



# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

Ref :

Date: 03.09.2018

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## NOTICE

It is hereby notified to the members of the “ **Prevention of Sexual Harassment Cell**” that a meeting will be held on **07/09/2018** at **1:00 PM** in the **Principal's Chamber**. The esteemed members are requested to attend the meeting.

### Agenda

1. To read and confirm minutes from the earlier meeting.
2. To Create awareness among students about the Sexual Harassment issues.
3. Postering inside the college premises to generate awareness regarding Sexual Harassment issues.
4. Review the Complaints received and Action Taken, if any.
5. Miscellaneous.

**Presiding Officer:** Dr. Ratna Lodh, Associate Professor, Dept of Education.

**External Member** Sri Asim Panda, (Advocate)

**Members:**

**Teaching Faculties:** 1) Dr. Paramita Halder, Assistant Professor, Dept of English  
2) Dr. Suchismita Majumdar, Librarian.

**Non-Teaching Faculties:** 1) Smt. Dipali Dutta Das

**Student Member:** 1) Student Member 1  
2) Student Member 2

**Presiding Officer,  
Dr. Ratna Lodh**

“Prevention of Sexual Harassment Cell” meeting was held on 07/09/2018 at 1:00 PM in the Principal's Chamber. The following were the members present:

SL NO	MEMBERS	DESIGNATION	SIGNATURE
1	RATNA LODH	Presiding officer	R. Lodh
2	ASIM PANDA	ADVOCATE	Asim Panda
3	PARAMITA HALDER	MEMBER	P. Halder
4	SUCHISMITA MAJUMDAR	Librarian	Suchismita Majumdar
5	DIPALI PUTTA DAS	NIS	Dipali Putta Das
6	Ankita Das	Student PHSA	Ankita Das
7	Tulika Barua	Student (B.Com)	Tulika Barua
	—	—	—

The following resolutions were adopted:

**RESOLUTION NO. 1**

The Presiding Officer, Dr. Ratna Lodh, welcomed all members and initiated the meeting at 1:15 PM. The minutes of the previous meeting were read out by Dr. Ratna Lodh. The minutes were approved without any amendments.

**RESOLUTION NO. 2**

On December 9, 2018, Dr. Paramita Halder will conduct a program to raise awareness about sexual harassment among students after 3 p.m. Special importance is to be highlighted in the PoSH Act.

On September 13, 2018, Dr. Suchismita Majumdar will conduct an awareness-raising program on workplace sexual harassment problems, involving all teaching and non-teaching faculty members after 3:30 pm. Special importance is to be highlighted about the PoSH Act.

**RESOLUTION NO. 3**

Posters about sexual harassment issues were to be prominently displayed in the college's key areas, like the library and corridors.

**RESOLUTION NO. 4**

No Complaint from the Previous Academic period, i.e. 2017-2018 has been received. Henceforth No Mode of Action was recorded.

**RESOLUTION NO. 5**

The meeting was adjourned and Dr. Ratna Lodh took a vote of thanks since there were no more concerns to report.

*Ratna Lodh*  
PRESIDING OFFICER

PHONE : 2356-0404  
2356-1998

# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/G/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

## ACTION TAKEN REPORT OF PREVENTION OF SEXUAL HARASSMENT CELL

2018-2019

ACTIONS UNDERTAKEN	REPORT
Awareness about sexual harassment among students	DONE
Awareness sessions for faculty, and staff	DONE
Postering inside the college premises	DONE
Review of the Complaints received	N.A.



Presiding Officer,

PHONE : 2356-0404  
2356-1998

# **SIR GURUDAS MAHAVIDYALAYA**

(ACCREDITED BY NAAC WITH GRADE-B)

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

Ref :

Date: 05.12.2019

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## **NOTICE**

It is hereby notified to the Internal Complaints Committee (ICC) members that a meeting will be held on **10/12/2019** at **3:00 PM** in the **Principal's Chamber**. The esteemed members are requested to attend the meeting.

### **Agenda.**

1. Welcome Speech and address the Committee upon recent developments.
2. To Create awareness among students about the Internal Complaints Committee (ICC).
3. Plan and schedule awareness sessions for students, faculty, and staff on the PoSH Act.
4. Postering inside the college premises about awareness of the ICC causes.
5. Review the Complaints received and Action Taken, if any.
6. Miscellaneous.

