

## **Kabi Jagadram Roy Government General Degree College**

### ***Internal Complaints Committee (I.C.C.)***

Kabi Jagadram Roy Government General Degree College advocates the empowerment of women and has zero tolerance for sexual harassment. This institution is committed to create a safe environment for women students and employees – a gender-just environment free of violence, harassment, exploitation, intimidation and stress through creation of awareness on the issue of sexual harassment by conducting workshops and lectures by activists and academicians. In pursuance of the ***University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students of Higher Educational Institutions) Regulations, 2015*** and POSH act 2013, Internal Complaints Committee [I.C.C.] had been constituted in Kabi Jagadram Roy Government General Degree College on 15/02/2018 to deal with the complaints relating to Sexual harassment at work place. The committee was constituted with the following members:

1. Presiding Officer: Prof. Nandini Jana, Associate Professor of History in the W.B.E.S., Durgapur Govt. College, Durgapur – 713 214.
2. Faculty Representative of Kabi Jagadram Roy Govt. General Degree College, Mejia-722143:
  - (I) Dr. Aindrila Biswas, Assistant Prof. of Commerce
  - (II) Dr. Nivedita Chakraborty, Assistant Prof. of Geology
  - (III) Sri Samim Rahaman Molla, Assistant Prof. of History
3. Representative of Non-Teaching Staff: Sri Sujoy Rajak, Upper Division Clerk,
4. Students' Representative of Kabi Jagadram Roy Govt. General Degree College, Mejia-722143:
  - (I) Ms. Shreyasee Shil, 1<sup>st</sup>. Year Geology Hons. (till 18.04.2018); reconstituted with Ms. Shilpa Mondal, Geology Hons. (from 19.04.2018)
  - (II) Ms. Meghna Mondal, 1<sup>st</sup>. Year English Hons.
  - (III) Mr. Subir Sadhu, 2<sup>nd</sup>. Year B.Com. Hons.
5. N.G.O. Member: Mrs. Sharmila Banerjee; Secretary, *Prattyay*, Asansol-713 304

Internal Complaints Committee [I.C.C.] of Kabi Jagadram Roy Government General Degree College has been reconstituted on 14.03.2021.

The reconstituted I.C.C. is as follows:

1. Presiding Officer : Prof. Nandini Jana, Associate Professor of History in the W.B.E.S., Durgapur Govt. College, Durgapur-713214
2. Faculty Representative of Kabi Jagadram Roy Govt. General Degree College, Mejia-722143:
  - (I) Dr. Indrani Hazra, Assistant Prof. of Bengali
  - (II) Dr. Nivedita Chakraborty, Assistant Prof. of Geology

- (III) Prof. Arpita Chauni, Assistant Prof. of Philosophy  
(IV) Prof. Samim Rahaman Molla, Assistant Prof. of History
3. Representative of Non-teaching staff : Sri Sujoy Rajak, Upper Divison Clerk,
  4. Students' Representative of Kabi Jagadram Roy Govt. General Degree College, Mejia-722143:  
(I) Ms. Arpita Pandey, Sem III Geology Hons. (Roll no.1935081)  
(II) Bhairab Maji, Sem III Philosophy Hons. (Roll 1917136)  
(III) Rakhi Mondal, Sem V B.Com Hons. (Roll 1821076)
  5. N.G.O. Member: Mrs. Sharmila Banerjee; Secretary, *Prattyay*, Asansol-713 304.

### **Objectives:**

- ICC aims to fulfill the directives of the Honourable Supreme Court of India, and concerns expressed by the University Grants Commission (UGC) about ensuring safe environment for women students and employees in educational institutions.
- ICC tries to promote an environment free of sexual harassment and other acts of gender based discrimination at the University that ensures gender equality and equal opportunities.
- ICC aims to prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the Institution.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
- If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

### **Who can approach ICC for help?**

Any female employee (faculty, student or staff) of Kabi Jagadram Roy Government General Degree College

### **Definition of Sexual Harassment:**

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or

- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **What are the possible actions that can be taken against the respondent?**

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

### **If harassment occurs what should be done?**

When an incident of sexual harassment occurs, the victim or third-party may submit a written complaint in person at the Internal Complaints Committee of this College. The complaint will be kept **CONFIDENTIAL**.

