



## INTERNAL COMPLAINT COMMITTEE CONSTITUTE MEETING

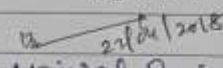
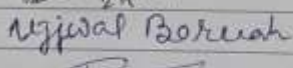

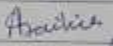
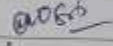

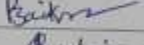
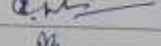











Nakachari College, Nakachari – 785635  
Jorhat – Assam

Date of the Meeting: 23<sup>rd</sup> April 2018

Time of the Meeting: 1.00 P.M

Chairperson: Mr. Uttam Baruah, Principal, Nakachari College, Jorhat – Assam

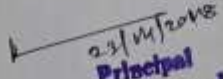
Persons present at the meeting:

Sl. No.	Name of the person	Signature
1.	Mr. Uttam Baruah, Principal & Chairperson	
2.	Mr. Ujjwal Boruah, Vice Principal	
3.	Mr. Jayanta Chutia, Coordinator, IQAC	
4.	Mrs. Amiya Saikia, Assistant Professor	
5.	Mrs. Monika Gogoi, Assistant Professor	
7.	Mr. Abdul Amin, Assistant Professor	
8.	Mrs. Pronita Saikia, Assistant Professor	
9.	Mr. Jitul Ch. Borah, Assistant Professor	
10.	Mr. Anjan Borah, Assistant Professor	
11.	Mr. Arupjyoti Saikia, Assistant Professor	
12.	Mr. Porag Tasa, Assistant Professor	
13.	Mrs. Mamoni Gogoi, Assistant Professor	
14.	Mr. Jogajivan Hazarika, Assistant Professor	
15.	Mrs. Mouchumi Gogoi, Assistant Professor	
16.	Mr. Parag Gogoi, Assistant Professor	
17.	Mrs. Arbin Haque, Assistant Professor	
18.	Dr. Dinamoni Gogoi, Assistant Professor	
19.	Dr. Kumud Ghosh, Assistant Professor	
20.	Mrs. Archana Hazarika, Assistant Professor	

INTERNAL COMPLAINT COMMITTEE

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Co-ordinator  
IQAC, Nakachari College

  
Principal  
Nakachari College, Jorhat



21.	Mrs. Nilakshi Saikia, Assistant Professor	
22.	Mrs. Geetanjali Bora, Assistant Professor	<i>[Signature]</i>
23.	Mrs. Noni Chutia, Assistant Professor	<i>[Signature]</i>
24.	Mr. Pulak Ranjan Gogoi, Assistant Professor	
25.	Mr. Swagat Rajkumar, Assistant Professor	<i>[Signature]</i>
26.	Mrs. Mitali Savapandit, Librarian	
27.	Mr. Bitul Prasad Gogoi, Sr. Assistant	<i>[Signature]</i>
28.	Miss Pranati Dey, Sr. Assistant	<i>[Signature]</i>
29.	Mr. Madhab Gogoi, Jr. Assistant	<i>[Signature]</i>
30.	Mr. Umashankar Thakur, Jr. Assistant	<i>[Signature]</i>

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the **INTERNAL COMPLAINT COMMITTEE of NAKACHARI COLLEGE** was constituted in 23<sup>rd</sup> April 2018 to deal with complaints relating to Sexual harassment at the workplace.

The ICC of the College comprises of the following members:-

**Current Composition the Internal Complaint Committee with effect from 23<sup>rd</sup> April 2018:**

**Chairperson**

Mr. Jayanta Chutia, Coordinator, Assistant Professor, Nakachari College

**Convener**

Dr. Kumud Ghosh, HoD & Assistant Professor, Department of Education, Nakachari College

**Members**

1. Mr. Jitul Ch. Bora, Assistant Professor, Department of Assamese, Nakachari College
2. Mrs. Arbin Haque, Assistant Professor, Department of Sociology, Nakachari College
3. Mrs. Monika Gogoi, Assistant Professor, Department of English, Nakachari College



**Functions of the Internal Complaint Committee:**

On receipt of a complaint, the Internal Complaint Committee conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. Internal Complaint Committee shall then submit the preliminary enquiry report to the Principal, along with all the original documents collected during the preliminary enquiry proceedings.

In case the allegations are not in the nature of sexual harassment, the Internal Complaint Committee may refer such complaints to the Grievance Redressal Cell or to the Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the Internal Complaint Committee shall take all steps necessary and reasonable steps to assist the affected person in terms of support and preventive action

The Internal Complaint Committee shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner. If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or fake, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015. The Convener, Internal Complaint Committee shall receive the written complaints of sexual harassment, if any, on behalf of Internal Complaint Committee shall coordinate the deliberations of the Internal Complaint Committee on the complaints received.

**Who can approach Internal Complaint Committee for help?**

Any female employee (faculty member, student or non-teaching staff member) of Nakachari College, Jorhat - Assam can seek redressal from the Internal Complaint Committee.

**Definition of Sexual Harassment:**

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- i. Physical contact and advances.
- ii. A demand or request for sexual favours.



- iii. Making sexually coloured remarks (including jokes)iv
- iv. Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women')
- v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- i. Implied or explicit promise of preferential treatment in her employment.
- ii. Implied or explicit threat of detrimental treatment in her employment.
- iii. Implied or explicit threat about her present or future employment status.
- iv. Interference with her work or creating an intimidating or offensive work environment for her.
- v. Humiliating treatment likely to affect her health or safety.

#### **Punitive Actions:**

Depending upon the severity of the case, punitive action may take any of the following forms

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Adverse remark in the Confidential Report
- v. Stopping of increments/promotion
- vi. Suspension
- vii. Dismissal
- viii. Any other relevant actions

#### **Process of lodging complaints to Internal Complaint Committee:**

If anyone thinks she is being harassed, she should approach any of the members of the Internal Complaint Committee and lodge a complaint against the perpetrator. All details of the complaint will be kept confidential.

#### **Inquiry Process:**

The college Internal Complaint Committee shall conduct an inquiry in the allegations m

23/04/2017  
Principal  
Narachari C





by the complainant.

- A. The inquiry shall be completed within a period of 90 days from the date of the complaint.
- B. The Complaints Committee for Prevention of Sexual Harassment shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- C. If the allegation against the respondent has been proved, the Complaints Committee for Prevention of Sexual Harassment shall recommend punitive action(s) to be taken against the respondent.
- D. The Principal shall act upon the recommendation within 60 days of receiving it.

**Caveat:**

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non genuine reason.

**List of Cell Member:**

Sl. No.	Name of the post	Name of the person	Signature
1.	Chairperson	Mr. Jayanta Chutia, <del>Assistant Professor</del> Nakachari College, Jorhat - Assam	
2.	Convener	Dr. Kumud Ghosh, HoD & Assistant Professor, Department of Education, Nakachari College, Jorhat - Assam	
3.	Member	Mr. Jitul Ch. Bora, Assistant Professor, Department of Assamese, Nakachari College, Jorhat - Assam	
4.	*Member	Mrs. Arbin Haque, Assistant Professor, Department of Sociology, Nakachari College, Jorhat - Assam	



5.	Member	Mrs. Monika Gogoi, Assistant Professor, Department of English, Nakachari College	
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*23/04/2018*  
Signature of the Chairperson  
Date: 23<sup>rd</sup> April 2018  
**Principal**  
**Nakachari College, Jorhat**