



No...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary

Organization wide awareness and undertakings on policies with zero tolerance

Vivekananda Mahavidyalaya steadfastly upholds a culture of safety and respect through a comprehensive awareness mechanism as listed below.

1. In the College website it is displayed that Vivekananda Mahavidyalaya 'ZERO TOLERANCE' with Sexual harassment, Religion discrimination and any short of Caste related issues. It follows ICC 2013 Act to prevent **sexual harassment of women at work place**.
2. This College displayed '**Ragging Free Campus**' on its website and forms an '**Anti-Ragging Cell**' to prevent **Ragging** within the premise of Vivekananda Mahavidyalaya following Supreme Court Order (2009).
3. Display boards of **Ragging Free Campus** are put up at Administrative Campus and Girls' Hostel Campus
4. This College organized Awareness Programme on **Code of Conduct** of Rules of the College.
5. Vivekananda Mahavidyalaya arranges **Seminars and Lectures** on anti- ragging, Gender Sensitization, Gender equality, Zero Discrimination, Ethics and Value Education.
6. **Mentoring classes** are regularly organized for the students.
7. This college arranges **Human Values and Ethics** related programmes in regular basis for students.




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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

[Act No 14 of 2013]

[22 April 2013]

PREAMBLE

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Whereas sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

And WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

And whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:-

CHAPTER I - PRELIMINARY

Section 1 - Short title extent and commencement

- (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- (2) It extends to the whole of India.
- (3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.



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Section 2 - Definitions

In this Act unless the context otherwise requires.-

- (a) "aggrieved woman" means –
- (i) in relation to a 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;
 - (ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;
- (b) "appropriate Government" means-
- (i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly-
 - (A) by the Central Government or the Union territory administration, the Central Government;
 - (B) by the State Government, the State Government;
 - (ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;
- (c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;
- (d) "District Officer" means an officer notified under section 5;
- (e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;
- (f) "employee" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;



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(g) "employer" means-

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation. For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) "internal Committee" means an Internal Complaints Committee constituted under section 4;

(i) "Local Committee" means the Local Complaints Committee constituted under section 6;

(j) "Member" means a Member of the internal Committee or the Local Committee, as the case may be;

(k) "prescribed" means prescribed by rules made under this Act;

(l) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) "respondent" means a person against whom the aggrieved woman has made a complaint under section 9;



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- (n) "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:-
- (i) physical contact and advances; or
 - (ii) a demand or request for sexual favours; or
 - (iii) making sexually coloured remarks; or
 - (iv) showing pornography; or
 - (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature:
- (o) "workplace" includes-
- (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;
 - (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;
 - (iii) hospitals or nursing homes;
 - (iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
 - (v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
 - (vi) a dwelling place or a house;
 - (p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.



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Section 3 - Prevention of sexual harassment

- (1) No woman shall be subjected to sexual harassment at any workplace.
- (2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-
 - (i) implied or explicit promise of preferential treatment in her employment; or
 - (ii) implied or explicit threat of detrimental treatment in her employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety.

Chapter II CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Section 4 - Constitution of Internal Complaints Committee

- (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.



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(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:-

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the internal Committee,-

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.



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Chapter III CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

Section 5 - Notification of District Officer

The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Section 6 - Constitution and jurisdiction of Local Complaints Committee

(1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

Section 7 - Composition, tenure and other terms and conditions of Local Complaints Committee

(1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:-

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;



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(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed: Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member ex officio.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest.

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.



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Section 8 - Grants and audit

- (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.
- (2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.
- (3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.
- (4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

Chapter IV COMPLAINT

Section 9 - Complaint of sexual harassment

- (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.



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(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.



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Section 10 - Conciliation

(1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be., shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (7), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

Section 11 - Inquiry into complaint

(1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code(45 of 1860), and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:



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Provided further that where the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code(45 of 1860), the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908(5 of 1908) when trying a suit in respect of the following matters, namely:-

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents: and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

Chapter V - INQUIRY INTO COMPLAINT

Section 12 - Action during pendency of inquiry

(1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to-

- (a) transfer the aggrieved woman or the respondent to any other workplace; or
- (b) grant leave to the aggrieved woman up to a period of three months: or
- (c) grant such other relief to the aggrieved woman as may be prescribed.



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(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Section 13 - Inquiry report

(1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be-

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:



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(1) Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub- section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Section 14 - Punishment for false or malicious complaint and false evidence

Section 15 - Determination of compensation

For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;



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- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

Section 16 - Prohibition of publication or making known contents of complaint and inquiry proceedings

Notwithstanding anything contained in the Right to Information Act, 2005(22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

Section 17 - Penalty for publication or making known contents of complaint and inquiry proceedings

Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Section 18 - Appeal

- (1) Any person aggrieved from the recommendations made under sub-section.
- (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or subsection (1) or sub-section (2) of section 14 or section 17 or non-



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implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

Chapter VI DUTIES OF EMPLOYER

Section 19 - Duties of employer

Every employer shall-

- (a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments: and the order constituting, the Internal Committee under subsection (1) of section 4;
- (c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- (d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- (e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- (f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;
- (g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code(45 of 1860) or any other law for the time being in force;



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(h) cause to initiate action, under the Indian Penal Code(45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

Chapter VII - DUTIES AND POWERS OF DISTRICT OFFICER

Section 20 - Duties and powers of District Officer

The District Officer shall,-

- (a) monitor the timely submission of reports furnished by the Local Committee;
- (b) take such measures as may be necessary for engaging non- governmental organisations for creation of awareness on sexual harassment and the rights of the women.

Chapter VIII MISCELLANEOUS

Section 21 - Committee to submit annual report

- (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.
- (2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Section 22 - Employer to include information in annual report

The employer shall include in its report the number of cases filed, if any and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.



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Section 23 - Appropriate Government to monitor implementation and maintain data

The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Section 24 - Appropriate Government to take measures to publicise the Act

The appropriate Government may, subject to the availability of financial and other resources,-

- (a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace.
- (b) formulate orientation and training programmes for the members of the Local Complaints Committee.

Section 25 - Power to call for information and inspection of records

(1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,-

- (a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;
- (b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.



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Section 26 - Penalty for noncompliance with provisions of Act

- (1) Where the employer fails to-
- constitute an Internal Committee under sub-section (1) of section 4;
 - take action under sections 13, 14 and 22; and
 - contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder, he shall be punishable with fine which may extend to fifty thousand rupees.

- (2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to-

- twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

- cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

Section 27 - Cognizance of offence by courts

- (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

- (2) No court inferior to that of a Metropolitan Magistrate or a Judicial



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Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

Section 28 - Act not in derogation of any other law

The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.



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Section 29 - Power of appropriate Government to make rules

- (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.
- (2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely –
 - (a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;
 - (b) nomination of members under clause (c) of sub-section (1) of section 7;
 - (c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;
 - (d) the person who may make complaint under sub-section (2) of section 9;
 - (e) the manner of inquiry under sub-section (1) of section 11;
 - (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
 - (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
 - (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
 - (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
 - (j) the manner of action to be taken under section 17;
 - (k) the manner of appeal under sub-section (1) of section 18;
 - (l) the manner of organising workshops, awareness programmes for



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sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and

(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.



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(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Section 30 - Power to remove difficulties

(1) If any difficulty arises in giving effect to the provisions of this Act. the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.



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SOP OF DISCIPLINARY / ANTI RAGGING AND GRIEVANCE REDRESSAL COMMITTEE OF VIVEKANANDA MAHAVIDYALAYA, BURDWAN

The aims and objectives of Standard Operating Procedure (SOP) for Grievance and Redressal Committee, Vivekananda Mahavidyalaya, Burdwan is given below:

Purpose: To establish a fair and transparent process for addressing and resolving grievances and complaints in a timely and effective manner.

Scope: This SOP applies to all stakeholders, including students, teachers, and staffs (Permanent and Contract).

Committee Composition:

- **Chairperson:** Dr. Sibaprasad Rudra (Principal, Vivekananda Mahavidyalaya)
- **Joint Conveners:**
Dr. Barundev Roy, Associate Professor of Statistics
Dr. Ananta Gope, Associate Professor of Geography
- **Members:**
Dr. Madhumita Bhattacharya, Associate Professor of Political Science
Dr. Ranjit Kumar Pathak, Associate Professor of Chemistry
Dr. Kusal Chattopadhyay, Associate Professor of Political Science
Dr. Someswar Singha, Assistant Professor of Zoology
Prof. Sumita Mondal, Assistant Professor of Botany
Dr. Palash Mondal, Assistant Professor of Chemistry
Sri Prodip Hazra, Lab. Attendant, Botany
Sri Subhankar Kora, Lab. Attendant, Chemistry
Sri Ashoke Kumar Bag, Library Attendant
Sri Tamal Chandra Dey, Peon(Day Section)
Sri Gorachand Ghosh, Head Clerk (Day Section)
Sri Soumen Chakraborti, Head Clerk (Morning Section)
Sri Swapan Kumar Bhuimali, Clerk (Morning Section)
Sri Sanjit Bhattacharyya, Peon(Day Section)



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Procedure:

1. Receipt of Grievance: Joint Conveners receive grievances through email, online portal, or in-person by hand or through drop box. Acknowledgement of receipt would be done within 24hours.
2. Initial Review: Committee reviews the grievance to determine its validity and severity. Through initial inspection, the Committee will decide on the course of action (investigation, mediation, or dismissal).
3. Investigation:
Gather relevant information and evidence.
Conduct interviews with parties involved.
Prepare a report with findings and recommendations.
4. Mediation:
Facilitate a meeting between parties to resolve the issue amicably.
Ensure a mutually acceptable solution.
5. Resolution:
Implement the recommended solution.
Communicate the outcome to the complaint.
6. Follow-up:
Monitor the implementation of the resolution.
Ensure the grievance is fully addressed.
7. Documentation:
Maintain a record of all grievances, investigations, and resolutions.
Ensure confidentiality and data protection.
8. Reporting:
Submit quarterly reports to management or grievances received and resolved.
Identify trends and areas for improvement.