### **Inquiry process:**

1. The inquiry shall be completed within a period of ninety days from the date of the complaint.
2. On completion of the inquiry, the ICC shall provide a report of its findings to the Executive Authority of the Higher Education Institution within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
3. If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the Executive Authority of the HEI.
4. Executive Authority of the HEI shall act upon the recommendation within thirty days of receiving it unless an appeal against the findings have been filed within that time by either parties.

### **Additional Information:**

For any additional information on UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 refer to

- Handbook On Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for Employers / Institutions / Organisations/ Internal Complaints Committee / Local Complaints Committee; Government of India, Ministry of Women and Child Development, November 2015 (Available online)
- [https://www.ugc.ac.in/pdfnews/7203627\\_UGC\\_regulations-harassment.pdf](https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf)

**Activities:**

- The I.C.C. convened at least twice in a calendar year.
- Members of the Gender Sensitization Sub-Committee of the Teachers' Council of this college assist the I.C.C. in providing supportive measures or organizing awareness programmes.
- Following is the list of activities jointly organized by ICC and Gender Sensitization Committee since 15/02/2018:

Sl. No	Academic Year	Date	Programme Details
1	2023-24	09.03.2024	Celebrating International Women's Day 2023 an interactive session on Rights & Empowerment jointly organized by ICC & Gender Sensitization Committee Resource person: Dr. Bhaswati Roy & Dr. Nandini Jana
2	2022-23	29.03.2023	Celebrating International Women's Day 2022 an One day workshop by Sangrami Nari Moncho jointly organized by ICC & Gender Sensitization Committee
3	2022-23	04.01.2023	Celebrating Students' Week a student awareness Programme on Gender sensitization jointly organized by ICC & Gender Sensitization Committee
4.	2021-22	09.03.2022	Celebration of International Women's Day 2021 by ICC, poster presentation, extempore by students (offline)
5.	2021-22	08.03.2022	Programme on International Women's Day (hybrid mode); Webinar on "Gender equality today for a sustainable tomorrow"
6.	2021-22	11.06.2021	Awareness Programme (online) on Gender Sensitization and Functioning of ICC jointly organized by ICC & Gender Sensitization Committee Resource Person : Ms. Ruchira Goswami, NUJS
7.	2020-21	14.03.2021	Reconstitution of ICC
8.	2020-21	04.04.2021	Virtual Meeting in presence of Presiding Officer, NGO member, ICC & Gender cell committee members
9.	2019-2020	19.12.2019	Screening of documentary movie on "Bhawri Devi" as a part of Gender Sensitization initiative
10.	2018-19	08.03.2019	Programme on International Women's Day 2019, Poster presentation competition for students, Inauguration of Sanitary napkin vending machine & screening of a short-film
11.	2018-19	20.12.2018	Screening of Hindi movie "Pink" as a part of Gender Sensitization initiative
12.	2018-19	04.12.2018	Awareness programme/seminar on "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for Employers / Institutions / Organisations/ Internal Complaints Committee / Local Complaints Committee" Telecast of documentary and short film for the students
13.	2018-19	26.02.2018	One-Day Seminar on 'Domestic Violence-A Scourge of the Society' organized by the Gender Sensitization Committee in collaboration with the West Bengal Commission for Women

### **Pledge**

I,Dr./Prof./Mr.....,  
(Designation).....  
of Kabi Jagadram Roy Government General Degree College, Mejia, solemnly  
pledge to create a safe environment for female students and employees which is  
a gender just environment free of violence, harassment, exploitation,  
intimidation and stress. I shall be determined that my actions, words or deeds  
shall not directly or indirectly violate the rights, honour and dignity of the  
women in the workplace. I shall further pledge to stand for gender equality in  
every aspect.