**Presiding Officer:** Dr. Ratna Lodh, Associate Professor, Dept of Education.

**External Member** Sri Asim Panda (Advocate)

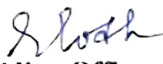
**Members:**

**Teaching Faculties:** 1) Dr. Paramita Halder, Assistant Professor, Dept of English  
2) Dr. Shinjini Basu, Assistant Professor, Dept of English

**Non-Teaching Faculties:** 1) Smt. Dipali Dutta Das

**Student Member:** 1) Student Member 1  
2) Student Member 2

**Invitee Member:** Smt Suchismita Majumdar, Librarian

  
**Presiding Officer,**  
**Dr. Ratna Lodh**

**Internal Complaints Committee**  
**Minutes of the Meeting**  
**Date: 10/12/2019**  
**Time: 3:00 PM**  
**Venue: Principal's Chamber**

**Members present :**

SL NO	MEMBERS	DESIGNATION	SIGNATURE
1	RATNA LODH	Presiding officer	Ratna
2	ASIM PANDA	ADVOCATE	Asim Panda.
3	PARAMITA HALDER	MEMBER	P. Halder
4	SUCHISMITA MAJUMDAR	Librarian	Suchismita Majumdar
	—	—	—
5	DIPALI DUTTA DAS	NTS	Dipali Dutta Das
6	ADITI BHATTACHARJEE	STUDENT	Aditi Bhattacharjee
7	MOUSUMI DUTTA	Student	Mousumi Dutta
	—	—	—

**The following resolutions were adopted:**

**RESOLUTION NO. 1**

The Presiding Officer, Dr. Ratna Lodh, welcomed all members and initiated the meeting at 3:05 PM. She informed the committee that before the establishment of the ICC at Sir Gurudas Mahavidyalaya, there was a cell called "**Prevention of Sexual Harassment Cell**", which was recommended by the Supreme Court and the University Grant Commission. Currently, that cell "Prevention of Sexual Harassment Cell" has been renamed the "**Internal Complaints Committee**" (ICC), by the name established by the Act of 2013.

**RESOLUTION NO. 2**



**Internal Complaints Committee**  
**Minutes of the Meeting**  
**Date: 10/12/2019**  
**Time: 3:00 PM**  
**Venue: Principal's Chamber**

**Members present :**

SL NO	MEMBERS	DESIGNATION	SIGNATURE
1	RATNA LODH	Presiding officer	Ratna
2	ASIM PANDA	ADVOCATE	Asim Panda.
3	PARAMITA HALDER	MEMBER	P. Halder
4	SUCHISMITA MAJUMDAR	Librarian	Suchismita Majumdar
	—	—	—
5	DIPALI DUTTA DAS	NTS	Dipali dutta das
6	ADITI BHATTACHARJEE	STUDENT	Aditi Bhattacharjee
7	MOUSUMI DUTTA	Student	Mousumi Dutta
	—	—	—

**The following resolutions were adopted:**

**RESOLUTION NO. 1**

The Presiding Officer, Dr. Ratna Lodh, welcomed all members and initiated the meeting at 3:05 PM. She informed the committee that before the establishment of the ICC at Sir Gurudas Mahavidyalaya, there was a cell called "**Prevention of Sexual Harassment Cell**", which was recommended by the Supreme Court and the University Grant Commission. Currently, that cell "Prevention of Sexual Harassment Cell" has been renamed the "**Internal Complaints Committee**" (ICC), by the name established by the Act of 2013.

**RESOLUTION NO. 2**

The committee discussed the need for awareness programs to educate students, especially the First Semester students in 2019. The floor resolved that along with the existing older semester, a Common Awareness Session is to be held on

17/12/2019 (Tuesday) where students are to be informed about the composition of ICC, rules and regulations, and other aspects relating to the subject matter. This will be conducted by Dr. Shinjini Basu.

### **RESOLUTION NO. 3**

The Committee also resolved to organise an awareness session for students, faculty, and staff on the PoSH Act on 18/12/2019. This session will be conducted by Dr. Paramita Halder.

### **RESOLUTION NO. 4**

Posters generating ICC awareness causes are to be displayed at the important pockets of the College Campus. Smt. Suchismita Majumdar (Invitee Member, Librarian) will arrange the display inside the Library. She will also arrange the logistics behind the poster awareness drive.

### **RESOLUTION NO. 5**

Since this is the first meeting of ICC SGM, it was observed that from the previous cell, there was no **Complaint Received**. Henceforth **No Action Taken** has been recorded.

