

**Mechanism of redressal of:**

THE INTERNAL COMPLAINTS COMMITTEE (ICC) (COLLEGE AND HOSTEL)



**Vidyasagar College for Women**

**(NAAC ACCREDITED)**

39, Sankar Ghosh Lane

Calcutta - 700 006

Phone : 2241 8889

E-mail : office.vcfw@gmail.com

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## **VIDYASAGAR COLLEGE FOR WOMEN - THE INTERNAL COMPLAINTS COMMITTEE (ICC) (COLLEGE AND HOSTEL)**

### ***Policy declaration***

The Internal Complaints Committee (ICC), Vidyasagar College for Women was constituted in compliance with the Gazette Notification No. F.91-1/2013 (TFGS) entitled University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 dated 2nd May 2016 published by The Ministry of Human Resource Development (University Grants Commission). The Internal Complaints Committee, Vidyasagar College for Women was constituted in October, 2016 as per the Guidelines laid down by the Ministry of Human Resources Development (University Grants Commission) Notification No. F.91- 1/2013 (TFGS).

### ***As per the stated MHRD (UGC) Notification:***

“Aggrieved woman” means in relation to workplace, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent”.

“Act” means the Sexual Harassment of Women at Workplace Prevention, Prohibition and Redressal Act. 2013(14 of 2013).

“Campus “ means the location or the land on which the Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, park like settings and other amenities, like health centres, canteens, bank counters, etc., are situated and also includes extended campus and covers within its scope, places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the location outside the institution of field trips, internships, study tours, excursions, short term placements, places used for camps, cultural festivals , sports meets, and such other activities where a person is participating in the capacity of an employee or a student of the HEI. Further also, as per the MHRD (UGC) Notification:



*Pulpar Roy*

**Principal**

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An employee or fellow student or guardian of the offended person shall be deemed to be “covered individuals” i.e. “who have engaged in protected activity such as filing a sexual harassment charge”.

For purposes of these regulations, “employee” means a person defined in the “Act” and also trainee, apprentice (called by any other name) , interns, volunteers, teacher assistants, whether employed or not, including those involved in field studies, projects, short visits and camps.

“Executive Authority” means chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested.

Higher Educational Institution (HEI) means a University within the meaning of the (j) of Section 2, a college within the meaning of the (b) of Sub-section 1 of Section 12 A and an institution deemed to be a University under Section 3 of the University Grants Commission Act, 1956 (3 of 1956)

“Internal Complaints Committee” (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender sensitization Committee against Sexual Harassment (GSCASH) should be reconstituted as the ICC.

Sexual harassment means: Any unwelcome conduct, physical verbal or non-verbal with sexual overtones, any threat or promise related to sexual favours, humiliating treatment likely to affect health, safety, dignity or physical integrity of a person.

“Student” means any person enrolled, in process of enrolment, visiting from another HEI for participating in any event of this HEI.



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*The primary aim of the Committee is:*

- *To ensure zero tolerance towards Sexual Harassment in the institution.*
- *To maintain a secure and social environment within the Institution- free of Gender based discrimination and violence.*
- *To take appropriate measure (including medical intervention- as per the consent of the complainant).*
- *To develop a mechanism- Legally based- for prevention and redressal of sexual harassment cases and other acts of gender-based violence in the Institute.*

The ICC Vidyasagar College for women has put up Display Board at prominent location in the college and hostel premises giving details of the above members so that students may contact them.

The ICC Vidyasagar College for women has also put up on its website information about its presence.

*The following Awareness message has been communicated to the students through the College Website*

- Do not feel hesitation or shame in coming forward to complain in case you feel “harassment”.
- Forcefully and assertively tell the harasser that his / her behavior is unwarranted and illegal.
- Keep a detailed record of all incidents related to the sexual harassment. If you feel the need to register a formal complaint later, this record will be helpful.

All complaints must be brought by the complainant in person to ICC.

A complaint may be lodged through email ([iccvcfw@gmail.com](mailto:iccvcfw@gmail.com)) or by a telephone call (7890955777/ 7439966980) to any of the members of ICC Vidyasagar College for Women. Procedure of action to be followed by the ICC Vidyasagar College for Women is in compliance with MHRD /UGC guidelines.