Signature:.....

---

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Signature:.....

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# HANDBOOK

On

## Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

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for Employers / Institutions / Organisations/  
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India  
Ministry of Women and Child Development

NOVEMBER 2015





Memo No.: 019/0218/I.C.C.-Formation

Date: 15<sup>th</sup>. February 2018

### OFFICE ORDER

In pursuance of the *University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students of Higher Educational Institutions) Regulations, 2015*, an Internal Complaints Committee [I.C.C.] (hereinafter referred to as 'the Committee' or 'I.C.C.') is hereby formed to provide an appropriate mechanism for prevention and redressal of sexual harassment of women and sensitization of stakeholders towards gender issues within the college. The committee shall consist of the following members:

1. Presiding Officer: Prof. Nandini Jana, Associate Professor of History in the W.B.E.S., Durgapur Govt. College, Durgapur – 713 214.
2. Faculty Representative (I): Prof. Aindrila Biswas, Assistant Prof. of Commerce in the W.B.E.S., Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
3. Faculty Representative (II): Dr. Nivedita Chakraborty, Assistant Prof. of Geology in the W.B.E.S., Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
4. Faculty Representative (III): Sri Samim Rahaman Molla, Assistant Prof. of History in the W.B.E.S., Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
5. Representative of Non-Teaching Staff: Sri Sujoy Rajak, Upper Division Clerk, Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
6. Students' Representative: Ms. Shreyasee Shil, 1<sup>st</sup>. Year Geology Hons. (Roll no.: 1735078) Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
7. Students' Representative: Ms. Meghna Mondal, 1<sup>st</sup>. Year English Hons. (Roll no.: 1714023) Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
8. Students' Representative: Mr. Subir Sadhu, 2<sup>nd</sup>. Year B.Com. Hons. (Roll no.: 1621013) Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
9. N.G.O. Member: Mrs. Sharmila Banerjee  
Secretary, Prattyay, Asansol – 713 304.

The I.C.C. shall convene at least twice in a calendar year or in case of a complaint being raised before it. Members of the Gender Sensitization Sub-Committee of the Teachers' Council of this college shall assist the I.C.C. in providing supportive measures or organizing awareness programmes.





Officer-in-Charge.  
Officer-in-Charge

Kabi Jagadram Roy Govt. General Degree College  
Mejia-722143 Dist-Bankura, W.B.

Copy forwarded to:

1. The Director of Public Instruction, Govt. of West Bengal, Bikash Bhaban, Salt Lake, Kolkata – 700 091.
2. Prof. Nandini Jana, Associate Professor of History in the W.B.E.S., Durgapur Govt. College, Durgapur – 713 214.
3. Prof. Aindrila Biswas, Assistant Prof. of Commerce in the W.B.E.S., Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
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5. Sri Samim Rahaman Molla, Assistant Prof. of History in the W.B.E.S., Kabi Jagadram Roy Govt. General Degree College, Mejia – 722 143.
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10. Mrs. Sharmila Banerjee, Secretary, Prattyay, Asansol – 713 304.



**Government of West Bengal**  
**Office of the Principal**  
**Kabi Jagadram Roy Govt. General Degree College**  
**MEJIA – 722143.**

(On NH-60), Gopalpur  
 Mejia, Distt. Bankura  
 West Bengal.  
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 E-mail: [kjrggdcmejia@gmail.com](mailto:kjrggdcmejia@gmail.com)  
 Web: [www.ggdcmejia.in](http://www.ggdcmejia.in)

Memo No: 001/0321/ICC

Date: 14.03.2021

**OFFICE ORDER**

In pursuance of the **University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students of Higher Educational Institutions) Regulations, 2015**, an Internal Complaints Committee [I.C.C.] (hereinafter referred to as ‘the committee’ or ‘I.C.C.’) is hereby formed to provide an appropriate mechanism for prevention and redressal of sexual harassment of women and sensitization of stakeholders towards gender issues within the college. The committee shall consist of the following members:

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10. N.G.O. Member : Mrs. Sharmila Banerjee  
Secretary, Prattyay, Asansol-713 304

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Officer-in-Charge

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 Kabi Jagadram Roy Govt. General Degree College  
 Mejia-722143 Dist-Bankura, W.B.

