



CENTRE FOR STUDENT AFFAIRS  
ANNA UNIVERSITY  
CHENNAI - 600 025

Dr. R. BASKARAN M.E., Ph.D.  
DIRECTOR

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[dsaannauniv@gmail.com](mailto:dsaannauniv@gmail.com)

Lr. No. CSA / SA3 / 586 / 2024

Date: 19.09.2024

To

1. The Principal of all Government / Self-financing Engineering Colleges / Autonomous Colleges affiliated under Anna University.
2. The Dean / Constituent Colleges of Anna University.

Sir / Madam,

Sub: Anna University – Centre for Student Affairs – To address the issues relating to Sexual Harassment in Educational Institutions - Circular issued to all Engineering colleges – Action taken report – Requested - Reg.

Ref: 1. Lr. No. E8436248/A2/2024-1, dated: 18.09.2024 from the Joint Secretary to Government, Higher Education (A2) Department, Secretariat, Chennai - 9.  
2. Lr. No. 8378980A / SW3(2) / 2024 -1, dated: 12.09.2024, from the Secretary to Government, Social Welfare and Women Empowerment Department, Secretariat, Chennai - 9.

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With the reference to the above, I am directed to enclose a copy of the minutes from the meeting held on 02.09.2024 under the Chairmanship of the Chief Secretary to Government, regarding the sensitization of stakeholders to address the issues related to Sexual Harassment in Education Institutions.

In this regard, you are requested to strictly adhere to the guidelines outlined in the minutes to prevent sexual harassment in your educational institutions and also send the action taken report "The Director, Centre for Student Affairs, Anna University, Chennai" **on or before 26.09.2024**. A copy of the same is attached for your reference and necessary action.

  
DIRECTOR

  
19/9

 Outlook

**Fw: Sensitization of stakeholders to address the issues relating to Sexual Harassment in Education Institutions – Meeting held on 02.09.2024 – Minutes of the meeting – Action taken report – Called for – Regarding.**

**From** ppd <ppd@annauniv.edu>

**Date** Wed 9/18/2024 6:59 PM

**To** DEAN CEG <deanceg@annauniv.edu>; DEAN CEG <cegdeanoffice@gmail.com>; easwara@cs.annauniv.edu <easwara@cs.annauniv.edu>; cegsship <cegship@annauniv.edu>; cegdeanoffice supdt <cegdeanofficesupdt@gmail.com>; deanact <deanact@annauniv.edu>; ACTECHAU <ACTECHAU@GMAIL.COM>; Dr. S. Meenakshisundaram <meenakshi@annauniv.edu>; dean <dean@mitindia.edu>; ravi@mitindia.edu <ravi@mitindia.edu>; Student Section MIT, Anna University <studsec@mitindia.edu>; deansap <deansap@annauniv.edu>; sitalakshmikr@hotmail.com <sitalakshmikr@hotmail.com>; auccc <auccc@annauniv.edu>; Centre for Constituent Colleges <aucccoffice@annauniv.edu>; aumergesec@gmail.com <aumergesec@gmail.com>; Dr. P.HARIHARAN <hari@annauniv.edu>; directorcai <directorcai@annauniv.edu>; vrgiridev@yahoo.com <vrgiridev@yahoo.com>; directorcaiau@gmail.com <directorcaiau@gmail.com>

 2 attachments (18 MB)

34.pdf; Sexual Harassment in Education Institutions.pdf;

Respected Sir / Madam,  
Kindly find the attachment file.



**Thanks & Regards**

**P & D office**

**Anna University**

**Phone: 044-22357019 / 21**

**From:** Registrar Anna University <registrar@annauniv.edu>

**Sent:** 18 September 2024 16:26

**To:** ppd <ppd@annauniv.edu>; AUPOSH <auposh@annauniv.edu>

**Subject:** Sensitization of stakeholders to address the issues relating to Sexual Harassment in Education Institutions – Meeting held on 02.09.2024 – Minutes of the meeting – Action taken report – Called for – Regarding.

for necessary action.

