

INTERNAL COMPLAINT COMMITTEE

Objective:-

The objective of the Internal Complaint Committee is comply The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Internal Complaint Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

1. To fulfill the directive of the Supreme Court, as per UGC directives and the University of Calcutta in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To provide an environment free of gender-based discrimination.
5. To ensure equal access of all facilities and participation in activities of the college
6. To create a secure physical and social environment which will deter acts of sexual harassment
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Jurisdiction

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Role and responsibility of Internal Complaint Committee for anti-sexual harassment:

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
3. Obtain high level support from the Governing Body & the Principal of the college for implementing a comprehensive strategy:
 - Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
 - Providing information and training to students and all staff conducting teaching

and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.

4. Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.

5. Regularly distribute and promote the policy at all levels of the organization; Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.

6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.

7. Ensure that complaints processes:

- are clearly documented;
- are explained to all employees;
- offer both informal and formal options for resolution;
- address complaints in a manner which is fair, timely and confidential;
- are based on the principles of natural justice;
- provide clear guidance on internal investigation procedures and record keeping;
- Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

Members of the Internal Complaints Committee(ICC)

Dr. Mahasweta Bhattacharya	Associate Professor	Coordinator
Dr. Sujit Kumar Ghosh	Associate Professor	Member
Prof. Asha Nair	SACT	Member
Sri Pranab Ghoshal	Accountant	Member
Smt. Atashi Banerjee	Clerk	Member
Mrs. Nandini Mitra	Barrister-at-Law	Member
Ms. Sunaina Das	Student	Member
Ms. Khusboo Giri	Student	Member
Sri Ayush Jaiswal	Student	Member

Powers of the Committee

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

FUNCTIONS OF THE COMMITTEE

PREVENTIVE STEPS.

It will be the endeavor of the committee :

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

REMEDIAL STEPS.

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
11. The Committee shall make all endeavour to complete its proceedings within a period of Ninety (90) days from the date of receipt of complaint.
12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
13. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required

to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

- I.Warning
- II.Written apology
- III.Bond of good behavior
- IV.Adverse remarks in the confidential report
- V.Debarring from supervisory duties
- VI.Denial of membership of statutory bodies
- VII.Denial of re-employment/re - admission
- VIII.Stopping of increments / promotion/denying admission ticket
- IX.Reverting, demotion
- X.Suspension
- XI.Dismissal
- XII.Any other relevant mechanism

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

UMESCHANDRA COLLEGE

Formerly CITY COLLEGE COMMERCE DEPARTMENT (Morning)
(Accredited by the NAAC B Level)

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Ref. No. 10. /SS-SM/2020-21

Date 19.04.2021

Allowed to conduct the meeting.
Shree 19/4/21

NOTICE

Sir/Madam,

An online meeting of the Internal Complaint Committee will be held on Saturday 23rd April 2021 at 7p.m to discuss the following agenda.

All members are requested to join the meeting by clicking <https://meet.google.com/krk-tihv-gbf> at scheduled date and time.

Thanking you,

Yours sincerely,

Mahasweta Bhattacharya
Dr. Mahasweta Bhattacharya
Convenor, Anti-sexual Harassment Committee
Umeschandra College.

Agenda :

- To read and confirmation of the resolutions of the meeting held on 12th December 2021.
- To discuss about the action taken according to the previous resolutions of the committee.
- Miscellaneous.

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All concerned members

Minutes/Resolution of Meeting of Internal Complaint Committee held on 23.04.2021

Online meeting of the Internal Complaint Committee of Umeschandra College was held on 23.04.2021 at 7p.m. The meeting was attended by the following members of the committee.

- | | | |
|----|--------------------------------------|-------------------------------|
| 1. | Dr. Mahasweta Bhattacharya | <i>Mahasweta Bhattacharya</i> |
| 2. | Dr. Sujit Kumar Ghosh | <i>Sujit Kumar Ghosh</i> |
| 3. | Prof. Asha Nair | <i>Asha Nair</i> |
| 4. | Sri Pranab Ghoshal | <i>P. Ghoshal</i> |
| 5. | Smt. Atashi Banerjee | <i>Atashi Banerjee</i> |
| 6. | Mrs. Nandini Mitra(Barrister-at-Law) | Absent |
| 7. | Ms. Sunaina Das(Student, B-141) | Absent |
| 8. | Ms. Khushboo Giri(Student, A-296) | Absent |
| 9. | Shri Ayush Jaiswal(Student, B-011) | Absent |

- ☐ At the outset, convener welcomed all the members of the Committee. She proposed the name of Dr. Sujit Kumar Ghosh as the Chair person of the meeting; Prof. Asha Nair seconded the proposal.
- ☐ Resolutions of the previous meeting were read and confirmed by all the members present
- ☐ The Committee noted that no complaint of sexual harassment has been received from any girl student or woman employee of this Institution.
- ☐ The Convener reported that college initiated to register online complaint regarding sexual harassment from students and employees through its website
- ☐ The meeting ended with vote of thanks to the chair.