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Date :

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Timeline:

- Acknowledgement receipt: within 24 hours
- Initial review: 3 working days
- Investigation:10-15 working days
- Mediation:7-10 working days
- Resolution:10-14 working day
- Follow-up: Ongoing




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Adopted Resolutions:

Teachers' Council resolves the followings:

Date: 13.10.18

Resolutions: 1. Among four NSS units, two units had been closed by The University of Burdwan and in view of resignation of both the programme officer- Prof. Someswar Sing, Assitant Professor of Zoology and prof Vivekananda Majilla, Govt. approved PTTS gave resignation from the post of programme officer of NSS unit-I & unit-II, Prof. Bikash Haldar, Asst. Prof. of Political Science and Prof. Dibyajyoti Hazra, Assistant Professor of Sanskrit will act as programme officers of NSS unit-I & II respectively hence forth.

2. It is resolved to constituted a Committee against Memo No - 1199/Edn(es)dt.28.9.17 for sending proposal of creation of Teaching Post for different Departments as mention below.

a. Dr. Subankar Tripathi (Associate Prof.chemistry) - Jt.Convenor

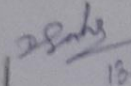
b. Sri Soumen Chakroborty (Head Clerk of morning office) - Jt.Convenor

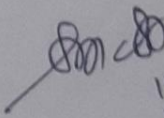
Academic Head of All Departments and Sri Gorachand Ghosh, Head Clerk of Day Office, are the members of the committee.

3. Discussion of increasing of amount of T.C. Fund will be held in the next meeting by giving an agenda.

4. For anti plagiarism software, Principal will approach to the University of Burdwan.

5. Dr Ananta Gope is being Included as a Jt. Convenor of Disciplinary/Anti-Ratsing & Grievance Reanersal Committee.


13.10.18
Secretary
Teacher's Council
Vivekananda Mahavidyalaya
Burdwan


13/10/18
Principal
Vivekananda Mahavidyalaya
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Members of various Sub-committee, (2019-2021), approved by the Governing Body of Vivekananda Mahavidyalaya, Burdwan.

DISCIPLINARY / ANTI RAGGING AND GRIEVANCE REDRESSAL COMMITTEE

1. Dr.Barundev Roy (**Jt. Convener**)
2. Dr. Ananta Gope (**Jt. Convener**)
3. Dr. Madhumita Bhattacharya
4. Dr. Kusal Chattopadhyay
5. Dr. Ranjit Kumar Pathak
6. Dr. Ahana Biswas
7. Dr. Dipwanita Saha(T.C.)
8. Sri Prodip Hazra
9. Sri Ashoke Kumar Bag
10. Sri Tamal Chandra Dey
11. Sri Gorachand Ghosh (Head Clerk Day)
12. Sri Soumen Chakraborti (Head Clerk Morning)
13. Sri Swapan Kumar Bhumali




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Members of various Sub-committee, (2021-2023), approved by the Governing Body of Vivekananda Mahavidyalaya, Burdwan.

DISCIPLINARY / ANTI RAGGING AND GRIEVANCE REDRESSAL COMMITTEE

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2. Dr. Ananta Gope (**Jt. Convener**)
3. Dr. Madhumita Bhattacharya
4. Dr. Ranjit Kumar Pathak
5. Dr. Kusal Chattopadhyay
6. Dr.Someswar Singha
7. Prof. Sumita Mondal
8. Dr. Palash Mondal (Secretary, T.C.)
9. Sri Prodip Hazra
10. Sri Subhankar Kora
11. Sri Ashoke Kumar Bag
12. Sri Tamal Chandra Dey
13. Sri Gorachand Ghosh (Head Clerk Day)
14. Sri Soumen Chakraborti (Head Clerk Morning)
15. Sri Swapan Kumar Bhaimali
16. Sri Sanjit Bhattacharya

INTERNAL COMPLAIN COMMITTEE

1. Dr. Pallabi Sil (Presiding Officer)
2. Dr. Ahana Biswas
3. Dr.Barundeb Roy
4. Dr. Biswajit Chakraborty
5. Dr. Madhumita Bhattacharya
6. Dr. Kusal Chattopadhyay
7. Dr. Palash Mondal (Secretary, T.C.)
8. Dr. Sadhan Mondal
9. Prof. Amit Kumar Ash (T.I.C. Morning)
10. Dr. Tanushree De
11. Smt. Sumita Sengupta
12. Smt. Sudipta Mandi
13. Sri Prodip Hazra




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GENERAL GRIEVANCES REPORT

| Sl. No. | Name of the students | Date of Application | Date of Meeting | Grievances |
|---------|--------------------------------------|---------------------|-----------------|---|
| 1 | RUPAM MALLICK | 07.11.2018 | | Need fire extinguisher in each floor of the buildings |
| 2 | STUDENTS OF THE DEPT. OF GEOGRAPHY | 14.12.2018 | | Need more computers in the department of Geography |
| 3 | SAYANDIP ROY | 05.01.2019 | 18.01.2019 | Need drinking water facilities in each floor of the library building |
| 4 | SUMIT ROY CHOUDHURY AND OTHERS | 31.01.2019 | | Need more sports items |
| 5 | ANTARA DAS AND OTHERS | 22.02.2019 | | Need proper maintenance of cleanliness for girls' bathrooms |
| 6 | NILAY GHOSH | 05.03.2019 | | Need separate bathroom for boys' pwd students |
| 7 | SOUMI GUPTA | 09.04.2019 | | Canteen cannot provide traditional veg food items regularly |
| 8 | STUDENTS OF 1 ST SEMESTER | 21.04.2019 | 25.04.2019 | Need complaint box in each department |
| 9 | RAJU SIDAI | 17.05.2019 | | Need first aid box in each department |
| 10 | JEET MUKHERJEE AND OTHERS | 20.05.2019 | | Need proper maintenance of two playgrounds |
| 11 | ARKA PRAVA GHOSH | 28.05.2019 | | Demand of more facilities of books in departmental library. |
| 12 | RAKESH GHOSH | 30.05.2019 | | Need a comfortable environment of reading room in the library |
| 13 | SUMIT RAYCHOUDHURY AND OTHERS | 05.06.2019 | 11.05.2019 | Want Bachelor of Physical Education Course in the College |
| 14 | RINKI MAJUMDAR | 06.07.2019 | | Can the college provide facilities of Zero balance account for the students in our Central Bank of India? |
| 16 | NIRMALYA KONER | 09.06.2019 | 02.08.2019 | Too much class load in the department of Geography |



Principal-In-Charge
Vivekananda Mahavidyalaya
Burdwan



Website : www.vmbdn.in
Email : vmprincipal2012@gmail.com, M : 7384634726
Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)
Fax No : 0342-2646916

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B

NAAC Re-Accredited (2nd cycle, B+ with PG in Chemistry)

No...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary

VIVEKANANDA MAHAVIDYALAYA, BURDWAN GENERAL GRIEVANCES REPORT

| Sl. No. | Name of the students | Date of Application | Date of Meeting | Grievances |
|---------|------------------------|---------------------|-----------------|---|
| 15 | AYAN KUNDU | 24.09.2019 | | Need proper maintenance of cleanliness for boys' bathrooms |
| 16 | FIRST SEMESTER STUDENT | 05.01.2022 | | Need separate sick room for girl students |
| 17 | ANKITA SINGHA | 29.01.2022 | | Need separate bathroom for girl PWD students |
| 18 | PRIYATAMA SARKAR | 8.02.2022 | 17.02.2022 | Need separate cycle stand for girl students |
| 19 | SURAJIT DAS AND OTHERS | 15.03.2022 | | Need more space and sports equipments for indoor games and sports |
| 20 | DEBIKA DUARI | 9.04.2022 | | Need proper repairing and maintenance of vending machines |
| 21 | SUJAN DAS | 18.05.2022 | | Two fans not functioning properly in Room No. M301 |
| 22 | SUJAN PANJA | 24.06.2022 | 13.07.2022 | Need maintenance of the roof of 3 rd floor in main building on Lab-II of Geography department and room PG304 |
| 23 | SURAJIT DAS AND OTHERS | 16.09.2022 | | Need maintenance of playgrounds from unwanted bushes |
| 24 | CHIRODEEP LAYEK | 10.01.2023 | 24.01.2023 | Need more job oriented training programmes like TCS and other private companies in the College. |



Principal-In-Charge
Vivekananda Mahavidyalaya
Burdwan

To
The principals,
Vivekananda Mahavidyalaya
Burdwan, 713103

Subject → Need fire extinguisher in each floor of the building
(bio-science building)

Respected Sir,

I am writing to formally request the installation of fire extinguisher on each floor of the building under your management. I am deeply concerned about the safety and well being of all the students and staff members. I believe that the installation of fire extinguisher is an essential step towards enhancing fire safety measures.

In light of the foregoing, I kindly request your prompt attention to this matter and ask your support in the installation of fire extinguishers on each floor of the building. Thank you for your attention this critical issue.

Sincerely,

Rupam Mallick

Date → 07/11/2018



To,
The Principal
Vivekananda Mahavidyalaya
Burdwan

Sub: Request for additional computers for
Computer Lab.

Respected Sir,
With due humble request we would like to inform you that we are the students of the Dept. of Geography (Hons.) of your undertaking Institute. It's our urge to you to arrange more computers for the smart room. The computers which we have are not sufficient for all students. It is inadequate to meet the needs of our growing student population. Increasing the number of computers will enhance the learning experience, promote efficiency, and prepare students for success in a digital world. We will be grateful to you if you kindly consider the matter and arrange some more computers for the department.

Date : 14.12.2018

Yours sincerely
Students of the
Dept. of Geography
Sem-V



To
The Librarian
Vivekananda Mahavidyalaya,
Burdwan.

Sub: - Apple for drinking water in the
Lib. Building.