**From:** A Section <hrednasection@gmail.com>

**Sent:** Wednesday, September 18, 2024 2:20 PM

**To:** tndote@gmail.com <tndote@gmail.com>; Directorate of Collegiate Education, Chennai - 6 <tndceoffice@gmail.com>; tnarchives\_rh <tnarchives\_rh@nic.in>; Registrar Anna University <registrar@annauniv.edu>; Registrar - Annamalai University <au\_regr@ymail.com>; Registrar TNEU <registrar@tneu.ac.in>; registrartrnou@gmail.com <registrartrnou@gmail.com>

Outlook

Sensitization of stakeholders to address the issues relating to Sexual Harassment in Education Institutions – Meeting held on 02.09.2024 – Minutes of the meeting – Action taken report – Called for – Regarding.

From Registrar Anna University <registrar@annauniv.edu>  
Date Wed 18/09/2024 16:26  
To ppd <ppd@annauniv.edu>; AUPOSH <auposh@annauniv.edu>

1 attachments (2 MB)  
34.pdf;

*To All Deans/Dir CCC X  
Dir RA X SA  
Raj  
18/9/2024  
18 SEP 2024  
Office of the Planning and Development  
Anna University, Chennai  
Kindly inform all  
Principal to  
sensitize as direct  
and send action  
taken report  
by 27/9/24  
without*

for necessary action.

**From:** A Section <hrednasection@gmail.com>  
**Sent:** Wednesday, September 18, 2024 2:20 PM  
**To:** tndote@gmail.com <tndote@gmail.com>; Directorate of Collegiate Education, Chennai - 6 <tndceoffice@gmail.com>; tnarchives\_rh <tnarchives\_rh@nic.in>; Registrar Anna University <registrar@annauniv.edu>; Registrar - Annamalai University <au\_regr@ymail.com>; Registrar TNEU <registrar@tneu.ac.in>; registrartnou@gmail.com <registrartnou@gmail.com>; Registrar Periyar University <registrarperiyar@gmail.com>; registrartvu@gmail.com <registrartvu@gmail.com>; registraralagappauniv@gmail.com <registraralagappauniv@gmail.com>; registrar.mtwu@gmail.com <registrar.mtwu@gmail.com>; Registrar Bharathidasan University <reg@bdu.ac.in>; Registrar, Bharathiar University, Coimbatore, Tamilnadu <regr@buc.edu.in>; Registrar MSU <registrar@msuniv.ac.in>; The Registrar Madurai Kamaraj University <mkuregistrar@gmail.com>; mkuregistrar@rediffmail.com <mkuregistrar@rediffmail.com>; Registrar, University of Madras <registrar.unom@gmail.com>; registrar <registrar@tnou.ac.in>; Registrar <registrar@alagappauniversity.ac.in>  
**Subject:** Re: Sensitization of stakeholders to address the issues relating to Sexual Harassment in Education Institutions – Meeting held on 02.09.2024 – Minutes of the meeting – Action taken report – Called for – Regarding.

Dear Sir/Madam,

Please find the attachment.

On Wed, Sep 18, 2024 at 2:13 PM A Section <hrednasection@gmail.com> wrote:

Dear Sir/Madam,

Please find the attachment.



Higher Education (A2) Department,  
Secretariat, Chennai-9.

Letter No.E8436248/A2/2024 - 1, dated.18.09.2024

From  
The Joint Secretary to Government  
Higher Education Department.

To  
The Commissioner of Technical Education, Chennai - 25. (w.e.)  
The Commissioner,  
Tamil Nadu Archives and Historical Research, Chennai-8. (w.e.)  
The Director of Collegiate Education, Chennai-15. (w.e.)  
The Registrars of all Universities under the aegis of  
Higher Education Department. (w.e.)

Sir / Madam,

Sub: Sensitization of stakeholders to address the issues relating to Sexual Harassment in Education Institutions – Meeting held on 02.09.2024 – Minutes of the meeting – Action taken report – Called for – Regarding.

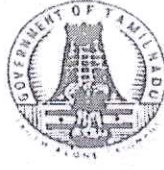
Ref: From the Secretary to Government, Social Welfare and Women Empowerment Department, Letter No.8378980A/SW3(2)/2024-1, dated 12.09.2024.

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I am directed to enclose a copy of the reference cited and to request you to furnish the action taken report on the actionable points pertaining to your department / University to Government, immediately.

