



RAIDIGHI COLLEGE

(A NAAC Accredited College)

P.O. & P.S. -Raidighi, South 24 Parganas, Pin- 743383

Phone No. 9735340005

Website – www.raidighicollege.in

Email – principal.raidighi@gmail.com, raidighicollege95@gmail.com



Date: 11/9/2022

Raidighi College

Internal Complaints Committee

Constitution of Internal Complaints Committee.

(1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee”:

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committees shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.



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(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offense or an inquiry into an offense under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.




Dr. Sasabindu Jana
Principal
PRINCIPAL
RAIDIGHI COLLEGE



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11.09.2022

Internal Complaint Committee Meeting

CIRCULAR

An online general meeting will be held on 15th September 2022 at 8 pm in Google meet (<https://meet.google.com/gzq-wuar-qxn>) to discuss the following agendas. All respected members of Internal Complaints Committee (ICC) are requested to be present in the meeting

1. Report on cases relating Sexual harassment for the academic year
- .2. Events and programs to be organized.
3. Any other point with the permission of the Principal.

Dr Ishita Samajdar

Coordinator, ICC.

Dr Sasabindu Jana

Principal

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member



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Minutes of Internal Complaints Committee

The meeting of Internal Compliants Committee was held 15th September 2022 at 8 pm in Google meet. The following members were present in the meeting

Dr Sasabindu Jana, *Principal*

Dr Ishita Samajdar, *Coordinator, ICC.*

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member

Respected Principal sir, welcomed all the members and appreciated the efforts of the members.

Dr Ishita Samajdar, *Coordinator, ICC* informed that there were no cases relating to sexual harassment in the college.

Dr Ruksana Irani, Member suggested for organizing events/lectures on gender sensitization, gender equality.

Dr Ishita Samajdar requested Bidyut Saha to prepare a proposal for conduct the events relating to gender sensitization and gender equality.

Since there was no other points to discuss the meeting ended.



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22.12.2022

Circular

All the members of Internal Complaint Committee are requested to attend the meeting on January 4th 2023 at 2 pm. All respected members of Internal Complaints Committee (ICC) are requested to be present in the meeting which will be held in the IQAC room.

The agenda of the meeting

- 1) Awareness Programmes for both girls and boys
- 2) Other issues like gender sensitization

Dr Ishita Samajdar
Coordinator, ICC.

Dr Sasabindu Jana
Principal

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member



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Minutes of Internal Complaints Committee

The meeting of Internal Compliants Committee was held 4th January 2023 at 2 pm in the IQAC room. The following members were present in the meeting

Dr Sasabindu Jana, *Principal*

Dr Ishita Samajdar, *Coordinator, ICC.*

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member

Chairperson welcomed all the participants. Dr Ishita Samajdar expressed that there is a smooth and friendly relationship among boys and girls. She also stated that, a large number of boys and girls were involved during orange day celebrations and there were campaigns women safety. The chairperson appreciated and congratulated all the members for involving both boys and girls in the Orange Day celebrations along with the women's cell.

Dr Arvinda Shaw expressed that women's cell should take initiative in organizing programmes involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization.

The meeting ended at 4.45 pm as there were no other points for discussion.



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29.03.2023

Circular

All the members of Internal Complaint Committee are requested to attend the meeting on April 5th 2023 at 2 pm. All respected members of Internal Complaints Committee (ICC) are requested to be present in the meeting which will be held in the IQAC room.

The agenda of the meeting

- 1) Awareness Programmes for both girls and boys
- 2) Other issues like gender sensitization

Dr Ishita Samajdar

Coordinator, ICC.

Dr Sasabindu Jana

Principal

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member



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Minutes of Internal Complaints Committee

The meeting of Internal Compliants Committee was held 5th April January 2023 at 2 pm in the IQAC room. The following members were present in the meeting

Dr Sasabindu Jana, *Principal*

Dr Ishita Samajdar, *Coordinator, ICC.*

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member

Chairperson welcomed all the participants.

Dr Ishita Samajdar expressed that there is a smooth and friendly relationship among boys and girls in Interactional women's day celebration of 2023. She also stated that, a large number of boys and girls were involved in the run for cause " Towards the world of equals". during orange day celebrations and there were campaigns on women safety. The chairperson appreciated and congratulated all the members for involving both boys and girls in the both the Orange Day celebrations and Interactional women's day celebration organized by the women's cell.

Suggestions came from the meeting that the women's cell should take initiative in organizing programmers involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization.

The meeting ended at 4.45 pm as there were no other points for discussion.



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29.06.2023

Circular

All the members of Internal Complaint Committee are requested to attend the meeting on 10th July 2023 at 2 pm. All respected members of Internal Complaints Committee (ICC) are requested to be present in the meeting which will be held in the IQAC room.

The agenda of the meeting

- 1) Discussion on the Govt. Hand book on sexual harassment of women
- 2) Other issues if any

Dr Ishita Samajdar
Coordinator, ICC.

Dr Sasabindu Jana
Principal

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Supriya Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member



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Minutes of Internal Complaints Committee

The meeting of Internal Compliants Committee was held on 10th July 2023 at 2 pm in the IQAC room. The following members were present in the meeting

Dr Sasabindu Jana, *Principal*

Dr Ishita Samajdar, *Coordinator, ICC.*

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member

Chairperson welcomed all the participants. The members discussed about the provisions in the Govt. Hand book on sexual harassmt of women. All the members present agreed in consensus that programmers should be organized to create awareness among both boys and girls about the provisions in the book like the act, implementing authorities, redress aspects etc. The members expressed that there were no cases of complaints against sexual harassmt in the college campus and the male and the female students have a healthy and friendly relationship; they team up together and perform their academic work and participate in co-curricular and extra-curricular activities without any gender disparity.

The meeting ended at 4.00 pm as there were no other points for discussion.



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04.09.2023

Circular

All the members of Internal Complaint Committee are requested to attend the meeting on 11th October 2023 at 2 pm. All respected members of Internal Complaints Committee (ICC) are requested to be present in the meeting which will be held in the IQAC room.

The agenda of the meeting

- 1) Conduct of programmes for girl students
- 2) Other issues if any

Dr Ishita Samajdar
Coordinator, ICC.

Dr Sasabindu Jana
Principal

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Supriya Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member



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Minutes of Internal Complaints Committee

The meeting of Internal Compliants Committee was held on 10th July 2023 at 2 pm in the IQAC room. The following members were present in the meeting

Dr Sasabindu Jana, *Principal*

Dr Ishita Samajdar, *Coordinator, ICC.*

Bidyut Saha Jt *Coordinator, ICC*

Dr Ruksana Irani, Member

Suprity Sarkar, Member

Dr Arvinda Shaw, Member

Raniza Khanam, Member

Zakir Hussain, Member

Chairperson welcomed all the participants.

The members agreed in consensus that programmes should be organized to educate students about the provisions in law for protection of girls. Workshop on self-defense should be made mandatory for all the girl students and all the members agreed. The members discussed about the healthy and congenial environment in the campus as there were no complaints on sexual harassment against girls.

As there were no other points the meeting ended at 4.20 pm.