Sir,

I am writing to you regarding the
problem of drinking water in the
Library building. The water supply
is not sufficient and the quality
is also not good. I request you
to take necessary steps to
improve the water supply in the
Library building.

5.1.2019

Chy
The Librarian



মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.

উপস্থিত সভ্যদের নাম

স্থান / Place

NOTICE

A meeting of the Disciplinary, Anti-ragging and Grievance Redressal Committee will be held on 18.01.2019 at 2.30 PM in Old Seminar Hall to discuss the following agenda:

- Demand of fire extinguisher in each floor of the buildings.
- Demand of more computers in the department of Geography.
- Need drinking water facilities in each floor of the library building.

All the members are requested to attend the meeting.

Joint Conveners

Disciplinary, Anti-ragging and Grievance Redressal Committee

Counter signed by Principal

Vivekananda Mahavidyalaya

Burdwan

Principal
Vivekananda Mahavidyalaya
Burdwan



RESOLUTIONS

It is decided in the meeting that the demand of fire extinguisher in each floor of the building is an authentic claim of the student and the demand would be placed to Principal as early as possible to settle the matter. Two hon'ble members of the Committee: Smt. Madhumita Bhattacharya and Dr. Ranjit Kumar Pathak are requested to inspect the matter of the demand of computers by the students of the department of geography in terms of the student computer ratio. Student availed the drinking water facilities in the ground floor and first floor of the Library building. The demand of drinking water facility in 2nd floor of the Library building will be placed to Principal.

Smt
18/01/2019

Dr. Ranjit
18/01/2019

Smt
18.01.19

Dr. Ranjit
18.1.2019

Madhumita Bhattacharya
18/01/2019



Kunal Chatterjee
18.01.2019

To
The Principal,
Vivekananda Mahavidyalay, Burdwan.

বিষয় - স্বাধীনতা সঙ্গীতের পরিষ্কার ও পরিচ্ছন্নতা।

স্বাধীনতা সঙ্গীত,

আমাদের বিদ্যালয়ে আমরা সীমিত পরিমাণে এই গান, গীতিকা
আমাদের মহাপরিচালকের দ্বারা। আমরা যে সময়ের গান গাই
এই গীত দিন গায় - অস্বাভাবিক ও অস্বাভাবিক গায়। এটি প্রত্যেক
প্রায় ব্যক্তিরই অস্বাভাবিক ও অস্বাভাবিক হয়। এটি গায় ব্যক্তি
এই গায় আমাদের সমস্ত গায় পরিষ্কার ও পরিচ্ছন্নতা
আমাদের গায় গায় গায়।

২২.০২.২০১৭

শ্রী

আমাদের সঙ্গীত পরিষ্কার ও পরিচ্ছন্নতা -

- ① Amtana Das.
- ② Pia Roy
- ③ Chayanika De
- ④ Nobanita Ghosh
- ⑤ Urmila Tudu
- ⑥ Soma Bapat
- ⑦ Nipa Mitra
- ⑧ Lakshmi Das
- ⑨ Madhumita Monelal
- ⑩ Sofia Pebnath
- 11) Tania Parvin



To
The Principal
Vivekananda Mahavidyalaya
Burdwan.

Sub: Need of Separate Bathroom for Boys PWD Students.

Sir,

With due respect & humble submission, I, on behalf of the students of Vivekananda Mahavidyalaya would like to request you to look into the matter that the boys PWD students need a separate bathroom inside the college campus. Currently the PWD male students face a lot of difficulty due to the unavailability of a bathroom specifically for them. So It will be beneficial for them to have a separate bathroom.

Under such circumstances, we would urge you to take necessary steps to solve this problem at the earliest.

Date:- 05.03.2019
Burdwan.

Yours faithfully,
Nilay Ghosh.



To,
The principal
Vivekananda Mahavidyalaya,

বিষয় :- ক্যান্টিনে নিরামিষ খাবারের অন্য আবেদন-

মহাশয়,

আমার সবিনয় নিবেদন এহঁ যে, আমি আপনার মহাশিল্পের ছাত্রী। আমি প্রতিদিন অনেক দূর থেকে আসি, নানা কারনের জন্য প্রতিদিন টিফিন আনা সম্ভব হয় না। এহঁ কারণে আমাদের মহাশিল্পের ক্যান্টিনে যদি নিরামিষ খাবারের ব্যবস্থা করা হয় তবে ধুও ভালো হত।

অতএব, বিনীত আবেদন এহঁ যে, ক্যান্টিনে নিরামিষ খাবারের ব্যবস্থা করা বারিতি বস্বতেন। আমার আবেদন মঞ্জুর করলে আমি আপনার কাছে বারিতি থাকব।

নিবেদক :-
আমি হুস্তা :-
09/04/2019



To
The Principal
VIVEKANANDA Mahavidyalaya
SPIPally, Bardhaman
West Bengal, 713103

Date: 21/04/2019

Sub: Complaint Box -রূপে জন্য আবেদনপত্র,

Sir, আমরা ভাষ্যস্বাক্ষরিত অসুবিধাগুলোর প্রথম বর্ষের
ছাত্রছাত্রী, আমরা আপনার নিকট একটি অসুবিধা উপস্থাপন করিতে চাই
এ, আমাদের অসুবিধাগুলোর অন্তর্ভুক্ত বিভিন্ন বিভাগগুলিতে কোনো
complaint box নেই, উক্ত কারণে আমরা ছাত্রছাত্রীরা নিজস্ব অসুবিধা
বা তথ্যের অনতিশ্রদ্ধা সঠিকভাবে আমাদের পছন্দমত অসুবিধাগুলোর
নিকট ফিলাইং করতে পারি না, অসুবিধা-ভাষ্যস্বাক্ষরিত আমাদের বিশেষ
অনুরোধে এই হল, আপনি মনোযোগ করিয়া যদি প্রতিটি বিভাগে ছাত্রছাত্রীকে
অসুবিধাগুলোর জন্য complaint box-রূপে যত্নসহ ব্যবস্থা নি-
তে পারেন আমরা আপনার নিকট কৃতজ্ঞ থাকিব।

শ্রীতি
বিশীল

প্রথম বর্ষের ছাত্রছাত্রী



NOTICE

A meeting of the Disciplinary, Anti-ragging and Grievance Redressal Committee will be held on 25.04.2019 at 2.30 PM in Old Seminar Hall to discuss the following agenda:

- i. Demand of more sports items.
- ii. Proper maintenance of cleanliness for girls' bathrooms.
- iii. Need separate bathroom for boys' PWD students.
- iv. Canteen cannot provide traditional veg food items regularly.
- v. Demand of complaint box in each department.

All the members are requested to attend the meeting.

16.04.2019
 Anant Gope 16/04/2019

Joint Conveners
Disciplinary, Anti-ragging and Grievance Redressal Committee

Counter signed by Principal
 Vivekananda Mahavidyalaya
 Burdwan
 Principal
 Vivekananda Mahavidyalaya
 Burdwan



Resolutions

The members present in the meeting agreed that few sports items would be purchased for the sake of student's interest. Principal would be informed regarding the daily cleanliness of girls' bathroom by the sweepers. Members present in the meeting unanimously agreed about the necessity of separate bathrooms for PWD students. The Committee members will apply a petition to the Principal for the construction of separate bathrooms for PWD boys and girls' student. Generally, the canteen authority is more interested in preparing modern food items. It is to be requested to supply at least one traditional veg food item on regular basis. Members agreed with their demand of separate complaint box in each department.

25.04.2019
 25.04.19

25/04/2019
 25.04.2019

25/04/2019

Kunal Chatteropadhyay
 25.04.2019

To,
The principal,
Vivekananda Mahavidyalaya
Burdwan - 713103

Sub: Need 'First Aid Box' in each
department.

Respected Sir,

I, Raju Sidai, the student
of Vivekananda Mahavidyalaya of English (Hons)
sem - II, would like to request you for the
need of first aid box in each department in
our college. As a student of your institution, I
have noticed the lack of easily accessible
medical supplies in case of emergencies. Having
a first aid box readily available can ensure
the safety and well-being of students and staff
in times of need.

I shall be highly obliged if you take
some prompt action to this matter.

Date - 17.05.19



Yours faithfully,
Raju Sidai

To
 The Principal
 Vivekananda Mahavidyalaya, Burdwan

বিষয় - শ্রীতন্ত্র প্রদান প্রস্তাব

মাননীয় মহাশয়,

আমরা আপনার মহাবিদ্যালয়ের অধুক্ত
 বিভাগের ছাত্রছাত্রী, আমাদের মহাবিদ্যালয়ে নানা
 শ্রীতন্ত্র প্রদান আদ্য, যেমন আমরা বিজ্ঞানী ও
 সচিবপাঠে মোট করে বৈশেষিক ছাত্রছাত্রীরা মিলে
 বিভিন্ন যেমন অস্ত্রসম্বন্ধ করে, নানা নারী-চর্চা-সম্বন্ধ
 প্রেক্ষিত (ক্রীড়া, খুঁটিল, লে-লে, দৌড় ইত্যাদি)-র
 ক্ষমতা বৃদ্ধি পাচ্ছে। কিন্তু শ্রীতন্ত্রের অপরিচিন্তা আমরা
 আমরা দুর্ভাগ্যে শ্রীতন্ত্র অস্ত্র নিজে অনুষ্ঠান
 করছি।

আমি আপনার- আদ্য আমরা বিশিষ্ট বিবেচনা
 যদি শ্রীতন্ত্রের পরিচালনা-কারিত্বের ক্ষমতা প্রেক্ষিত
 উপস্থাপী করে দেন আমরা কৃতজ্ঞ হব।

Date: 20.05.2019

ইতি আপনার অস্ত্র ছাত্রছাত্রী



- ① Jeet Mukherjee
- ② ~~Jeet Mukherjee~~ Ipsita Mishra
- ③ Ritika Bhoomik
- ④ Abhijit Sankar.
- ⑤ sanjit muemu.
- ⑥ Lakhmi Das
- ⑦ Usmita Tubdu
- ⑧ Mou Ghosh
- ⑨ Priyotosh karmakar

To,
The Grievance Redressal Cell
Vivekananda Mahavidyalaya
Burdwan

Sub:- Application for more facilities of books in
Departmental library of chemistry.

