

INTERNAL COMPLAINT COMMITTEE

MEETING -1 (24-25)

Date :11.07.2024

The meeting of Internal committee was held today in the internal complaint committee cell under the chairmanship of Dr. Sasmita Lenka. The following members were present for the meeting.

1. Mrs. S.R. Koley, Lec. in Education
2. Mr. Sapan Kumar Panda, Lec. in Economics
3. Mrs. K. Burh, Lec. in Chemistry
4. Mrs. Sarojini Ekka, Lec. in Zoology
5. Mrs. A. Begum, Lec. in Botany

: Member *S.R. Koley*
 : Member *S.K.Panda*
 : Member *K. Burh*
 : Member *S. Ekka*
 : Member *A. Begum*

Agenda of the meeting: -

- Any complaints of sexual harassment to be reported and recorded.
- Initiatives to ensure safety by taking necessary measures and counselling.
- Complaint box/suggestion box to be placed in department.

Minutes of the meeting: -

1. Minutes of the meeting were read by Mrs. K. Burh Lec. in Chem and approved by Dr. Sasmita Lenka Honorable chairman.
2. There is no case regarding sexual harassment of students/staff.
3. All the members of the committee visited to all the departments of college and placed complaint box.

Action taken report: -

1. Placed complaint box in every department.

Lenka
 Principal 11.07.24
 Sarbati Devi Women's College
 Raigarh, Raigarh
 PIN-770011

On dated 11-07-24 at 12 PM Internal complaint committee members meeting was held under the supervision of our honourable principal to discuss committee formation for the session 2024-25. And was discussed about the preserving a culture of free environment regarding sexual harassment to any staff or any student in the college campus. It was also discussed about the future plan and programme to be done.

Following Internal complaint committee members were present.

1. Dr. Sasmita Lenka
chair person

2. Mrs. Santhya Rani Koley, L/Edn

Stork
Principal 11.7.24
Sarbat Devi Women's College
Raiganpur, -770017
S. A. Koley
11.7.24

3. Mr Sapan Ku Panda, L/Edo

Sk. Panda
11.7.24

4. Mrs. Kusum Borth L/Chem.

Kusum Borth
11.7.24

5. Mrs. Sarojini Ekka L/Zoo

Ekka
11.7.25

6. Mrs. Reshan Ara Begum L/BoD.

Reshan Ara Begum.
11.7.24

7. Ms Marriam Minz

M. Minz

8. Kanchan Singh

K. Singh

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INTERNAL COMPLAINT COMMITTEE

MEETING 2 (24-25)

Date: 20.02.2025

The meeting of Internal committee was held today in the Internal complaint committee cell under the chairmanship of Dr.Sasmita Lenka. The following members were present for the meeting.

1.Mrs. S .R.Koley, Lec.in Education	: Member	<i>S.R. Koley</i>
2.Mr.Sapan Kumar Panda, Lec.in Economics	: Member	<i>S-K-P</i>
3.Mrs.K.Burh, Lec.in Chemistry	: Member	<i>K-Burh</i>
4.Mrs.Sarojini Ekka, Lec.in Zoology	: Member	<i>S-Ekka</i>
5.Mrs.A.Begum, Lec.in Botany	: Member	<i>A.Begum</i>

Agenda of the meeting:-

- *To motivate in participating workshop/short term training on sexual harassment conducted by various government agencies and department.
- *To discuss the role and responsibilities of the faculty members .
- *The procedure for reporting any of the complaints were discussed.
- *It was decided to meet quarterly.
- *The members decided to organise awareness programme/video sessions for women employee and students.

Minutes of the meeting :-

- 1.Minutes of the meeting were read by Mrs.k.Burh Lec.in Chem and approved by Mr.Bipin Choudhury Honourable chairman.
- 2.There is no case regarding sexual harassment of students/staff.
- 3.All the member of the committee visited to all the department of college and placed complaint box.

Action taken report :-

- 1.All complaints were checked.
- 2.Students were trained by ICC members.
- 3.Awareness programme on "child marriage prohibition organized"

Sasmita Lenka
Principal
Sarabati Devi Women's College
Rajnagar, Rajnagar-776017
20.02.25

2nd Internal Complaint Committee meeting

On dated 20-02-25 at 11 a.m Internal complaint committee meeting was held and an awareness programme was done about 'The child marriage prohibition' in the Hall no-01. The resource person Mr. Pradeep Pattnaik, Advocate Rajgangpur explain about the laws to prohibit the child marriage.

Following committee members were present

1. Dr. Sasmita Lenka
Chairperson
Principal
Sarbaty Devi Women's College
Rajgangpur, -770017
20.02.25
2. Mr. Sapan K. Panda L/Eco
S.K. Panda
20.2.25
3. Mrs. Kusum Borth L/Chem
Kusum Borth
20.02.25
4. Mrs. Sarojini Ekka L/Zoo
S. Ekka
20.02.25
5. Mrs. Reshan Ara Begum L/Bot
Reshan Ara Begum
20.2.25
6. Ms. Marriam Minz
M. Minz
7. Kanchan Singh
K. Singh

INTERNAL COMPLAINT COMMITTEE

MEETING -3 (24-25)

Date :28.04.2025

The meeting of Internal committee was held today at 11am in the internal complaintt committee cell under the chairmanship of Dr. Sasmita Lenka.The following members were present for the meeting.

1.Mrs. S .R.Koley, Lec.in Education	: Member S.R. Koley
2.Mr.Sapan Kumar Panda,Lec.in Economics	: Member S.K.Panda
3.Mrs.K.Burh, Lec.in Chemistry	: Member K.Burh
4.Mrs.Sarojini Ekka,Lec.in Zoology	: Member S.Ekka.
5.Mrs.A.Begum,Lec.in Botany	: Member A.Begum

Agenda of the meeting: -

- The role and responsibilities of the faculty members to be discussed.
- The procedure for reporting any of the complaint to be discussed.
- To discuss organizing awareness programme/video session for govt employee and students.

Minutes of the meeting: -

- 1.Minutes of the meeting were read by Mrs.k.Burh Lec.in Chem and approved by Dr.Sasmita lenka Honorable chairman.
- 2.There is no case regarding sexual harassmt of students/staff.
- 3.All the member of the committee visited to all the department of college and placed complaint box.

Action taken report: -

- 1.All the complaint box were checked.
- 2.Students were trained by ICC members.
- 3.Responsibilities were taken by ICC members.

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Principal
Sarbaty Devi Women's College
Raipur
28.04.25

Third Internal Complaint Committee meeting (20)

On dated 28-04-25, ICC members meeting was held along with honorable chair person Dr. Sasmita Lenka.

It was discussed about any complain from staff members or the student submitted to the ICC.

But it was found that, there was no such complain from either the staff or the students.

Following Staff members were present.

1. Dr. Sasmita Lenka
Chair person

Devi
Principal 28-4-25
Sarbat Devi Women's College
Raipannpur, -770017

2. Mr. Sapan K. Panda L/Eco

S.K. Panda
28-4-25

3. Mrs. Kusum Buri L/Chem

Kusum Buri
28-4-25

4. Mrs. Sarojini Ekka L/Zoo

S.Ekka 28-4-25

5. Mrs. Rashan Ara Begum L/Bot.

Rashan Ara Begum
28-4-25

6. Kanchan Singh

K. Singh

7. Ms. Marriam Minz

M. Minz