

OFFICE OF THE PRINCIPAL  
SARBATI DEVI WOMENS COLLEGE

NOTICE

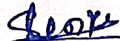
NO...1082.../SDWC

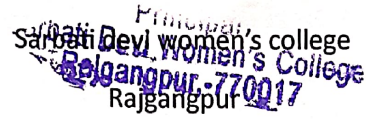
DATE:04.08.2023

A meeting comprising of members of internal complaints committee will be held in the ICC cell on date 07/08/23at 11am regarding the discussion on placing complaint box.

Copy to members;

1. Mrs. S. R. Koley : Member 
2. Mrs. K. Burh : Member 
3. Dr (Mrs). Sarita Kindo : Member 
4. Mrs. R. Mallik : Member 

  
Principal

  
Sarbati Devi Women's College  
Rajgangpur-770017

Copy to Students Notice Board/Office Guard/Staff common Room/person concerned

OFFICE OF THE PRINCIPAL  
SARBATI DEVI WOMENS COLLEGE

NOTICE

NO....1153.../SDWC

DATE:02.09.2023

This is hereby informed to all the members of internal complaints committee for college that a meeting will be held in the Internal Complaint Committee cell on date 06/09/23 at 11am regarding organising an awareness programme by conducting a meeting on showing good touch and bad touch.

1. Mrs. S. R. Koley
2. Mrs. K. Burh
3. Dr.(Mrs) Sarita Kindo
4. Mrs. R. Mallik

: Member

*[Signature]*

: Member

*[Signature]*

: Member

*[Signature]*

: Member

*[Signature]*

*[Signature]*  
Principal  
Sarabati Devi Women's College  
Rajgangpur, -770017  
Principal

Sarabati devi women's college

Rajgangpur




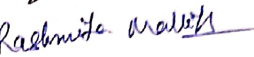
Copy to Students Notice Board/Office Guard/Staff common Room/person concerned

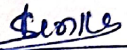
OFFICE OF THE PRINCIPAL  
SARBATI DEVI WOMENS COLLEGE  
NOTICE

NO...544.../SDWC

DATE:01.04.2024

This is hereby informed to all the members of internal complaints committee of college that a meeting will be held in the ICC cell on date 04/04/24 at 1pm.

1. Mrs. S. R. Koley : Member 
2. Mrs. K. Burh : Member 
3. Mrs. R. A. Begum : Member
4. Dr.(Mrs) Sarita Kindo :Member 
5. Mrs. R. Mallik : Member 

  
Principal  
Sarwati Devi Women's College  
Rajgangpur, -770017  
Principal

Sarwati devi women's college  
Rajgangpur

Copy to Students Notice Board/Office Guard/Staff common Room/person concerned

INTERNAL COMPLAINT COMMITTEE

MEETING 1 (23-24)

DATE: 07/08/2023

The meeting of Internal committee was held today in the internal complaint committee cell under the chairmanship of Mr. Bipin Choudhury. The following members were present for the meeting.

- |                           |          |   |
|---------------------------|----------|---|
| 1. Mrs. S. R. Koley       | : Member |  |
| 2. Mrs. K. Burh           | : Member |  |
| 3. Dr (Mrs). Sarita Kindo | : Member |   |
| 4. Mrs. R. Mallik         | : Member |   |

**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.

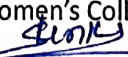
**Minutes of Meeting:**

1. Minutes of meeting were read by Mrs. K. Burh, Lect. 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 committee visited to all the department of college and placed complaint box.

**Action taken Report:**

1. Placed complaint box in every department

Principal

Sarbati Devi Women's College  
  
Rajgangpur




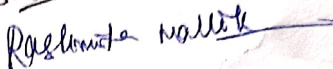
Principal  
Sarbati Devi Women's College  
Rajgangpur, -770017

## INTERNAL COMPLAINT COMMITTEE

### MEETING 3 (23-24)

DATE: 04/04/2024

The meeting of Internal committee was held today in the internal complaint committee cell under the chairmanship of Mr. Bipin Choudhury. The following members were present for the meeting.

- |                          |          |   |
|--------------------------|----------|---|
| 1. Mrs. S. R. Koley      | : Member |   |
| 2. Mrs. K. Burh          | : Member |  |
| 3. Dr.(Mrs) Sarita Kindo | : Member |   |
| 4. Mrs. R. Mallik        | : Member |   |

#### Agenda of the Meeting:

- The role and responsibilities of the faculty members were discussed.
- 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 employees and students.

#### Minutes of Meeting:

1. Minutes of earlier meeting were read by Mrs. K. Burh, Lect. In Chem and approved by Mr. Bipin Choudhury Honourable chairman.
2. All the member of committee visited to all the department of college and to check complaint box.
3. There is no case found regarding sexual harassment of students and staffs.

#### Action taken Report:

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

  
Principal  
Sarbatidevi Women's College  
Rajnagar, Rajnagar-461017

**INTERNAL COMPLAINT COMMITTEE**

**MEETING 2 (23-24)**

DATE: 06/09/2023

The meeting of Internal committee was held today in the internal complaint committee cell under the chairmanship of Mr. Bipin Choudhury. The following members were present for the meeting.

- |                          |          |   |
|--------------------------|----------|---|
| 1. Mrs. S. R. Koley      | : Member |  |
| 2. Mrs. K. Burh          | : Member |   |
| 3. Dr.(Mrs) Sarita Kindo | :Member  |   |
| 4. Mrs. R. Mallik        | : Member |   |

**Agenda of the Meeting:**

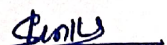
- To motivate in participating workshop/ short term trainings on sexual harassment conducted by various government agencies/ department.
- To discuss the role and responsibilities of the faculty members.
- Principal insisted to conduct seminars to increase confidence among students.
- The members also felt the necessity to organise and conduct awareness programmes for women employees and girls' students.

**Minutes of Meeting:**

1. Minutes of meeting were read by Mrs. K. Burh, Lect. In Chem and approved by Mr. Bipin Choudhury Honourable chairman.
2. All the member of committee visited to all the department of college and to check complaint box.
3. There is no case found regarding sexual harassment of students/ Staff.

**Action taken Report:**

1. All the complaint box were checked.
2. Students were trained by ICC Members.

  
Principal  
Sarwati Devi Women's College  
Rajgangpur

  
Sarwati Devi Women's College  
Rajgangpur, -770017

REPORT OF INTERNAL COMPLAINT COMMITTEE 2023-24

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

REPORT OF INTERNAL COMPLAINT CELL

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

DATE OF MEETING	NO. OF COMPLAINTS	BRIEF DESCRIPTION	OUTCOME	REMARKS
07/08/2023	NIL	Suggestion box will place in college and hostel	Students	Resolved
06/09/2023	NIL	Organize meeting regarding awareness on sexual harassment with students	Program done	Resolved
04/04/2024	NIL	Role and responsibilities of faculty members were discussed	Faculties were informed in staff Council Meeting	Resolved

- ① S. R. Koley
- ② Kusum Buri
- ③ Sanita Kundo
- ④ Rashmita Mallick

*Sent*  
Principal  
Sarbatl Devi Women's College  
Rajnangpur,-770017