<b>Academic Year</b>	<b>Date of Meeting</b>	<b>Issue of Meeting</b>	<b>Action Taken</b>
2018-2019	10/12/2019	NO COMPLAINTS	N.A.

### **RESOLUTION NO. 6**

Since there were no other issues reported, the meeting was adjourned and a Vote of Thanks was taken by Dr. Ratna Lodh.

*R. Lodh*  
PRESIDING OFFICER



PHONE : 2356-0404  
2356-1998



# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

## ACTION TAKEN REPORT OF ICC

2019-2020

ACTIONS UNDERTAKEN	REPORT
Create awareness among students	DONE
Awareness sessions for students, faculty, and staff on the PoSH Act.	DONE
Postering inside the college premises	DONE
Review the Complaints received	N.A.

  
Presiding Officer

# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

Ref :

Date: 01.12.2020

## NOTICE

It is hereby notified to the Internal Complaint Committee (ICC) members that a meeting will be held on **07/12/2020** at **03:00 AM** in the **Online Mode**. The esteemed members are requested to attend the meeting. The link will be shortly before the commencement of the meeting.

### Agenda.

1. To read and confirm minutes from the earlier meeting.
2. Create awareness amongst first-semester students about the Internal Complaints Committee (ICC) via Online mode.
3. Review the Complaints received and Action Taken, if any.
4. Miscellaneous.

**Presiding Officer:** Dr. Ratna Lodh, Associate Professor, Dept of Education.

**External Member:** Sri Asim Panda


**Members:**

**Teaching Faculties:** 1) Dr. Paramita Halder, Assistant Professor, Dept of English  
2) Dr. Shinjini Basu, Assistant Professor, Dept of English

**Non-Teaching Faculties:** 1) Smt. Dipali Dutta Das

**Student Member:** 1) Student Member 1  
2) Student Member 2

**Invitee Member:** Smt Suchismita Majumdar, Librarian

  
Presiding Officer,  
Dr. Ratna Lodh

## Internal Complaints Committee

### Minutes of the Meeting

Date: 07/12/2020

Time: 3:00 PM

Venue: Online mode

Members present :

SL NO	MEMBERS	DESIGNATION	SIGNATURE
1	RATNA LODA	Presiding officer	Ratna
2	ASIM PANDA	ADVOCATE	Asim Panda
3	PARAMITA HALDER	MEMBER	P. Halder
4	SUCHISMITA MAJUMDAR	LIBRARIAN	S. Majumdar
5	SHINJINI BASU	MEMBER	ShinJini
6	DIPALI DUTTA DAS	NTS	Dipali Dutta Das
7	ADITI BHATTACHARJEE	STUDENT	Aditi Bhattacharjee
8	MOUSUMI DUTTA	Student	Mousumi Dutta
	—	—	—

#### RESOLUTION NO. 1

The Presiding Officer, Dr. Ratna Lodh, welcomed all members and initiated the meeting at 3:05 PM. The minutes of the previous meeting were read out by Dr. Ratna Lodh. The minutes were approved without any amendments.

#### RESOLUTION NO. 2

The committee discussed the need for awareness programs for the First Semester students of 2020 along with the orientation program in online mode tentatively to be held on 16.12.2020.

#### RESOLUTION NO. 3

Since no complaint was received in the previous session, henceforth **No Action Taken** has been recorded.

Academic Year	Date of Meeting	Issue of Meeting	Action Taken
2019-2020	07/12/2020	NO COMPLAINTS	N.A.

#### **RESOLUTION NO. 4**

Smt Suchismita Majumdar , Invitee Member and Sri Debashis Barman, Head of the Department of Computer Science will arrange the logistics for smooth conduction of the awareness program for the first semester students. The Presiding Officer requested Smt Majumdar to take initiative for this program.

Since there were no other issues reported, the meeting was adjourned and a Vote of Thanks was taken by Dr. Ratna Lodh.

*R. Lodh*

PRESIDING OFFICER

PHONE : 2356-0404  
2356-1998

# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

## ACTION TAKEN REPORT OF ICC

2020-2021

### PROGRAM PERFORMED IN ONLINE MODE

ACTIONS UNDERTAKEN	REPORT
Create awareness amongst first-semester students	DONE
Review the Complaints received	N.A.



