<i>(K)</i>
11	Ms. Harsha	<i>Harsha</i>
12	Ms. Garima	<i>Garima</i>

Vikas Rao Vadi
Dr. Vikas Rao Vadi
Director
Don Bosco Institute of Technology
Okhla Road, New Delhi
Pin: 110025

Copy to-

1. All committee members.
2. All Notice Boards
3. Office copy (also to be uploaded on website of DBIT)