Copy forwarded to:

1. The DPI, Govt. of West Bengal, Bikash Bhaban, Salt Lake, Kolkata-700091
2. Prof. Nandini Jana, Associate Professor of History in the W.B.E.S., Durgapur Govt. College, Durgapur-713214
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11. Mrs. Sharmila Banerjee, Secretary, Prattyay, Asansol-713 304





Government of West Bengal

Office of the Principal

Kabi Jagadram Roy Govt. General Degree College

(On NH-60), Gopalpur

Mejia, Distt. Bankura

West Bengal.

Phone: +91-3241-250250

Memo No: 004/ICC

Date: 24.03.2023

**OFFICE ORDER**

In pursuance of the **University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students of Higher Educational Institutions) Regulations, 2015**, Internal Complaints Committee was constituted on 15.02.2018 and reconstituted on 14.03.2021 to provide an appropriate mechanism for prevention and redressal of sexual harassment of women and sensitization of stakeholders towards gender issues within the college.

As the former students' representatives passed out from the college, the undersigned is pleased to reconstitute the Internal Complaints Committee (I.C.C.) with regard to the students' representatives of this college.

The reconstituted I.C.C. shall consist of the following members:

1. Presiding Officer : Prof. Nandini Jana, Associate Professor of History in the W.B.E.S., Durgapur Govt. College, Durgapur-713214
2. Faculty Representative of Kabi Jagadram Roy Govt. General Degree College, Mejia-722143.
  - (I) Dr. Indrani Hazra, Assistant Prof. of Bengali in the W.B.E.S.
  - (II) Dr. Nivedita Chakraborty, Assistant Prof. of Geology in the W.B.E.S.
  - (III) Dr. Arpita Chauni, Assistant Prof. of Philosophy in the W.B.E.S.
  - (IV) Prof. Samim Rahaman Molla, Assistant Prof. of History in the W.B.E.S.
3. Representative of Non-teaching staff : Sri Sujoy Rajak, Upper Division Clerk.
4. Students' Representative of Kabi Jagadram Roy Govt. General Degree College, Mejia-722143:
  - (I) Aditi Gope, Sem II Geology Hons. (Roll no. 2235013)
  - (II) Nakkhatra Chatterjee, Sem IV B.Com Hons. (Roll no. 2121159)
  - (III) Megha Ghosh, Sem IV English Hons. (Roll no. 2114061)
5. N.G.O. Member : Mrs. Sharmila Banerjee; Secretary, Prattyay, Asansol-713 304

The I.C.C. shall convene at least twice in a calendar year or in case of a complaint being raised before it. Members of the Gender Sensitization Sub-Committee of the Teachers' Council of this college shall assist the I.C.C. in providing supportive measures or organizing awareness programmes.

Officer-in-Charge

Officer - in - Charge

Kabi Jagadram Roy Government General Degree College  
Mejia - 722143, Distt. Bankura, W.B.

Copy forwarded to:

1. The DPI, Govt. of West Bengal, Bikash Bhaban, Salt Lake, Kolkata-700091
2. All the members of Internal Complaints Committee, Kabi Jagadram Roy Govt. General Degree College, Mejia-722143

**Kabi Jagadram Roy Government General Degree College  
Mejia, Bankura-722143**

**Internal Complains Committee (I.C.C.)**

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**Number of Complains Received and Redressed**

**[Assessment Period: June 2018-May 2023]**

<b>Academic year</b>	<b>No of complains reported</b>	<b>No of cases redressed</b>
2022-2023	Nil	Nil
2021-2022	Nil	Nil
2020-2021	Nil	Nil
2019-2020	Nil	Nil
2018-2019	Nil	Nil



Officer-in-Charge



Faculty representative  
Internal Complains Committee (I.C.C.)