Presiding Officer





# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

Ref :

Date: 17.09.2021

## NOTICE

It is hereby notified to the Internal Complaint Committee (ICC) members that a meeting will be held on **24/09/2021** at **03:00 PM** in the **Online Mode**. The esteemed members are requested to attend the meeting. The link will be shortly before the commencement of the meeting.

### Agenda.

1. To read and confirm minutes from the earlier meeting.
2. To Create awareness among first semester and other students about the Internal Complaints Committee (ICC) via Online mode.
3. Review the Complaints received and Action Taken, if any.
4. Composition of the new ICC, SGM.
5. Miscellaneous.

**Presiding Officer:** Dr. Ratna Lodh, Associate Professor, Dept of Education.

**External Member** Sri Asim Panda (Advocate)

**Members:**

**Teaching Faculties:**  
1) Dr. Paramita Halder, Assistant Professor, Dept of English  
2) Dr. Shinjini Basu, Assistant Professor, Dept of English

**Non-Teaching Faculties:** 1) Smt. Dipali Dutta Das

**Student Member:**  
1) Student Member 1  
2) Student Member 2

Presiding Officer,  
Dr. Ratna Lodh

**Internal Complaints Committee**

**Minutes of the Meeting**

Date: 24/09/2021

Time: 3:00 PM

Venue: Online mode

Members present :

SL NO	MEMBERS	DESIGNATION	SIGNATURE
1.	RATNA LODH	Presiding officer	Ratna
2	ASIM PANDA	ADVOCATE	Asim Panda,
3	PARAMITA HALDER	MEMBER	P. Halder
4	SHINJINI BASU	MEMBER	SB
5	DIPALI DUTTA DAS	NTS	Dipali dutta das
	—	—	—
	—	—	—
6	MOUSUMI DAS	Student	Mousumi Das
7	TRIYANKA DUTTA	Student	Triyanka Dutta

The following resolutions were adopted:

**RESOLUTION NO. 1**

The Presiding Officer, Dr. Ratna Lodh, welcomed all members and initiated the meeting at 3:05 PM. The minutes of the previous meeting were read out by Dr. Ratna Lodh. The minutes were approved without any amendments.

**RESOLUTION NO. 2**

The committee discussed the need for awareness programs to educate the First Semester students of 2021 along with the orientation program in online mode tentatively to be held on 01.10.2021.

**RESOLUTION NO. 3**

Since no complaint was received in the previous session, henceforth **No Action Taken** has been recorded.

Academic Year	Date of Meeting	Issue of Meeting	Action Taken
2020-2021	24/09/2021	NO COMPLAINTS	N.A.

#### **RESOLUTION NO. 4**

Since it is the third year of the ICC, SGM, the present members proposed to create a new composition

Presiding Officer: Dr. Paramita Halder, Assistant Professor, Dept of English.

External Member Sri Asim Panda (Advocate)

Members:

Teaching Faculties: 1) Dr. Mausumi Bandyopadhyay, Associate Professor, Dept of Bengali.  
2) Prof. Dipannita Sanyal, Assistant Professor, Dept of Pol. Sc.  
3) Dr. Minakshi Goswami, SACT, Dept of Physics.

Non-Teaching Faculties: 1) Smt. Dipali Dutta Das, (Lady Attendant)

Student Member: 1) Student Member 1  
2) Student Member 2

#### **RESOLUTION NO. 5**

The logistics for a seamless execution of the event will be arranged by the invited member Smt Suchismita Majumdar, and the Departmental HoD Computer Science, Sri Debashis Barman.

Since there were no other issues reported, the meeting was adjourned and a Vote of Thanks was taken by Dr. Ratna Lodh.

*R. Lodh*  
PRESIDING  
OFFICER

PHONE : 2356-0404  
2356-1998

# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

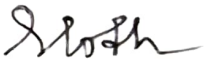
33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

## ACTION TAKEN REPORT OF ICC

2021-2022

### PROGRAM PERFORMED IN ONLINE MODE

ACTIONS UNDERTAKEN	REPORT
Create awareness amongst first-semester students	DONE
Review the Complaints received	N.A.
Composition of the new ICC, SGM.	DONE

  
Presiding Officer





# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)  
33/6/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

PHONE : 2356-0404  
2356-1998

Ref :

Date: 10.09.2022

## NOTICE

It is hereby notified to the Internal Complaint Committee (ICC) members that a meeting will be held on **13/09/2022** at **03:00 PM** in the **Principal's Chamber**. . The esteemed members are requested to attend the meeting.

