



LOKEPARA MAHAVIDYALAYA

Govt. Aided College Affiliated to the University of Burdwan

ESTD. - 2010

VILL. – LOKEPARA * P.O. – KULIARA * DIST. – BIRBHUM * PIN -

Ref. No.....

Date.

Internal Complaint Committee

The constitution of the Internal Complaints Committee, Lokepara Mahavidyalaya happened 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, Lokepara Mahavidyalaya, (ICC LPM) was constituted in 05.02.2019 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 some definitions are given (except the context otherwise require):

- “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 meet, and such other activities where a person is participating in the capacity of an employee or a student of the HEI.
- “Covered individuals”** are persons who have engaged in protected activity such as filing a sexual harassment charge or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of an offended person.

Other crucial clarifications as per the MHRD (UGC) Notification:

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”.

Certain other important definitions are given under these regulations-

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- “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. Following unwelcome acts or behaviour come under sexual harassment-

- Any unwelcome physical, verbal or non-verbal conduct of sexual nature.
- Demand or request for sexual favour
- Making sexually coloured remarks
- Physical contact or advances
- Showing pornography

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

An overview on the Internal Complaints Committee, Lokepara Mahavidyalaya (ICC LPM)

☐ Lokepara Mahavidyalaya is wholeheartedly committed to strictly ensure a zero-tolerance policy towards sexual harassment. The college has constituted the ICC on 05.02.2019 in accordance with the UGC MHRD guidelines.

☐ The constituted ICC was formed at a meeting in February, 2019 in the presence of the “Chief Executive Officer of the HEI”, in this case the Principal, Dr. Mrinal Kanti Das, and Roshni Dey, Secretary, Teachers’ Council with the following members.

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Sl No.	Name	Position
1	Dr. Mrinal Kanti Das	Principal
2	Roshni Dey	Secretary, Teachers' Council; Convenor
3	Tapashi Sarkar	Member
4	Dr. Panchali Mukherjee	Member
5	Ujjal De	Member

Later on, the committee was reconstituted on 12.04.2022. Following are the members of the ICC LPM-

Sl No.	Name	Position
1	Dr. Mrinal Kanti Das	Principal
2	Seema Ahmed	Convenor
3	Roshni Dey	Member, TC Secretary
4	Dipankar Biswas	Member
5	Biswajit Rana	Member

The ICC LPM has put up Display Boards at several prominent locations in the college in premises giving details of the above members so that students may contact them.

The ICC LPM has also put up on its website information about its presence.

On 05.02.2019 at the first meeting of the constituted ICC it was resolved that after the Puja vacation and the examinations, a bunch of awareness raising workshops, seminars and other activities involving students would be conducted. However soon after, and before this could be done, in March 2020, the College and all Educational Institutions in the State became closed due to the Covid-19 pandemic. Classes and examinations were being carried on in online mode. The awareness raising programmes are to be held as soon as normalcy returns and students once again attend classes on the premises.

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The following Awareness message has been communicated through various activities:

In the very introductory session with the semester- I students they were made aware about the existence of the ICC LPM. In this session main concepts of the University Grants Commission (**Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions**) Regulations, 2015, notification on 2nd May 2016, were discussed.

The details of the ICC LPM members were made available to them so that they can easily reach out to the members.

Leaflets were distributed among students to make them aware regarding the forms of sexual harassment and how to cope up with those through our support.

The information regarding the ICC LPM is given in the college website. The gazette of the University Grants Commission (**Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions**) Regulations, 2015 has been uploaded in the website to raise sensitise the issue.

An orientation programme of the ICC LPM members was arranged on 12.03.2022 in the college campus in which documentary and latest updated videos on measures of dealing with sexual harassment were displayed and discussed thoroughly to persuade the ICC LPM members to handle the cases sensitively and on ways of cultivating gender sensitization among teachers, students and non- teaching staffs of the college.

An awareness programme on 26.11.2022 was organised by the ICC LPM in collaboration with the Academic council of the college in order to mobilise students against any kind of sexual harassment in college campus.

Procedure of action to be followed by the ICC LPM in compliance with MHRD /UGC guidelines:

When a complaint is received the ICC LPM 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 LPM 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 LPM shall refer such complaints to the Grievance Redressal Cell or to the Principal.

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After verification of the Complaint, the ICC LPM shall in consultation with its Chief Executive Officer, in this case, the Principal, Lokepara Mahavidyalaya, 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 LPM 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.

Complaints filed since the inception of the ICC LPM

Since its inception i.e. 05.02.2019 no such complaint was filed to the ICC LPM.

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