Dear sir,

I, Anka Prava Ghosh, a student of Dept.
of chemistry, Vivekananda Mahavidyalaya, Burdwan,
beg to state that the number of books in our
departmental library is not sufficient.

I hereby request you to arrange more
facilities of books in our departmental library,

Thanking you sir,

yours obediently,

Anka Prava Ghosh

Rd no. - 2, 3rd year
Hons. in chemistry

Date - 28.05.19



To
The Librarian
Vivekananda Mahavidyalaya, Buxidolan.

Sub:- Sought for comfortable environment
in the Reading Room

Sir,

I, Rakesh Gehash, a student of the Department
of Mass Communication for the session 2022-23
facing the problem in time of studying in the
Reading Room of the Central Library.

Please do needful for the betterment
of the Reading Room and oblige.

Thanking you,

Date:- 30.5.2019

With Regards

Rakesh Gehash

Sem - V

Roll - 662



To
The Principal
Virekamananda Mahavidyalaya, Burdwan.

Date - 05-06-2019

[Subj: - Starting of Bachelor of Physical Education Course.]

সহকারী =
আমাদের = নগদ আমাদে = প্রকল্প আমাদে
আমাদের = নগদ আমাদে Physical Education Course
এর জন্য আমরা জন-দায়িত্ব = প্রত্যেক বছর =
আমাদের = জন আমাদে নিযুক্ত = আমাদে = নগদ
বিষয়টি যা আমরা = করাই = সেই আমাদে =
করাতে পার = হই।

এতদ্বারা সহকারী = আমাদে =
সঙ্গে আমাদে = বিদিত = আমাদে Physical
Education Course = হই = কৃত = আমাদে =
সঙ্গে আমাদে = বিদিত = আমাদে =



বিদিত =

1. Sumit Roychoudhury
2. Suprovit Mondal
3. Smriti
4. Souvik Patra

To,
The Principal,
Vivekananda Mahavidyalaya,

Sub: Central Bank of India - 00
Zero balance account 2150-
হোলা মাঝ তার আবেদন।

স্বাক্ষর,
আমার বিশিষ্ট নিবেদন এই যে, আমি বিবেকানন্দ
মহাবিদ্যালয়ে শিক্ষার্থী, Scholarship - এর আবেদন
করার জন্য আমার একটি zero balance account
এর প্রয়োজনে, Central Bank of India - 00
মাতে এই Account হোলা মাঝ তার সুবলোবধ
করিলে আমি উন্নয়ন হবে।

অতএব, স্বাক্ষর আমার এই নিবেদন
স্বাক্ষর করিয়া আমাকে বাবিত করিলে।

নিবেদক,
স্বাক্ষর স্বাক্ষর
06. 07. 2019



To,
The Principal
Vivekananda Mahavidyalaya
Purba Bardwan.

Sub: অধিকৃত ক্লাসের লেড কন্ডাক্টর তথ্য আবেদনপত্র।

মহাশয়,

আপনার নির্ণয় আমায় তিনটি আবেদন অর্থাৎ,
আমি. Nimalya Koner, আপনার কলেজের
ডুপ্লোন বিভাগের অধ্যক্ষ। আমাদের
বিভাগের ক্লাসরুমের অধ্যক্ষী পূর্বের দিন আমরা
অধিকৃত ক্লাস করতে পারি নই। (1000-318, POC-
1000-200)। তখন আমরা অধ্যক্ষী নানান
সমস্যার সম্মুখীন হই।

সুতরাং, এই বিষয়ে হাইস্কুলের কলেজ সন্দ্বন্ধে এই দিনটিতে
ক্লাসের ক্ষমতা কম করার ব্যবস্থা করিলে আমি আপনার
অতি কৃতজ্ঞ হইব।

ইতি
Nimalya Koner
(09/06/2019)



NOTICE

A meeting of the Disciplinary, Anti-ragging and Grievance Redressal Committee will be held on 11.05.2019 at 3.30 PM in Teachers' Staff Room to discuss the following agenda:

- i. Demand of first aid box in each department.
- ii. Proper maintenance of two playgrounds.
- iii. Demand of more facilities of books in departmental library.
- iv. Need a comfortable environment of reading room in the library.
- v. Want Bachelor of Physical Education Course in the College.

All the members are requested to attend the meeting.

Banurdeb Ray 01.05.19

Joint Conveners *Ananta Gope* 01/05/2019
Disciplinary, Anti-ragging and Grievance Redressal Committee

[Signature]
Counter signed by Principal
Vivekananda Mahavidyalaya
Burdwan
Principal
Vivekananda Mahavidyalaya
Burdwan



RESOLUTIONS

In the meeting, present members unanimously resolved-----

- i. that first aid box should be kept in each department because it is useful in times of danger.
- ii. that the playgrounds should be well maintained.
- iii. that the demand of books in departmental library should be increased, as number of student has increased.
- iv. that the demand of comfortable environment of reading room in the library is the right demand of the student.
- v. that the new courses like Bachelor of Physical Education needs to be opened in the College.

Joint Conveners are requested to place all those matters to our Principal Sir as early as possible.

[Signature]
11.05.2019



[Signature] 11/05/2019
[Signature] 11/05/2019
[Signature] 11/05/2019
[Signature] 11/05/2019
[Signature] 11/05/2019
[Signature] 11/05/2019

NOTICE

A meeting of the Disciplinary, Anti-ragging and Grievance Redressal Committee will be held on 02.08.2019 at 3.30 PM in Teachers' Staff Room to discuss the following agenda:

- i. Can the college provide facilities of Zero balance account for the students in our Central Bank of India?
- ii. Too much class load in the department of Geography.

All the members are requested to attend the meeting.

Banwinder Ray
02.08.19

Joint Conveners *Vrants Gope*
02/08/2019

Disciplinary, Anti-ragging and Grievance Redressal Committee



[Signature]
Counter signed by Principal
Vivekananda Mahavidyalaya
Burdwan
Principal
Vivekananda Mahavidyalaya
Burdwan

RESOLUTIONS

Principal Sir of our College is to be informed whether it is possible or not to provide facilities of Zero balance account for the students in our Central Bank of India. HOD of geography is to be requested to look into the matter.

Gops
2/08/2019

M...
2.08.19

[Signature]
2.8.2019

[Signature]
02.08.2019

[Signature]
02.08.2019

Madhumita Bhattacharya
02/08/2019



TO

The principle,

Vivekananda Mahavidyalaya.

Bundwanj, 713103

SUB: Need proper maintenance of cleanliness
for boy's bathroom

Sir, It is a kind request to seek your attention to our college's boy's bathroom, our toilets are very dirty and untidy. Taps are leaking sometimes and taps are not working properly. Maintaining a hygienic environment is crucial for the well being and comfort of all boys. Bathrooms aren't cleaned regularly and have no provision of necessary resources.

I trust that you will give this matter the attention it deserves and take proper actions.

Sincerely,

Ayan Kundu

24.09.2019



ଆମନୀୟ - ଶ୍ରେଣୀ ଅଧ୍ୟକ୍ଷ,
 ବିଜ୍ଞାନମୟ - ଅଧ୍ୟାପକ,
 ଗୋପୀନୀଧର - ବିଜ୍ଞାନମୟ - ଅଧ୍ୟାପକ,
 ଧର୍ମ ଚର୍ଚ୍ଚାଳକ

ଫିନ୍ ନଂ - 713103

ତାରିଖ - 5/1/2022

ବିଷୟ :- ଶ୍ରେଣୀରେ - ଧାର୍ଯ୍ୟତା - ଆବିଷ୍କରଣ - ଶ୍ରେଣୀରେ
 ଶ୍ରେଣୀ - ଶ୍ରେଣୀ - ଶ୍ରେଣୀ - ଶ୍ରେଣୀ - ଶ୍ରେଣୀ

ଆମନୀୟ - ଶ୍ରେଣୀ ଅଧ୍ୟକ୍ଷ

ଅଧ୍ୟକ୍ଷ - ବିଜ୍ଞାନ - ବିଜ୍ଞାନ - ବିଜ୍ଞାନ - ବିଜ୍ଞାନ - ବିଜ୍ଞାନ
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 ବିଜ୍ଞାନ -
 ବିଜ୍ଞାନ -
 ବିଜ୍ଞାନ -
 ବିଜ୍ଞାନ -

To
The principal
Vivekananda Mahavidyalaya
Purba Bardhaman

তারিখ - 08/02/2022

বিষয় - স্নেহেচ্ছঃ স্বকীর্ট আইকোল স্টাডেং জন্ম শুভেচ্ছবি

স্বাভাৱ স্মাৰ,

স্বাগমৰ সন্মানে স্মাৰ, উন্নতি উন্নয়নকে জাগো
চাই মে উন্নয়ন স্মাৰ নিয়ন্ত্ৰণ সন্মানে, উন্নতি নিয়ন্ত্ৰণ
স্নেহেচ্ছঃ স্মাৰ স্বকীর্ট আইকোল স্টাডেং জন্ম শুভেচ্ছবি

স্নেহেচ্ছঃ স্মাৰ স্বকীর্ট আইকোল স্টাডেং জন্ম শুভেচ্ছবি
স্বকীর্ট আইকোল স্টাডেং স্মাৰ স্বকীর্ট আইকোল স্টাডেং
স্বকীর্ট আইকোল স্টাডেং স্মাৰ স্বকীর্ট আইকোল স্টাডেং
স্বকীর্ট আইকোল স্টাডেং স্মাৰ স্বকীর্ট আইকোল স্টাডেং

স্নেহেচ্ছঃ স্মাৰ স্বকীর্ট আইকোল স্টাডেং জন্ম শুভেচ্ছবি
স্বকীর্ট আইকোল স্টাডেং স্মাৰ স্বকীর্ট আইকোল স্টাডেং

স্বকীর্ট আইকোল স্টাডেং
স্নেহেচ্ছঃ স্মাৰ স্বকীর্ট আইকোল স্টাডেং



NOTICE

A meeting of the Disciplinary, Anti-ragging and Grievance Redressal Committee will be held on 17.02.2022 at 2 PM in Old Seminar Hall to discuss the following agenda:

- i. Proper maintenance of cleanliness for boys' bathrooms.
- ii. Separate sick room for girl students.
- iii. Separate bathroom for girl PWD students.
- iv. Separate cycle stand for girl students.

