



OFFICE OF THE PRINCIPAL
J.D.S.G. COLLEGE, BOKAKHAT

(JOGANANDA DEVA SATRADHIKAR GOSWAMI COLLEGE)

(NAAC ACCREDITED WITH 'B' GRADE)

P.O. BOKAKHAT-785612 :: DIST. -GOLAGHAT(ASSAM)

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Ref. No. JDSGC/Misc/2023/

Date: 07/08/2023

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

JDSG COLLEGE BOKAKHAT

Internal Complaints Committee for Prevention of Sexual Harassment

In pursuance of UGC (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification by UGC, Internal Complaints Committee (ICC) of JDSG College, Bokakhat, is re-constituted as under to deal with complaints relating to sexual harassment at work place.

INTERNAL COMPLAINTS COMMITTEE, 2023-24

Sl. No.	Name	Designation
01	Dr. Jayanta Gogoi	Chairperson
02	Mrs. Dipali Rajkumari	Member
03	Mrs. Ruli Khanikar Member	Member
04	Dr. Bichitra Hira	Member
05	Dr. Monalisa Borgohain	Member
06	Mrs. Monika Boruah	Legal Counsellor
07	Ankur Saikia	Student Member
08	Arpita Mukherjee	Student Member
09	Borsha Saikia	Student Member

**Three students are nominated for matters which may involve students*

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T/Misc/2023

Objectives:

The primary objectives of an Internal Complaints Committee (ICC) typically revolve around ensuring a safe and respectful work environment, particularly focusing on addressing issues related to workplace harassment and discrimination. The main objectives include:

Addressing Complaints: The ICC is responsible for receiving, addressing, and resolving complaints related to sexual harassment or other forms of workplace misconduct.

Ensuring Fair Process:

The committee ensures a fair and impartial investigation of complaints, giving both the complainant and the respondent an opportunity to present their sides.

Providing a Safe Reporting Mechanism:

The ICC provides a platform where employees can report issues confidentially without fear of retaliation.

Creating Awareness:

The committee works to raise awareness about the types of behavior that constitute harassment, and educates employees about their rights and responsibilities.

Recommendations for Action: Based on its investigations, the ICC recommends appropriate action, which may include disciplinary measures, counseling, or other corrective steps.

Preventing Harassment:

The committee plays a key role in creating policies and measures that prevent harassment from occurring in the workplace.

Monitoring and Compliance: Ensures the implementation of the organization's anti-harassment policies and monitors the overall workplace culture to avoid future issues.

Functions:

The functions of an Internal Complaints Committee (ICC) are focused on addressing and resolving complaints of harassment, primarily sexual harassment, in the workplace. These functions are designed to ensure compliance with legal frameworks and to maintain a safe work environment.


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Key functions include:

Receiving Complaints: The ICC acts as the designated body to receive complaints of sexual harassment or any form of workplace misconduct. Complaints can be filed by employees who feel they have been victims of harassment.

Investigation of Complaints: The committee conducts a fair and impartial investigation into the complaints. This includes gathering evidence, interviewing witnesses, and offering the respondent an opportunity to present their case.

Maintaining Confidentiality:

The ICC is responsible for keeping the details of the complaint, investigation, and proceedings confidential to protect the privacy of all parties involved, as much as possible.

Resolving Disputes: The ICC attempts to resolve complaints through discussions, counseling, or mediation, depending on the nature of the issue and the willingness of the parties involved.

Taking Preventive Measures:

The committee identifies areas of concern that could lead to harassment and recommends policy changes, training, or awareness programs to prevent future occurrences.

Recommendations for Action: After completing an investigation, the committee recommends disciplinary actions if the complaint is upheld. These can range from warnings to termination, depending on the severity of the incident.

Providing Support:

The ICC provides support and guidance to the complainant throughout the process, ensuring they are not retaliated against or subjected to further harassment.

Reporting to Authorities:

If required, especially in severe cases, the committee may be responsible for reporting the matter to external authorities or law enforcement.


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Ensuring Compliance with Legal Requirements:

The ICC ensures that the organization's policies are in line with legal requirements, such as the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, and other applicable laws.

Creating Awareness:

The ICC is involved in educating employees about the company's anti-harassment policies, the grievance redressal mechanism, and their rights under the law.

These functions should ensure that employees have a fair, transparent, and supportive process to report grievances and that the workplace is free from harassment and discrimination.

Definition of Sexual Harassment:

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

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

What are the possible actions that can be taken against the respondent

- Warning
- Written apology
- Bond of Good behaviour
- Adverse remark in the confidential report
- Stopping of increments / promotion
- Suspension
- Dismissal
- Any other relevant actions

Useful Documents/Notices:

- [UGC / MHRD Notifications](#)
- [Sexual Harassment Electronic Box](#)
- [Sexual Harassment Handbook](#)


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II ADDITIONAL COMMITTEES/CELLS

DISCIPLINARY ACTION & GRIEVANCE REDRESSAL CELL

Sl. No.	Name of the Functionary	Designation
01	Mrs Dipali Rajkumari	Vice Principal, Convenor
02	Mrs. Ruli Khonikor	Academic-in-charge, Member
03	Sri Atul Bezbaruah	Member
04	Dr. Arun Kumar Borah	Member
05	Mrs. Juri Saikia	Member
06	Ankita Barman	Student Member
07	Ankur Sahu	Student Member

ANTI-RAGGING MONITORING CELL

Sl. No.	Name of the Functionary	Designation
01	Sri Chiranjib Dahal	Convenor
02	2. Coordinator	IQAC Member
03	3 Mrs Mansumi Sarmah	Member
04	4 Lt. Mintu Tokbi,	Co-ordinator, NCC Member
05	5 Lt. Hirimpa Saikia	Co-ordinator, NCC Member

GENDER SENSITIZATION COMMITTEE AGAINST SEXUAL HARASSMENT

Sl. No.	Name of the Functionary	Designation
01	Dr. Monalisa Borgohain	Convenor
02	Mrs. Rachna Padi Pegu	Member
03	Dr. Liky Deka	Member
04	Ms. Chayanika Gogoi	Member


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On Campus Measures



Complaint box/ Suggestion box



Anti-Ragging Notice & Emergency Phone Numbers


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To Whom It May Concern

Declaration

Following the review meeting of the Internal Complaints committee held on 7th May 2024, it had been observed that no such offences/grievances had been reported to the concerned Committee during the period 1st July 2023- 30th June 2024.

Dr. J. Gogoi
Principal, JDSG College, Bokakhat

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