### Agenda.

1. To read and confirm minutes from the earlier meeting.
2. To Create awareness among first semester and other students about the Internal Complaints Committee (ICC).
3. Awareness sessions for faculty, and staff.
4. Review of the complaint received.
5. Miscellaneous.

**Presiding Officer:** Dr. Paramita Halder, Assistant Professor, Dept of English.

**External Member** Sri Asim Panda (Advocate)

### **Members:**

**Teaching Faculties:** 1) Dr. Mausumi Bandyopadhyay, Associate Professor, Dept of Bengali.  
2) Dipannita Sanyal, Assistant Professor, Dept of Pol. Sc.  
3) Dr. Minakshi Goswami, SACT, Dept of Physics.

**Non-Teaching Faculties:** 1) Smt. Dipali Dutta Das

**Student Member:** 1) Student Member 1  
2) Student Member 2

*P. Halder*  
**Presiding Officer,**  
**Dr. Paramita Halder.**



## Internal Complaints Committee

### Minutes of the Meeting

Date: 13/09/2022

Time: 3:00 PM

Venue: Principal's Chamber

#### Members present :

SL NO	MEMBERS	DESIGNATION	SIGNATURE
1	PARAMITA HALDER	PRESIDING <del>MEMBER</del> OFFICER	P. Halder
2	ASIM PANDA	ADVOCATE	Asim Pand.
3	Mausumi Bandyopadhyay	Associate Professor	Mausumi Bandyopadhyay
4	Dipannita Sanyal	Assistant Professor	D. Sanyal
5	Minakshi Goswami	SACT-I	M. Goswami
6	DIPALI DUTTA DAS	NTS	Dipali dutta das
7	Purna Chatterjee	Student PHSA	Purna Chatterjee
8	Mousumi Das	Student BNBA	Mousumi Das
	—	—	—

The following resolutions were adopted:

#### RESOLUTION NO. 1

The New Presiding Officer, Dr. **Paramita Halder**, welcomed all members and initiated the meeting at 3:05 PM. The minutes of the previous meeting were read out by her. The minutes were approved without any amendments.

#### RESOLUTION NO. 2

The committee highlighted the necessity for awareness campaigns to educate existing students from all semesters. Since this is the first offline mode, post-corona period, the committee decided to host a shared awareness-generating session composed of all members from the ICC SGM along with the concerned students about the composition of the ICC, rules, and regulations, and other elements about the subject. This programme will be led by Smt Dipannita Sanyal.

### **RESOLUTION NO. 3**

- a) Apart from holding Awareness sessions amongst the Staff and other officials, it has also been resolved to integrate ICC awareness segments into regular departmental or faculty meetings. It will be done by the respective HoDs of that particular department.
- b) To celebrate events on specific days such as International Women's Day to focus on related issues and the role of the ICC.

Dr. Mausumi Bandyopadhyay and Dr. Minakshi Goswami will supervise the above-stated activities.

### **RESOLUTION NO. 4**

Since no complaint was received in the previous session, henceforth **No Action Taken** has been recorded.

<b>Academic Year</b>	<b>Date of Meeting</b>	<b>Issue of Meeting</b>	<b>Action Taken</b>
2021-2022	13/09/2022	NO COMPLAINTS	N.A.

### **RESOLUTION NO. 5**

Dr. Paramita Halder proposed that the ICC form will be available 1) College Website 2) Library 3) Principal's Office 4) ICC Cell. ( from Dr. Dipannita Sanyal). As there were no other issues, the meeting was adjourned and Vote of Thanks was taken by **Dr. Paramita Halder**.

*P. Halder*  
*Presiding Officer*

PHONE : 2356-0404  
2356-1998



# SIR GURUDAS MAHAVIDYALAYA

(ACCREDITED BY NAAC WITH GRADE-B)

33/G/1, BIPLABI BARIN GHOSH SARANI, ULTADANGA, MURARI PUKUR,  
KOLKATA - 700067

## ACTION TAKEN REPORT OF ICC

2022-2023

ACTIONS UNDERTAKEN	REPORT
Create awareness amongst first-semester students and other students	DONE
Awareness sessions for faculty, and staff.	DONE
Review the Complaints received	N.A.
Availability of Complaint Form in various areas	DONE

*P. Halder*  
Presiding Officer