Yours faithfully,

*D Rajasekar*  
18.9.2024

for Join Secretary to Government.



Social Welfare and Women  
Empowerment  
Department,  
Secretariat, Chennai-9.  
Telephone No. 044- 25665292  
email ID: caoswnmp@tn.gov.in

**Letter No.8378980A/SW3(2)/2024-1, dated 12.09.2024**

From  
Tmt. Jayashree Muralidharan, I.A.S.,  
Secretary to Government.

The Additional Chief Secretary to Government,  
Home, Prohibition and Excise Department,  
Chennai-9.

✓ The Additional Chief Secretary to Government,  
Higher Education Department,  
Chennai-9.

The Commissioner of Social Welfare,  
Chennai 5.

All District Collectors

Sir/Madam,

Sub: Social Welfare and Women Empowerment  
Department – Meeting held on 02.09.2024 by the  
Chief Secretary to Government through Video  
Conference – Sensitization of stakeholders to  
address the issues relating to Sexual Harassment  
in Educational Institutions – Minutes of the  
meeting - Regarding.

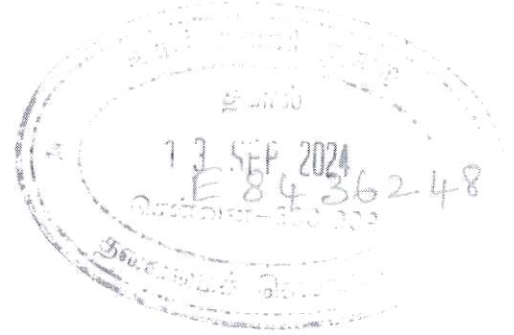
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I am directed to enclose the minutes of the meeting held under the  
Chairmanship of the Chief Secretary to Government on 02.09.2024 in  
respect of sensitization of stakeholders to address the issues relating to  
Sexual Harassment in Educational Institutions for information and  
pursuing further necessary action.

Yours faithfully,

*A. R. R.*  
12/09/2024  
for Secretary to Government.

*23/9/2024*  
*12/09/2024*



**Minutes of Meeting held by Chief Secretary on 02.09.2024 to  
Address Sexual Harassment in Educational Institutions**

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The meeting on sensitization of stakeholders to address sexual harassment incidents in educational institutions was conducted by the Chief Secretary on 02.09.2024 through Video Conference. District Collectors, Superintendent of Police, Commissioner of Police, Principals of all higher education institutions, District Social Welfare Officers, District Child Protection Officers, Chief Executive Officers and District Education Officers participated in the Video Conference from all the 38 districts.

Additional Chief Secretary to Government, Home, Additional Chief Secretary to Government, Higher Education Department, Director General of Police, Director General of Police (CWC), Secretary, Social Welfare and Women Empowerment Department and senior officials attended the meeting in Chennai.

The Secretary, Social Welfare and Women Empowerment Department welcomed the officials and invited Chief Secretary to deliver his opening remarks to ensure 'safe environment for all the students studying in educational institutions. **Chief Secretary emphasized that the Government of Tamil Nadu shows case zero tolerance to sexual harassment and is very particular to create a supportive and safe environment for all the students.** He appealed to all the key stakeholders such as Social Welfare department, Police department, Higher Education department, administrators of educational institutions, teaching and non-teaching staff, parents and students to come together to prevent sexual harassment in educational institutions.

The Secretary, Social Welfare and Women Empowerment Department presented the salient features of the Prevention of Sexual Harassment Act, 2013, following which the Chief Secretary emphasized on the following activities to be done by the higher education institutions: -

- The Act mandates **formation of Internal Complaints Committee in all educational institutions**
- More than 4000 higher educations are functioning in the State, out of which around 1000 only have formed Internal Complaints Committee. Balance has to be formed immediately.
- **Appointment of Professional woman counsellors to be mandated in each college**
- **Regular awareness sessions** to be conducted for students and staff
- **Display of Helpline Numbers** (1098,181), Kavalan App, placement of safety box should be done in all schools and colleges