All the members are requested to attend the meeting.

M. S. Gope
11/02/22
Ananta Gope 11/02/2022
Joint Conveners

Disciplinary, Anti-ragging and Grievance Redressal Committee

S. S. S. S.
Counter signed by Principal
Vivekananda Mahavidyalaya
Burdwan



RESOLUTIONS

In the meeting it is unanimously resolved that Principal is to be informed to look into the matter so that the sweepers sweep all the bathrooms regularly and keep those bathrooms clean. Every member thinks that it is an urgent necessity to arrange separate sick room for girls' student. Furthermore, it is absolutely necessary for the construction of separate bathrooms for the PWD student of boys and girls in the campus. Girl students have already a separate cycle stand. As the space of cycle stand is small, it has to be enlarged elsewhere. Present members unanimously requested Joint conveners of Disciplinary, Anti-ragging and Grievance Redressal Committee to convey the matter to Principal as early as possible.

Kunal Chatterjee
17.02.2022

Gope
17/02/2022

S. S. S. S.
17/02/2022



To, The Principal
Vivekananda Mahavidyalaya, Burdwan

Date-15-03-2022

[Sub:- Indoor game এর জন্য ক্রিয়া আনুষ্ঠান
আবেদন পত্র]

স্বাক্ষর: আপনার কাছে আমাদের বিদিত আবেদন
এবং এর Indoor game খেলার জন্য এর
আনুষ্ঠান প্রয়োজন।

নিম্নে তা উল্লেখ করা হলঃ-

১। Carrom Board

২। Table Tennis

৩। Chess

৪। Ludo

অতএব, স্বাক্ষর উপরি উক্ত খেলার আনুষ্ঠান
মুন্সিফ ক্রীড়া করে দিলে আমরা আপনার
কক্ষে চিঠি কৃতজ্ঞ থাকব।

স্বাক্ষর

1. ~~Pr~~ Surajit Das
2. Tanagata Bose
3. Sowmy Dey
4. Subhojit Das



To,
The Principal,
Vivekananda Mahavidyalaya
Sripally, Purba Bardhaman

70 Sub. ⇒ need proper repairing and
maintainance of vending machine.

Respected Sir,

with due respect I beg to state
you that I, Debika Duari, Sem-I, student
of English (Hons.), requesting you to need
proper repairing and maintainance of
vending machine. I have noticed that
the vending machine has been consistently
malfunctioning and in need of proper
maintainance.

I shall be highly obliged
if you could provide an update on the
steps being taken to address this issue
and ensure that the vending machine is
in good working condition going forward.

Date - 09.04.2022

yours faithfully

Debika Duari



প্রতি,
মাননীয় অধ্যক্ষ মহাশয় সশ্রীসেখু
বিলকমল মহাবিদ্যালয়
শ্রীনগী, বরগাও।

বিষয়: M-301 স্নাতকস্বত্বের দুটি নামমা অচল অবস্থায়
রুমেছে, তার হেরামতির মত আবেদন পত্র

সকিনয় নিবেদন

মহাশয়, আপনার নিকটে আমার বিনিত আবেদন
এই যে, আমি সুজন দাস আপনার মহাবিদ্যালয়ের বাংলা
সাম্প্রতিক বিভাগের ছাত্র। আমার বর্তমান বৃত্তিক সংখ্যা হল-৩৬০।
আমাদের M-301 নং স্নেহী বন্ধের দুটি নামমা অচল অবস্থায় রুমেছে,
প্রচলিত আদলের হাত থেকে পাঁচটে শুই দুটি নামমা হেরামতির প্রয়োজন।
দুটিনামমা হেরামতি করিয়ে দিলে ভালো হয়।

ওতদ্বারা মহাশয় আপনার কাছে আমার একমুদ্রিত অনুরোধ
M-301 নং স্নেহী বন্ধের নামমা দুটি সারানোর ব্যবস্থা দি গ্রহন করে
আমাকে বাধিত করবেন। এরমত আপনার প্রতি কৃতজ্ঞতা প্রকাশ্যে।

বিনিত

তারিখ - ২৫.০৫.২০২২

সুজন দাস
দ্বিতীয় - সেমিস্টার, বাংলা
সাম্প্রতিক



To The Principal
Vivekananda Mahavidyalaya
Burdwan

Subject: পুঁথি ভাঙার-তৃতীয়-কেন-মেরামতের-কেন-
আবেদন-স্মৃতি

মাননীয় মহাশয়,

আমরা আপনার মহাবিদ্যালয়ের-কেন্দ্র-
বিভাগের-কেন্দ্র-কর্তৃপক্ষ, আপনার-চলক-আমাদের-সম্মুখ-
নিবেদন-এই-যে-আমাদের-কেন্দ্র-বিভাগের-তৃতীয়-
ভাগের-কেন্দ্র-কর্তৃপক্ষ-বর্তমান-সাম্প্রতিক-ধরনের-
আমনি-যদি-এই-কেন্দ্র-মেরামতের-কাজ-করেন,-আমরা-
আপনার-চলক-কৃতজ্ঞ-হবো।

তারিখ → 24/06/2022

আপনার-স্বাক্ষর,
কেন্দ্র-বিভাগের-কেন্দ্র-কর্তৃপক্ষ
1) Sujam Panjar
2) Nirepam Gayen



NOTICE

A meeting of the Disciplinary, Anti-ragging and Grievance Redressal Committee will be held on 13.07.2022 at 3PM in Teachers' Staff Room to discuss the following agenda:

- i. Demand of more space and sports equipments for indoor games and sports
- ii. Proper repairing and maintenance of vending machines.
- iii. Two fans not functioning properly in Room No. M301
- iv. Need maintenance of the roof of 3rd floor in main building on Lab-II of Geography department and room PG304

All the members are requested to attend the meeting.

Ananta Gope 8.7.22
Ananta Gope 08/07/2022
Joint Conveners



Disciplinary, Anti-ragging and Grievance Redressal Committee

[Signature]
Counter signed by Principal
Vivekananda Mahavidyalaya
Burdwan
Principal

Resolutions

Members present in the meeting resolved that they (Joint Conveners) will inform the matter to the Principal of our College that without the construction of new building it is impossible to increase the space for indoor games. Principal will be requested to employ vending machine mechanic, electric mechanic and masons for repairing the above.

[Signature]
12.07.22

[Signature]
13/07/2022



[Signature]
12/7/2022

[Signature]
13.07.2022
Madhusmita Bhattacharya
13/07/2022

Date-16-09-2022

To,
The Principal
Vivekananda Mahavidyalaya, Burdwan

Subj: [যেলাইলার স্মার্ত পরিষ্কার পরিচ্ছন্ন করার জন্য
আবেদন,]

স্বাক্ষর, আপনার কান্ডে আম্মাংকং ক্রান্তি আনন্দ
আম্মা কলেজের স্মার্তে যেলাইলা করি
কিন্তু যেলাইলার স্মার্তে যেলাইলার স্মার্তে পরিষ্কার
নেই, স্মার্তে আ ক্রান্তি প্রয়োজন আছে.

অতএব, স্বাক্ষর উপরি পক্ষ-কিয়মতি-বিবেচনা করা
দেখে যেলাইলার স্মার্তে পরিষ্কার পরিচ্ছন্ন করে
দিয়ে আপনার কান্ডে আম্মা চিরন্তন
থাকব.



স্বাক্ষর

1. Sahajit Das
2. Tanugata Bose
3. Soumya Dey
4. Sabhojit Das

To,
The Grievance Redressal cell.
Vivekananda Mahavidyalaya.

Sub: Need more job oriented training programmes like
TES and other private-companies.

Respected Sir,

I am a student of BSc, 3rd year, Chemistry honours
in Vivekananda Mahavidyalaya. I am writing to address a
crucial concern regarding the need for more job-oriented training
programmes within our esteemed institution, Vivekananda Maha-
vidyalaya. I believe that incorporating such programmes is vital
for our academic and career development. In recent years, private
companies like TES and others have set remarkable examples by
offering job-oriented ^{training} programmes.

Therefore, I kindly request to you to take proactive
measures in addressing this issue. I appreciate ~~also~~ your attention
to this matter and look forward to seeing positive changes that
benefit us. Thank you for your time and consideration.

Date: 10/01/2023.

Yours sincerely,
Chirodeep Layek,
Sem V, Hon. in Chemistry



/ No.

~~Agenda~~ / Resolution Adopted

A meeting of the Disciplinary, Anti-ragging and Grievance Redressal Committee will be held on 24/01/2023 at 3.45 PM in Teachers' Staff room to discuss the following agenda:

- i. Maintenance of playgrounds from unwanted bushes.
- ii. Need more job oriented training programmes like TCS and other private companies in the college.

All the members are requested to attend the meeting.

Samudra Ray 24.01.23

Ananti Gore 24/01/2023

Joint conveners

Disciplinary, Anti-ragging and Grievance Redressal Committee

Counter Signed by Principal
Vivekananda Mahavidyalaya

Principal
Vivekananda Mahavidyalaya



Resolutions

Two playgrounds of our institution: one in Balidanga mouza and another in Jagatberh mouza are cleaned twice in a year. In spite of that bushes and shrubs have grown here and there which hinders smooth playing in the field. Therefore to make clean of the field Principal Sir is to be informed. Each year Career Counseling and Students Welfare Committee organized various job oriented programmes and seminars in our College. Members of the committee unanimously resolved that both the Joint Conveners will request to the Joint Conveners of Career Counseling and Student Welfare Committee to organize more job oriented workshops, seminars and programmes in the College.