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### *Members of the Internal Complaints Committee (ICC)*

Session 2018-2021(till 17.09.21)	Session 2021-2022(18.09.21-29.11.22)	Session 2022-23(30.11.22 onwards)
<ol style="list-style-type: none"><li>1. Dr. Shubhra Bagchi (Convener)</li><li>2. Dr. Ashutosh Prasad Singh</li><li>3. Dr. Shobhona Sahoo</li><li>4. Dr. Patrali Ghosh (GB Member)</li><li>5. Dr. Anasuya Majumder</li><li>6. Sri Sayandeb Sinha</li></ol>	<ol style="list-style-type: none"><li>1. Dr. Sudipa Pandit, Convener</li><li>2. Dr. Molly Ghosh, Member</li><li>3. Dr. Maitreyee Basu Roy, Member</li><li>4. Prof. Anirudhha Ghosh, Member</li><li>5. Dr. Sashi Nath Mondal, (Prof. of Law), External Consultant</li><li>6. Sri Sayandeb Sinha, Head Clerk</li><li>7. Smt. Luxmi Bhattacharyya, Students representative</li></ol>	<ol style="list-style-type: none"><li>1. Dr. Sudipa Pandit (Chemistry)- Presiding Officer</li><li>2. Smt. Swarnali Mishra, Govt. Nominee, GB</li><li>3. Dr. Patrali Ghosh (Philosophy)</li><li>4. Dr. Sukanta Patra (Library)</li><li>5. Sri Sayandeb Sinha (Head Clerk)</li><li>6. Sri Jayanta Saha (Clerk)</li><li>7. Sreya Saha (Student) 5<sup>th</sup> Sem</li><li>8. Rishika Paul (Student) 5<sup>th</sup> Sem</li><li>9. Eva Ghosh (Student) 3<sup>rd</sup> Sem</li></ol>

### *Mechanism of Redressal by ICC*

- When a complaint is received, the ICC Vidyasagar College for Women shall conduct a preliminary enquiry to ascertain the nature of the complaint, collect the documentary or other evidence and record statements of the complainant and possible witnesses. The enquiry shall be completed within a period of 90 days from the date of the complaint.
- ICC Vidyasagar College for Women shall then submit the preliminary Enquiry Report to the authority along with the record of the Statements and supporting documents (if any) within a period of ten days from the date of completion of the inquiry. This report may be made available to the concerned parties.

In case, the allegations turn to be not related to sexual harassment, ICC Vidyasagar College for Women shall refer such complaints to the Grievance Redressal Cell or to the Principal.



*Sudipa Pandit*

Principal

Vidyasagar College For Women  
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After verification of the Complaint, the ICC Vidyasagar College for Women in consultation with the Principal, Vidyasagar College for Women and in keeping with the MHRD-UGC guidelines recommend punitive action against the harasser.

The employer shall act upon the recommendation within sixty days of receiving it.

If ICC Vidyasagar College for Women concludes that the allegation made were false, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC regulation 2015.



Principal  
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**বিদ্যাসাগর কলেজের উইমেন**  
মহলা  
৪৩, শিবনারায়ণ দাস স্ট্রীট, কলকাতা-৭০০০০৬  
উদ্বোধন করছেন  
**মমতা বন্দ্যোপাধ্যায়**  
মাননীয় মুখ্যমন্ত্রী, গণশিমা বঙ্গ সরকার  
১৬ ই জুলাই, ২০১৫

**VIDYASAGAR COLLEGE FOR WOMEN**  
**Internal Complaints Cell (ICC)**  
**Members**  
Dr. Sudipa Pandit (Chemistry), Presiding Officer  
Smt. Swarnali Mishra, Govt. Nominee, GB  
Dr. Patrali Ghosh (Philosophy)  
Dr. Sukanta Patra (Library)  
Sri Sayandeb Sinha (Head Clerk)  
Sri Jayanta Saha (Clerk)  
Sreya Saha (Student)  
Rishika Paul (Student)  
Eva Ghosh (Student)

**STOP SEXUAL HARASSMENT**

❖ "Zero tolerance" towards Sexual Harassment in the institution  
❖ "Gender-based violence free" institution

**STOP**

To contact:  
• iccvfw@gmail.com  
• Call 7890955777/ 7439966980

If found guilty, punishment and compensation as per UGC Gazette No. F. 91-1/2013(TFGS) dated 2<sup>nd</sup> May, 2016

63A,67, Tarak Pramanick Rd, Simla, Machuabazar, Kolkata, West Bengal 700006, India

Latitude 22.5822764 N Longitude 88.3670291 E  
Local 05:32:38 PM Altitude 12 meters  
GMT 12:02:38 PM Friday, 05.07.2019

Note : Vidyasagar College for Women

Display of Internal Complaints Committee (ICC) details for the awareness of students



*Pulpar Roy*

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