Principal
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Ref. No. 51 /SS-SM/2020-21

Date 07.12.2020

NOTICE

Allowed to conduct the meeting.
Shweta 7/12/20

Sir/Madam,

An online meeting of the Internal Complaint Committee will be held on Saturday 12th December 2020 at 7p.m to discuss the following agenda.

All members are requested to join the meeting by clicking <https://meet.google.com/zau-cmvp-xfj> at scheduled date and time.

Thanking you,

Yours sincerely,

Mahasweta Bhattacharya

Dr. Mahasweta Bhattacharya
Convenor, Anti-sexual Harassment Committee
Umeschandra College.

Agenda :

- To read and confirmation of the resolutions of the meeting held on 13th February, 2020
- To discuss about the action taken according to the previous resolutions of the committee.
- To discuss about the preparation of annual report of ICC

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All concerned members

Minutes/Resolution of Meeting of Internal Complaint Committee held on 12.12.2020

Online meeting of the Internal Complaint Committee of Umeschandra College was held on 12.12.2020 at 7p.m. The meeting was attended by the following members of the committee.

1. Dr. Mahasweta Bhattacharya *Mahasweta Bhattacharya*
2. Dr. Sujit Kumar Ghosh *Sujit Kumar Ghosh*
3. Prof. Asha Nair *Asha Nair*
4. Sri Pranab Ghoshal *Pranab Ghoshal*
5. Smt. Atashi Banerjee *Atashi Banerjee*
6. Mrs. Nandini Mitra(Barrister-at-Law) *Absent*
7. Ms. Sunaina Das(Student, B-141) *Absent*
8. Ms. Khushboo Giri(Student, A-296) *Absent*
9. Shri Ayush Jaiswal(Student, B-011) *Absent*

- ☐ At the outset, convener welcomed all the members of the Committee. She proposed the name of Dr. Sujit Kumar Ghosh as the Chair person of the meeting; Prof. Asha Nair seconded the proposal.
- ☐ Resolutions of the previous meeting were read and confirmed by all the members present
- ☐ The Committee noted in its annual report that no complaint of sexual harassment has been received from any girl student or woman employee of this Institution.
- ☐ The Convener reported that due to outbreak of Covid 19 virus and country wide lockdown, self defence training could not be arranged by the college. It was resolved that after reopening of the college ICC will organise this training programme again.
- ☐ It was further resolved that online complaint procedure to be initiated as the college is remained closed due to outbreak of Covid 19 virus
- ☐ The meeting ended with vote of thanks to the chair.

Thakur

Principal
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Ref. No. 52 /SS-SM/2020-21

Date: 17.12.2020

NOTICE

Online meeting of the Anti Ragging Committee will be held on 21 December 2020 at 10.30 a.m. to discuss the following agenda.

All members are requested to join the meeting by clicking <https://meet.google.com/tmj-xatj-uxk> at scheduled date and time.

Dr. Md. Tofazzal Haque
Principal
Umeschandra College

Agenda :

1. Read and confirmation of the minutes of the previous meeting
2. Discussion relating to distribution of the booklet/leaflet to campaign against ragging
3. Any other relevant subject at the time of meeting.

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All concerned members

Minutes of the online meeting of Anti Ragging Committee held on 21st December 2020 at 10 a.m.

Members present :

Dr. Md. Tofazzal Haque
Prof. Prakritiranjana Das
Dr. Anil Kumar Shukla
Prof. Arun Kumar Banik
Dr. Arnab Debbarman Ray
Dr. Arup Baski
Prof. Sudipta Chakraborty
Prof. Sonali Chakraborty
Shri Avijit Patra
Shri Pranab Ghosal

Principal
Convener
H.O.D Hindi
H.O.D Commerce
H.O.D Accounts
H.O.D Business Maths & Stat
H.O.D Economics
H.O.D Bengali
Cashier
Accountant

Haque
Das
Absent
Arup Banik
Sudipta Chakraborty
Sonali Chakraborty
Arup
Basel

Anti Ragging committee meeting for the academic year 2020-21 was held on 21 December 2020 under the chairmanship of the Principal. The convener welcomed all the members and then began the discussing the agenda points of the meeting.

1. Minutes of earlier meeting were read and confirmed
2. The convener reported that no matter related to ragging was received.
3. The Committee members discussed the measures to be taken to prevent ragging in the college and enforce protocols, steps to safe guard the newly admitted Students as they are attending online classes. The committee discussed on various matter relating to anti ragging and conducted the following :
It was resolved that online complaint procedure to be initiated as the college is remained closed due to outbreak of Covid 19 virus.
4. The meeting ended with the convener proposing the vote of thanks.

Internal Complaint Committee Report 2020-21

During the academic year 2020-21, the committee could not meet physically as all the educational institutes have been closed due to Covid 19 pandemic. The committee met twice during the current academic year through Google meet.

The committee recommended online complaint registration process regarding sexual harassment from students and employees through its website and that was done during the year 2020-21.

It was resolved that after reopening of the college ICC will organize this self-defense training program again.

The Committee noted in its annual report that no complaint of sexual harassment has been received from any girl student or woman employee of this Institution during the academic year 2020-21.



Convener

**Internal Complaint Committee
Umeschandra College**