24.01.23
Kusat Choudhary
24.01.2023

24/01/2023

24.01.23

24/01/2023



Website : www.vmbdn.in
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Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)
Fax No : 0342-2646916

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B

NAAC Re-Accredited (2nd cycle, B+ with PG in Chemistry)

No...../V.M.

Date:

From : Principal / Teacher-in-Charge & Secretary

INTERNAL COMPLAINT CELL

VIVEKANANDA MAHAVIDYALAYA, BURDWAN

Internal Complaint Cell (ICC) of Vivekananda Mahavidyalaya, Burdwan, was formed in 2018 in accordance with UGC Notification (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher-education institutions Regulations, 2015).

OBJECTIVES of the ICC :

1. To ensure the college campus free from all kinds of gender inequality;
2. To ensure gender equality of women in relation to work;
3. To ensure safe working environment to women at the Institution;
4. To ensure protection, safety and security of women workforce;
5. To curb the possibility of any kind of sexual harassment and abuse;
6. To ensure Zero tolerance policy in matter of sexual harassment and abuse;
7. To create an environment in the college where a student, especially the girl student is safe and free to express.



Principal-In-Charge
Vivekananda Mahavidyalaya
Burdwan



Website : www.vmbdn.in
Email : vmprincipal2012@gmail.com, M : 7384634726
Phone No : 0342-2541208 (Day Office), 2541521 (Morning Office)
Fax No : 0342-2646916

VIVEKANANDA MAHAVIDYALAYA, BURDWAN
(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B
NAAC Re-Accredited (2nd cycle, B+ with PG in Chemistry)

No...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary

Existing Members of Internal Complaint Cell

| Sl.no. | Name of the Members | Designation | Post |
|--------|--------------------------|---------------------|-------------------|
| 1. | Dr. PallabiSil | Associate Professor | Presiding Officer |
| 2. | Dr. BarundebRoy | Associate Professor | Member |
| 3. | Dr. KusalChattayapadhyay | Associate Professor | Member |
| 4. | Prof. M.Bhattacharyya | Associate Professor | Member |
| 5. | Dr. Ahana Biswas | Associate Professor | Member |
| 6. | Dr. ChaitaliMondal | Assistant Professor | Member |
| 7. | Dr. SadhanMondal | Assistant Professor | Member |
| 8. | Dr.BiswajitChakrabarty | Associate Professor | Member |
| 9. | Sumita Sengupta | Librarian | Member |
| 10. | Pradip Hazra | Non-teaching Staff | Member |
| 11. | SudiptaMandi | Non-teaching Staff | Member |
| 12. | Purba Das | Student(Sem-II) | Member |
| 13. | Nirupam Gayen | Student (Sem-IV) | Member |
| 14. | Burdwan Foodies Club | NGO | External |
| | Member | | |



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Date:

From : Principal / Teacher-in-Charge & Secretary

STANDARD OPERATING PROCESS OF ICC

STEP- 1 Receiving complaint within 3 working days of the incident.

- a) Verbal or written or on-line complaint to ICC members;
- b) Acknowledgement receipt is given to the complainant.

STEP – 2 Initial review within 3 working days.

- a) The ICC reviews the complaint;
- b) Decides on interim measures; (if needed)

STEP – 3 Formal investigation (within 30 working days)

- a) Committee members conduct investigation;
- b) Interrogate complainant, respondent and witnesses;
- c) Collects evidences;
- d) Maintains confidentiality.

STEP – 4 Interim measures (As needed)

- a) Ensures no retaliation.

STEP – 5 Findings and recommendations

- a) Committee submits reports to the Principal.
- b) Recommendations for actions. (if needed)



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No...../V.M.

Date:

From : Principal / Teacher-in-Charge & Secretary

STEP- 6 Resolution and Follow-up

- a) College authority implements recommendations (if needed);
- b) Complainant is informed of the outcome;
- c) Monitoring and review.

STEP – 7 Additional guidelines which are followed:

- a) Maintains confidentiality throughout;
- b) Documents of all proceedings, evidences and findings are kept;
- c) Regular meeting of ICC members;
- d) Awareness programmes for Students;
- e) Review and revision of SOP in every year.



[Signature]
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No...../V.M.

Date:

From : Principal / Teacher-in-Charge & Secretary

REPORT FROM PRESIDING OFFICER

In accordance with the Govt. of India Gazette notification Part-II, Section-1, No.18, "The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013" Part-II, Section-4 of All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institute) Regulation, 2016, The Internal Complaint Cell (ICC) has been reconstituted in Vivekananda Mahavidyalaya, Burdwan in the session 2018-2019.



[Signature]
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Vivekananda Mahavidyalaya
Burdwan



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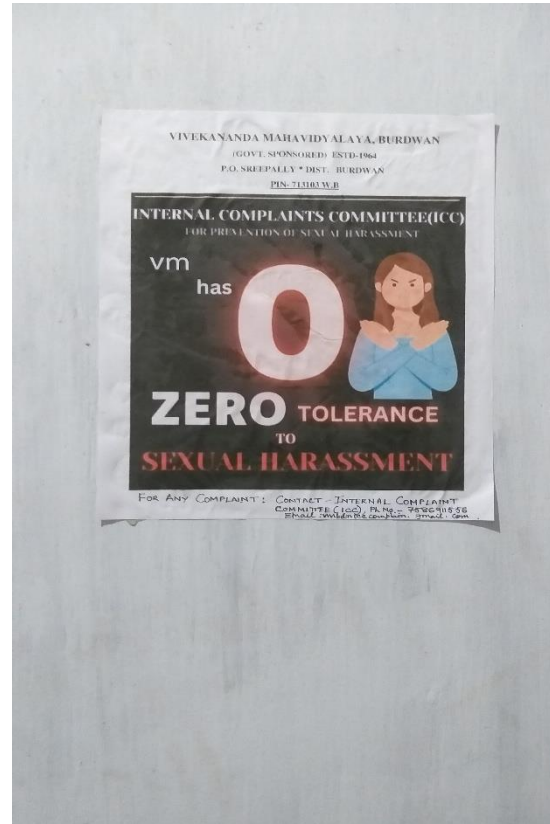
VIVEKANANDA MAHAVIDYALAYA, BURDWAN
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 NAAC Re-Accredited (2nd cycle, B+ with PG in Chemistry)

No...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary



[Signature]
 Principal-In-Charge
 Vivekananda Mahavidyalaya
 Burdwan



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No...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary

Feel free to contact with ICC in case of any physical and mental harassment in the College premises.

Contact no. 7586930555/ 9475884592

E-mail to ICC- icc.vm.bdn@gmail.com



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No...../V.M.

Date:

From : Principal / Teacher-in-Charge & Secretary

Some glimpses of activities accomplished by ICC

**VIVEKANANDA
MAHAVIDYALAYA,
BURDWAN**
(GOVT. SPONSORED) ESTD-
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**P.O. SREEPALLY *
DIST. BURDWAN**

**INTERNAL COMPLAINT COMMITTEE (ICC)
FOR PREVENTION OF SEXUAL HARASSMENT**



PIN- 713103 W.B



Principal-In-Charge
Vivekananda Mahavidyalaya
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No...../V.M.

Date:

From : Principal / Teacher-in-Charge & Secretary

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VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) ESTD-1964

P.O. SREEPALLY * DIST. BURDWAN

PIN- 713103 W.B

INTERNAL COMPLAINTS COMMITTEE(ICC)
FOR PREVENTION OF SEXUAL HARASSMENT

TCSC
has **0**




ZERO TOLERANCE
TO
SEXUAL HARASSMENT

Report any unacceptable behaviour to ICC by
filing a complaint on www.tesc.edu.in
OR
Email us at tesciccomplaints@gmail.com



INTERNAL COMPLAINT COMMITTEE(ICC)
FOR PREVENTION OF SEXUAL HARASSMENT

STAND AGAINST
SEXUAL
HARASSMENT



Principal-In-Charge
Vivekananda Mahavidyalaya
Burdwan



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No...../V.M.

Date:

From : Principal / Teacher-in-Charge & Secretary

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PIN- 713103 W.B

INTERNAL COMPLAINT COMMITTEE(ICC)

FOR PREVENTION OF SEXUAL HARASSMENT



**ZERO TOLERANCE FOR
SEXUAL HARASSMENT**



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No...../V.M.

Date :

From : Principal / Teacher-in-Charge & Secretary



Principal-In-Charge
Vivekananda Mahavidyalaya
Burdwan

INTERNAL COMPLAINTS CELL/COMMITTEE

Internal Complaints Committee (ICC) of Burdwan Vivekananda Mahavidyalaya, was formed in 2018 in accordance with UGC Notification (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher-educational institutions Regulations, 2015).

Objectives of the ICC :

Ans

1. To ensure the campus free from all kinds of gender inequality.
2. To ensure gender equality of women in relation to work.
3. To ensure safe working environment to women at the Institution.
4. To ensure protection, safety and security of women workforce.
5. To curb the possibility of any kind of sexual harassment and abuse.

Ans



6. To ensure zero tolerance policy in the matter of sexual harassment and abuse;

7. To create a such an environment within the college where each and every student feel herself / himself safe from any type of mental and physical harassment.



INTERNAL COMPLAINT COMMITTEE (I.C.C.)

ANNUAL REPORT - 2018 - 2019 (01.04.2018 - 31.03.2019)

Report by: The Presiding Officer: Dr. Pallabi Sil

In accordance with the Govt. of India Gazette notification Part-II, Section-1, No. 18, "The Sexual Harassment of Women at Work place [Prevention, Prohibition and Redressal] Act, 2013" and Part-II, Section 4 of All India Council for Technical Education [Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutes] Regulation, 2016, the Internal Complaints Committee (I.C.C.) has been reconstituted in Vivekananda Mahavidyalaya, Burdwan in the session 2018-19.