- **Ensuring CCTV cameras, sufficient lighting** in appropriate places of school and college premises
- Ensuring CCTV cameras and **Panic buttons in all College buses**
- Ensuring **Women staff as Attendants in all school and College buses** until last student is dropped at their regular drop points
- **Monitoring the male workers in the hostels** and ensuring **Women warden/ staff to always accompany with male persons in College premises**
- **Background check of all staff** before employing them in college
- **Mandatory presence of women staff from Colleges** during NCC/NSS camps, cultural, tours, competition, etc.
- All students/ Teaching and Non- teaching staff should be **mandated to give complaints** about the untoward incidents immediately
- **Consequences for failing to report, applicable to staff & management**
- Regular monitoring of complaints received and strict timely disposal as per specifications of the Act
- Collectors along with Commissioner of Police / Superintendent of Police, to review the Principals of Higher Education institutions on the formation & functions of Internal Complaints Committee, safety measures provided in colleges/hostels and prevention of drug abuse in college every quarter
- **Routine inspections of all institutions (including private institutions) to be done by district officials, by forming teams**
- **Departmental disciplinary action to be completed quickly,** which would be a big deterrent

The Director General of Police highlighted that **non-reporting of crimes by the institutions is liable for penal action.** He also insisted that Helplines and Apps as Kavalan App should be widely publicized among the staff and students to avert any untoward incidents. He suggested that on Monday (09.09.2024), the first hour to be dedicated to sensitize staff and students regarding women's safety. Police Officers, SWD, revenue, education etc can join in. Superintendent of Police and Commissioner of Police to do massive drive during the time for downloading 'Kaval Uthavi' App with demo.

The Chief Secretary stated that in Coimbatore city, all higher educational institutions are visited by a Police Constable once in every 15 days and explained to students about **"Police Akka"** and Helplines to create an enabling environment to report complaints and redressal. He

directed Home Department to circulate a note on this to all districts for replication.

**The Chief Secretary also instructed Social Welfare Secretary to share the PPT with all District Collectors so that the actionable points and indicators are monitored for effective implementation of the Act in the State.**

**He also instructed the Additional Chief Secretary, Higher Education Department to monitor the implementation of all the above instructions, and ensure its effective implementation.**

Then, the Additional Chief Secretary to Government, Home, Prohibition and Excise Department explained about addressing the issues of narcotic drugs in educational institutions. He informed that there are reports of narcotic drug usage in educational institutions and the number of college students arrested for peddling is a matter of concern. He also briefed the ways through which the students get these drugs. He insisted that the institution managements shall do the following to remove the drug menace from educational institutions.

- Activate and make **'Anti-Drug Clubs'** vibrant and organize continuous activities / programs on drug abuse. Counselling for affected students to be put in place.
- Communicating information to police on WhatsApp number **94984 10581** and toll free number **10581**.
- Police Officers may be included in the drug awareness programs.
- Provide specific programs and support groups for students who may be at risk of or currently struggling with substance abuse.
- Establish a network of referral services for students needing external support or treatment for substance abuse.
- Increase **campus security patrols** in areas where drug activity may occur.
- Work closely with local law enforcement to monitor and address drug-related issues in the surrounding community and on campus.
- Develop policies for **notifying parents or guardians when a student is found in violation of drug policies,** especially for younger students or those who are at significant risk.
- Stay informed about new drug trends, substances, and methods of abuse to ensure prevention programs remain relevant and effective.
- Further, he told that the Collectors and Superintendents of Police and Commissioners of Police should pay due attention to this issue and do the following without fail.



- Conduct quarterly meetings with Principals / Heads of Institutions on this issue.
- Develop channel of information from Educational Institutions for taking further action.
- Collect information from Chief Executive Officers / District Educational Officers and Collegiate Education Authorities in monthly NCORD meetings and take action.
- Monitor the functioning of Anti- Drug Club and have interaction with Club members
- More focus should be given to areas around Educational Institutions in raids.
- The Director General of Police also informed that the educational institutions should pay due attention to this issue of narcotics usage and provide information to Police to take necessary immediate action.
- Finally, the Chief Secretary narrated about the importance of addressing the narcotics issue at institutional level and the involvement of management including Principals and Teachers to provide the students a healthy environment to study.

Jayashree Muralidharan,  
Secretary to Government.

//True Copy//

*A. D. V. 12/10/2024*  
Section Officer.

*25- 12/10/2024*