

INTERNAL COMPLAINT COMMITTEE (ICC) - JGEC

NOTICE – 18.04.2022

It is hereby informed to all concerned that, the first meeting of Internal Complaint Committee (ICC), formed vide Office order Ref No.105-P/2022 Dated 09.04.2022, will be held on 20.04.2022, Wednesday at 5 pm. in the Conference room of JGEC.

AGANDA OF MEETING

1. To discuss about functionality of this committee.
2. Understanding individual responsibility.
3. To prepare work plan for the current session.

Presence of all is requested hereby to achieve the target.

TAPATI KANA MONDAL (BISWAS) (PRESIDING OFFICER – ICC)

ASSISTANT PROFESSOR, DEPARTMENT OF ELECTRICAL ENGINEERING

JALPAIGURI GOVERNMENT ENGINEERING COLLEGE

Copy to:

1. Prof. Shrayasi Datta, Assistant Professor, Dept. of IT, Member
2. Prof. Rakhi Roy Ghosh, Assistant Professor, Dept. of ECE, Member
3. Prof. Gopa Mandal, Dept. of CSE, Member
4. Mr. Dinabandhu Chaki, Caretaker, Member
5. Mr. Subrata Sarkar, Executive Secretary, Red cross, Member
6. Meghali Chatterjee, Reg.No.181010110248, Batch:2018-2022, Dept. of CE, Member
7. Srija Sarkar, Reg. No. 19101103048, Batch:2019-2023, Dept. of ME, Member
8. Abhishek Chatterjee, Reg.No. 19101103006, Batch:2019-2023, Dept. of ME, Member
9. Arka Biswas, Reg. No.201010101610041, Batch:2020-2024, Dept. of EE, Invitee member



Ref No.105-P/2022

Office order

Date: 09.04.2022

It is hereby informed to all concerned that An Internal Complaint Committee (ICC) has been formed comprising of the followings:

1. Prof.Tapati Kana Mondal, Assistant Professor, Dept. of EE Presiding Officer
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Responsibilities:

- a. Publicly notify the provisions against sexual harassment and ensure their wide dissemination
 - b. Organize Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations
 - c. Organize regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- Annual Report containing the following details must be uploaded in the website/AICTE portal by 30th June of the Calendar Year:
- Number of complaints of sexual harassment received in the year
 - Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
 - Number of complaints disposed of during the year

- Number of cases pending for more than 90 days
- Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
- Nature of action taken by the Technical Institution against the perpetrator

All previous order will be superseded by this order related to sexual harassment. Resolution and action taken report of the committee must be placed to the Principal .



Principal

Jalpaiguri Govt. Engg. College

Copy to:

1. All Heads/Section Incharge
2. Prof.Tapati Kana Mondal, Assistant Professor, Dept. of EE
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6. Mr.Dinabandhu Chaki, Caretaker
7. Dr.Bishakha Chakraborty, Associate Professor, Dept. of CE
8. Smt.Elora Rakshit, Accounts Officer
9. Registrar
10. IQAC Coordinator
11. Office Superintendent
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INTERNAL COMPLAINT COMMITTEE (ICC) - JGEC

To The

Date: 30.04.2022

Principal, Jalpaiguri Government Engineering College.

Sub: Actions to be taken on the resolution of the 1st meeting of ICC – JGEC (dated 20.04.22)

Sir,

With due respect, I would like to draw your kind attention, to the following resolution taken in the the first meeting of Internal Complaint Committee (formed vide Office order Ref No.105-P/2022 Dated 09.04.2022) held on 20.04.2022, as mentioned below:

1. Girls' toilet for each department of JGEC.
2. Ladies staff toilet on each floor of JGEC.
3. Arrangement of awareness program.
4. To organize cultural program.
5. Circulation of ICC functionality widely among students & staff widely.

In this context, Sir, it is worthwhile to mention here that, a new mail id in the JGEC official web portal would be required for notification of ICC, whose name & address should be as mentioned below respectively:

'Internal Complaint Committee - Jalpaiguri Government Engineering College'
'complaintcommittee@jgce.ac.in'

I am enclosing the scanned copy of the resolution of the 1st meeting of ICC dated 20.04.22, herewith in the next page Sir.

This is for your kind information and necessary action, Sir.

With my best regards to you.

TKM
30.04.22

Tapati Kana Mondal (Biswas)
Presiding Officer(ICC)
Assistant Professor, Electrical Engineering Department
Jalpaiguri Government Engineering College.



INTERNAL COMPLAINT COMMITTEE (ICC) - JGEC


Internal Complaint Committee - 2022

Meeting on - 20.04.22

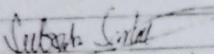
MIN : After a short discussion on the work plan of ICC, the following points were made to be addressed & resolved by ICC

a) Suggestions & resolved as follows

1. Girls toilet for each department of JGEC
2. Ladies staff toilet on each floor for female employees
3. Awareness Program arrangement
4. To organize Cultural function (participation of all)
5. ~~to~~ Circulator about ICC among staff & students
writing


20.04.22

Members present in the meeting :

1. ~~Surbash~~ 
2. T. K. Mondal - 20/04/22
3. Shreyasi Mondal 20/4/22
4. Gopa Mondal 20/04/22
5. Divyanshu Chakraborty
6. Meghali Pattar - 2nd year - CE - 20.04.2022
7. Anka Ghosh - 2nd year - LI - 20.04.2022
8. Abhishek Chatterjee - 3rd year - ME - 20.04.2022
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Tapati Mondal
30.04.22

Tapati Kama Mondal (Biswas)
Presiding Officer(ICC)
Assistant Professor, Electrical Engineering Department
Jalpaiguri Government Engineering College.

Received



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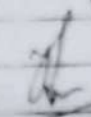
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Meeting on - 20.04.22

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A) Suggestions & resolved as follows:

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