The stakeholders of the current Committee are as follows: -

1. Dr. Pallabi Sil, Associate Professor (Presiding Officer)
2. Dr. Abana Biswas " " (Member)
3. Dr. Barundeb Roy " " " " " "
4. Dr. Biswajit Chakraborty " " " " " "
5. Dr. Madhumita Bhattacharya " " " " " "



6. Dr. Kusal Chattopadhyaya, Associate Professor (Member)
7. Dr. Chaitali Mondal, Assistant Professor (u)
8. Dr. Sadhan Mondal, Assistant Professor (u)
9. Prof. Anil Kumar Ash, Assistant Professor (u)
10. Dr. Tanushree De, Assistant Professor (Member)
11. Smt. Sumita Sengupta, ~~Assistant~~ Librarian (u)
12. Smt. Sudipta Mandi, Non-teaching staff (u)
13. Sri Pradip Hazra, Non-teaching Staff (u)
14. Burdwan Foodies Club, NGO, (External Member)

I. Issues / Cases :

One complaint was lodged on 20th January 2019. A meeting of ICC was called on 1st February, 2019 and it was solved.

- Strict warning was given to the student involved followed by a counselling session.

- A detailed report was submitted to the competent authority.

- There are NO PENDING CASES at present.

Dr. S. S.





To
The Principal,
Vivekananda Mahavidyalaya,
Burdwan.

Sir,

It is to inform you that my roommate,
namely Sriparna Das and her two friends have
abused me verbally on my body shape.
It is very insulting for me.

Please, take necessary steps
against them so that they stop such
nuisance.

Thanking you,

Dated Burdwan
20.01.2019

Yours faithfully
Rinki Hazum
1st Sem
Geo Hous.

[Handwritten signature]



On the basis of the complaint letter
of the student, a meeting of I.C.C. was held
on 30.01.2019

NOTICE (No. 1)

It is being notified that a meeting of ICC, Vivekananda Mahavidyalaya, will be held on 30.01.19
to discuss the following agenda:

1. To discuss on a complaint letter, given by a student.
2. Miscellaneous.

All the ICC Members are hereby requested to be present in the meeting positively at 3.30 pm. at
Principal's chamber.

Regards

Pallabi Sil
(Dr. Pallabi Sil)^{24.01.19}

Presiding Officer of ICC

Vivekanand Mahavidyalaya, Burdwan



INTERNAL COMPLAINT COMMITTEE (ICC)

ANNUAL REPORT - 2019-2020 [01.07.2019
- 31.06.2020]

A meeting of ICC was called on 03.07.2019 to discuss about the agenda for the session of 2019-2020. & This Different activities for sensitizing the students against sexual harassment will be decided in this meeting.

NOTICE (No. 1)

It is being notified that the meeting of ICC, Vivekananda Mahavidyalaya, will be held on 05.07.19 to discuss the following agenda:

1. To decide over the plans and programmes for the next academic session, i.e. 2019-2020
2. Miscellaneous.

All the ICC members are hereby requested to be present in the meeting positively at 3.30 pm. At Principal's Chamber.



[Handwritten signature]

Regards

Pallabi Sil
(Dr. Pallabi Sil) 25.04.19

Presiding Officer of ICC

Vivekananda Mahavidyalaya,

Burdwan

Resolutions: - 1 / 2019 - 2020

Following resolutions were taken in the meeting:

1. Banners / posters will be displayed at conspicuous places.
2. Contact details of ICC members will be displayed.
3. Corresponding documents will be uploaded on Institute website.

Signature of the members:

1. P. Sil 03.05.2019

2. B. D. Roy

3. M. Bhattacharyya

4. B. Chakrabarty

5. CM

6. A. Biswas

7. J. D.

8. Sudipta Mondal

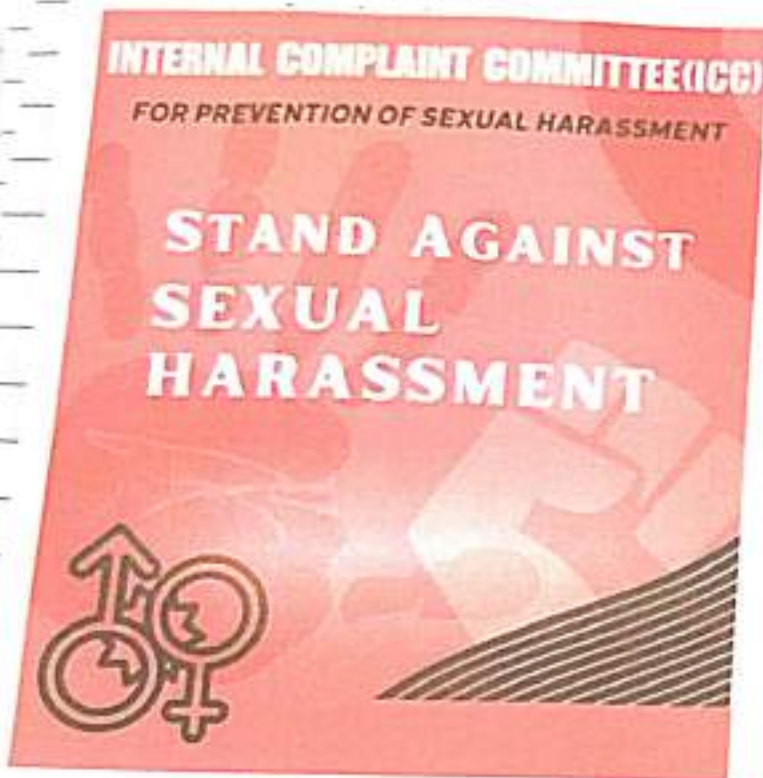




ACTIVITIES PERFORMED

1. Banners and posters have been displayed at different places of the College like outside the class rooms, laboratories, Stairs, library etc. as follows:

VIVEKANANDA MAHAVIDYALAYA, BURDWAN
(GOVT. SPONSORED) ESTD-1964
P.O. SREEPALLY * DIST. BURDWAN
PIN- 713103 W.B.



VIVEKANANDA MAHAVIDYALAYA, BURDWAN
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PIN- 713103 W.B.

INTERNAL COMPLAINT COMMITTEE (ICC)
FOR PREVENTION OF SEXUAL HARASSMENT



**ZERO TOLERANCE FOR
SEXUAL HARASSMENT**



Handwritten signature

VIVEKANANDA
MAHAVIDYALAYA,
BURDWAN
(GOVT. SPONSORED) ESTD-
1964

P.O. SREEPALLY *
DIST. BURDWAN

INTERNAL COMPLAINT COMMITTEE (ICC)
FOR PREVENTION OF SEXUAL HARASSMENT



PIN- 713103 W.B

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(GOVT. SPONSORED) ESTD 1964
P.O. SREEPALLY * DIST. BURDWAN
PIN. 713103 W.B

INTERNAL COMPLAINTS COMMITTEE (ICC)
FOR PREVENTION OF SEXUAL HARASSMENT

TCSC
has **0**



ZERO TOLERANCE
TO
SEXUAL HARASSMENT

Report any unacceptable behaviour to ICC by
filing a complaint on www.tcsc.edu.in
OR
Email us at tcsciccomplaints@gmail.com



2. The names and contact details of the members of the I.C.C. are displayed in all the buildings of the Institute.





Internal Complaint Cell

ICC DOCUMENTS

Statutory Cells

- Anti Ragging Cell
- Anti Sexual Harassment Cell
- Electoral Literacy Club
- Grievance Redressal Cell
- Internal Complaint Cell
- Nature Club
- SC ST OBC Minority Cell

DD/22

g. Screenshot of the Institute website:-





Home

Administration ▾

Students' Corner ▾

Academics ▾

Departments ▾

Activities ▾

Facilities ▾

IQAC ▾

Statutory Cells ▾

Library

Handwritten signature

Internal Complaint Cell

ICC DOCUMENTS

Statutory Cells

- Anti Ragging Cell
- Anti Sexual Harassment Cell

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INTERNAL COMPLAINT COMMITTEE (ICC)

ANNUAL REPORT - 2021 - 2022 [01.04.2021-31.03.2022]

After reopening the college in the month of November, 2021, the ICC members had a meeting among themselves to discuss about their future plans and programmes.

NOTICE (No. 1)

Date: 22.01.21

It is being notified that the meeting of ICC, Vivekananda Mahavidyalaya, will be held on 05.02.21 to discuss the following agenda:

1. To decide over the plans and programmes for the next academic session, i.e. 2021-2022.
2. Miscellaneous.

All the ICC members are hereby requested to be present in the meeting positively at 3.30 pm. At Principal' Chamber.



Regards

Pallabi Sil
(Dr. Pallabi Sil)

Presiding Officer of ICC

Vivekananda Mahavidyalaya,

Burdwan

Resolution No. - 1/2021-22

In the meeting it was unanimously

decided that:

1. One sensitization program will be organised by the ICC;

2. Posters and banners on prevention, prohibition and redressal of sexual harassment will again be displayed



Members present :

1. Pallabi Sil 05.01.2022
2. Sedipta Mandi 05.01.22
3. Mudhimita Bhattacharya 05.02.22
4. Kunal Chattopadhyay 05.02.22
5. Sadhan Mondal 05.02.2022
6. Sumita Mondal
7. Tanisree De 05.02.2022



LECTURE ON PREVENTION,
PROHIBITION & REDRESSAL
OF SEXUAL HARASSMENT
WOMEN EMPLOYEES & STUDENTS

DATE: - 12.02.2022

TIME: - 2 P.M. ON

SPEAKERS-1. DR. PALLABI SII, ASSOCIATE PROF. DEPT. OF

2. DR. BARUNDEB ROY, ASSOCIATE PROF. DEPT. OF

3. MRS. SUMITA SENGUPTA, LIBRARIAN.

TEACHERS PRESENT

FEMALE NON-TEACHING

STAFF PRESENT

1. Sumana Kaur.

2. Barundeb Roy

3. Christal Mondal. 12.02.22

4. Pallabi Sii 12.02.2022

5. Kunal Chatterpadhyay 12.02.2022

6. Madhumita B. Nath Choudhary

7. Sumita Sengupta

Sudipta Mandi



STUDENTS PRESENT



- | | |
|-----------------------------------|------------------------------|
| 1. Nirupam Gayen | 34. Lakshmi Rani De |
| 2. Sujan Panja → 8145678976 | 35. Sumara Pal. 6296115219 |
| 3. Akash Kundu | 36. Smritikona Kundu |
| 4. Sagun Murmu | 37. Mekhala Barik |
| 5. Dipakar Hembram | 38. Nilvedita Dey |
| 6. Anindita Das | 39. Souptika Nayak |
| 7. Tujasha Patra | 40. Prathima Kirtanigara |
| 8. Sneha Bhattacharyya | 41. Shabnam Sultana |
| 9. Rima Das | 42. Ananda Mondal |
| 10. Najma Sultana | 43. Rupali Ghosh |
| 11. Aswita Pal → 786683223 | 44. Debanjana Sarkar |
| 12. Keya Ghosh | 45. Ankita Das |
| 13. Anifa Khatun | 46. Anushka Ghosh |
| 14. Sania Khatun. | 47. Prathima Kirtanigara |
| 15. Sabina Khatun | 48. Rasi Parin |
| 16. Rimi Yasmin | 49. Ankita Mondal |
| 17. Sudipta Boxi | 50. Rajshwari Bej |
| 18. Priyanka Adak | 51. Susmita Saha (816362826) |
| 19. Tithi Karmakar | 52. Paramita Saha |
| 20. Koyal Karak | 53. Mousumi Sadhu |
| 21. Satamupa Barik | 54. Varsha Dey |
| 22. Anushree Das | 55. Smriti Barik |
| 23. Sudipta Bag | 56. Antara Kundu |
| 24. Ifika Biswas | 57. Priyanka Ghosh |
| 25. Salma Khatun | 58. Shreya Kundu. |
| 26. Nabanita Saha (7699636773) | |
| 27. Sumara Sen. | |
| 28. Piyali Pal. | |
| 29. Sekh Aijul Haque (9432859353) | |
| 30. Sayan Kumar Ghosh | |
| 31. Anjan Mondal | |
| 32. Maitreyee Nath | |
| 33. Sudmita Sarkar. | |



Saha

PHOTOS OF POSTERS & BANNERS



Handwritten text in blue ink, possibly a signature or name.



INTERNAL COMPLAINT COMMITTEE (ICC)
ANNUAL REPORT - 2022-2023 [01.04.2022-31.03.2023]

The first meeting of ICC for the session of 2022-2023 was held on 15.05.2022 to decide over the plans and programmes for this session.

NOTICE (No. 1)

Date: 10.05.2022

It is being notified that the meeting of ICC, Vivekananda Mahavidyalaya, will be held on 15.05.22 to discuss the following agenda:

1. To decide over the plans and programmes for the next academic session, i.e. 2021-2022.
2. Miscellaneous.

All the ICC members are hereby requested to be present in the meeting positively at 3.30 pm. At Principal' Chamber.



Regards

Pallabi Sil
(Dr. Pallabi Sil) 10.05.2022

Presiding Officer of ICC
Vivekananda Mahavidyalaya,

an awareness programme in the form of Lecture session will be held organised by the ICC to sensitize the students about the Role of ICC in preventing and redressing sexual harassment.

1. Pallabi Sil 15.05.2022
2. Sumita Sengupta 15.05.2022
3. Kunal Chattopadhyay 15.05.2022
4. Tansuhee Dc
5. Anmol 15.05.22
6. Sushila Mondal 15.05.22

7. Chaitati Mondal
15.05.2022



AWARENESS PROGRAMME

LECTURE

ON
PREVENTION, PROHIBITION & REDRESSAL
OF SEXUAL HARASSMENT
OF

WOMEN EMPLOYEES & STUDENTS

DATE : 14.09.2022

TIME : 2 PM ONWARDS

SPEAKERS : 1. DR. KUSAL CHATTAPADHAYA, ASSOCIATE
PROFESSOR, DEPT. OF POLITICAL SCIENCE
2. PROF. MADHUMITA BHATTACHARYA, ASSOCIATE
PROFESSOR, DEPT. OF POLITICAL SCIENCE
NON-TEACHING STAFF PRESENT

TEACHERS PRESENT

1. Banwinder Ray
2. Chaitali Mondal
3. Pallabi Saha
4. Sumera Kaur
5. Madhumita Bhattacharya
6. Kusal Chattopadhyay
7. Sumita Sengupta

1. Sudipta Mondal





STUDENTS PRESENT

- | | |
|---|-----------------------------|
| 1. Najma Sultana | 33. Satarupa Barik |
| 2. Anindita Das | 34. Anushree Das |
| 3. Rima Das (7908418730) | 35. Keyel Karak |
| 4. Sneha Bhattacharyya | 36. Tithi Karmanan |
| 5. Tejasha Dutta | 37. Suman Kuer. |
| 6. Lakshmi Rani De | 38. Sudipta Mandal |
| 7. Suamita Sarkar. | 39. Sumita Sengupta. |
| 8. Maitreyee Nath | 40. Barunabala Ray |
| 9. Sagun Murnu | 41. Rima Mandal. |
| 10. Dipankar Hembram | 42. Souptika Nandi. |
| 11. Priyanka Adak | 43. Nivedita Dey. |
| 12. Rimi Yasmin (3rd Sem, Geo Hous.) | 44. Mekhala Barik |
| 13. Sudipta Boxi | 45. Smritikona Kundu |
| 14. Sabina Khalun | 46. Rupali Ghosh |
| 15. Adash Kundu (9832127901) | 47. Anannya Mondal |
| 16. Sujan Panjar (3rd Sem, Geo Hous.) | 48. Phobnam Sultana |
| 17. Arifa Khatun | 49. Debayana Sarkar |
| 18. Keya Ghosh | 50. Ankita Das (5th Sem) |
| 19. Sania Khatun. | 51. Anoesha Ghosh (5th Sem) |
| 20. Arpita Pal | 52. Rajashwari Bej |
| 21. Sumana Pal. | 53. Rasa Parvin |
| 22. Sayam Kumar Ghosh | 54. Ankita Mondal |
| 23. Sekh Ajiul Haque | |
| 24. Arpan Mondal | |
| 25. Sudipta Bag | |
| 26. Itika Biswas | |
| 27. Salma Khodun | |
| 28. Anushree Das | |
| 29. Piyari pal. | |
| 30. Nabanita Saha. | |
| 31. Sumana Sen. | |
| 32. Nirupam Gayen (9635196195) 3rd Sem. Geography Hous. | 55. Shreya Kundu. |
| | 56. Priyanka Ghosh |
| | 57. Antara Kundu |
| | 58. Smriti Barik |
| | 59. Varsha Dey |
| | 60. Mousumi Sadhu |
| | 61. Susmita Saha |
| | 62. Paramita Saha |



Second meeting of ICC was for the session 2022-2023 was held on 20.01.2023 to discuss over the matter of lodging a complaint by a student.

NOTICE

NOTICE (No. 2)

Date: 10.01.2023

It is being notified that a meeting of ICC, Vivekananda Mahavidyalaya, will be held on 20.01.2023 to discuss the following agenda:

1. To discuss on a complaint letter, given by a student.
2. Miscellaneous.

All the ICC Members are hereby requested to be present in the meeting positively at 3.30 pm. at Principal's chamber.



Regards

Pallabi Sil
(Dr. Pallabi Sil)
10.01.2023

Presiding Officer of ICC

Vivekanand Mahavidyalaya, Burdwan

Resolutions: — (No. 2/2022-23)

- In the meeting of ICC, all the members were of the opinion that strict warning ~~was~~ should be given to the student involved followed by a counselling session.
- A detailed report was submitted to the competent authority.
- There are NO PENDING CASES at present.



It was decided in the meeting that the
ICC ~~will~~ ^{would} ~~try to~~ work harder to prevent such
incident.

The Principal
Vivekananda Mahavidyalaya,
Burdwan.

I have a complaint. One of my classmates
by Bratajit Ghosh is continuously throwing
off remarks towards me, not in the
room but outside of it.

As it is quite insulting for me, please
needed action against him so that he stops
doing such nuisance.

Thanking you,

Burdwan

01. 2023

Yours faithfully,
Lipika Das
3rd Sem
English Hons.



Signature of the members present

1. Pallabi Sil 20.01.2023
2. Sumita Sengupta 20.01.2023
3. Kunal Chattopadhyay 20.01.2023
4. Tanusree De 20.01.2023
5. Sudipta Mondal 20.01.2023
6. Chaitali Mondal 20.01.23
7. Sadhan Mondal 20.01.2023



Indra



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VIVEKANANDA MAHAVIDYALAYA, BURDWAN

(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Purba Bardhaman ★ Pin-713103 ★ W.B

NAAC Re-Accredited (2nd cycle, B+ with PG in Chemistry)

No...../V.M.

Date: 22/12/23

From : Principal / Teacher-in-Charge & Secretary

It is certified that Vishaka or Sexual Harassment Redressal Committee is functioning in our college as per H.E.I Guideline together with the Internal Complaint Cell (ICC) of the college. Following teachers are the Members of Vishaka Committee:

- i) Prof. Madhumita Bhattacharya (Convenor)
- ii) Dr. Apala Bhattacharya
- iii) Dr. Pallabi Sil
- iv) Dr. Chaitali Mondal
- v) Prof. Manisha Chowdhury
- vi) Prof. Sumona Konar



Principal-in-Charge
Vivekananda Mahavidyalaya
Burdwan