

Details of statutory/regulatory Committees as notified in institutional website:

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Constitute of Different Committees Regarding Grievances, Redressal & Disciplinary Committee

Name of Committee	Session	Date of Constitute/ Meeting	Page No.
Students Grievance Redressal and Disciplinary Committee (SGRDC)	2018-2019	11.08.2018	8
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Internal Complaint Committee (ICC)	2018-2019	01.09.2018	11 – 14
Grievance & Redressal Cell (GRC)	2018-2019	07.09.2018	15
TC Meeting (Proposal of forming ARC)	2020-2021	05.12.2020	16
Anti Ragging Squad (ARS)	2020-2021	05.12.2020	17
Student's Mentoring Cell	2020-2021	05.12.2020	18
Internal Complaint Committee (ICC)	2021-2022	25.02.2022	19 -22
Grievance & Redressal Cell (GRC)	2021-2022	10.03.2022	23
Meeting of GRC	2021-2022	18.03.2022	24
TC Meeting (Proposal of forming ARC)	2021-2022	07.04.2022	25
Anti Ragging Squad (ARS)	2021-2022	07.04.2022	26
Student's Mentoring Cell	2021-2022	07.04.2022	27

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Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

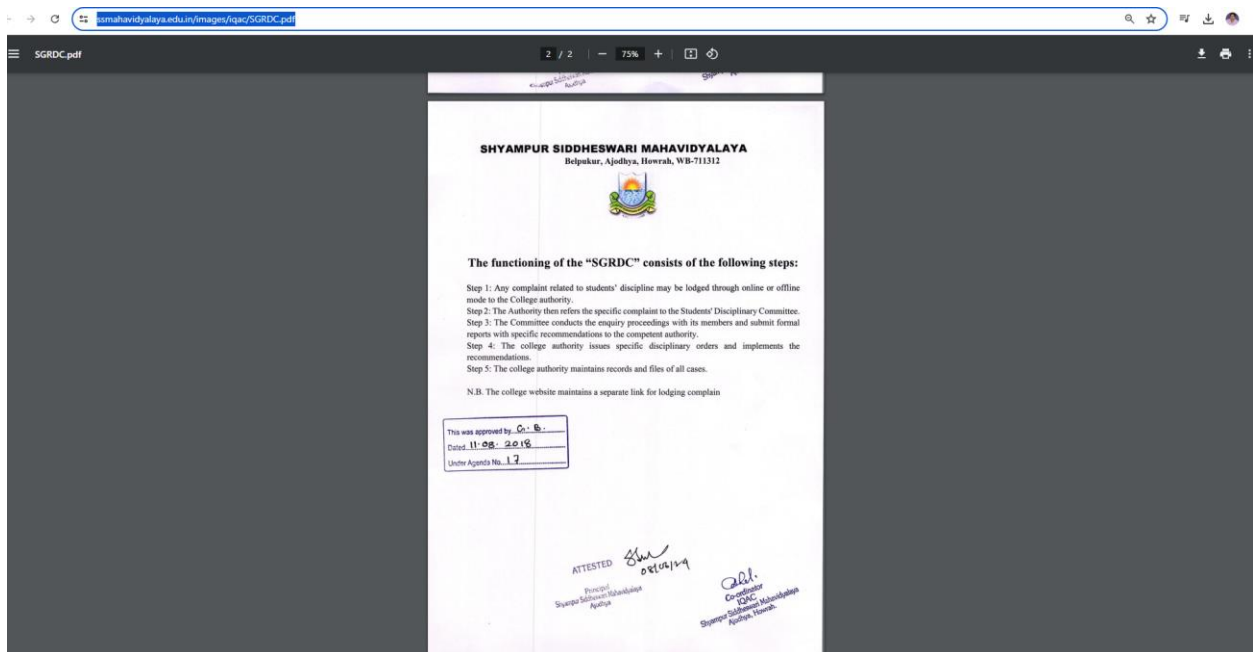
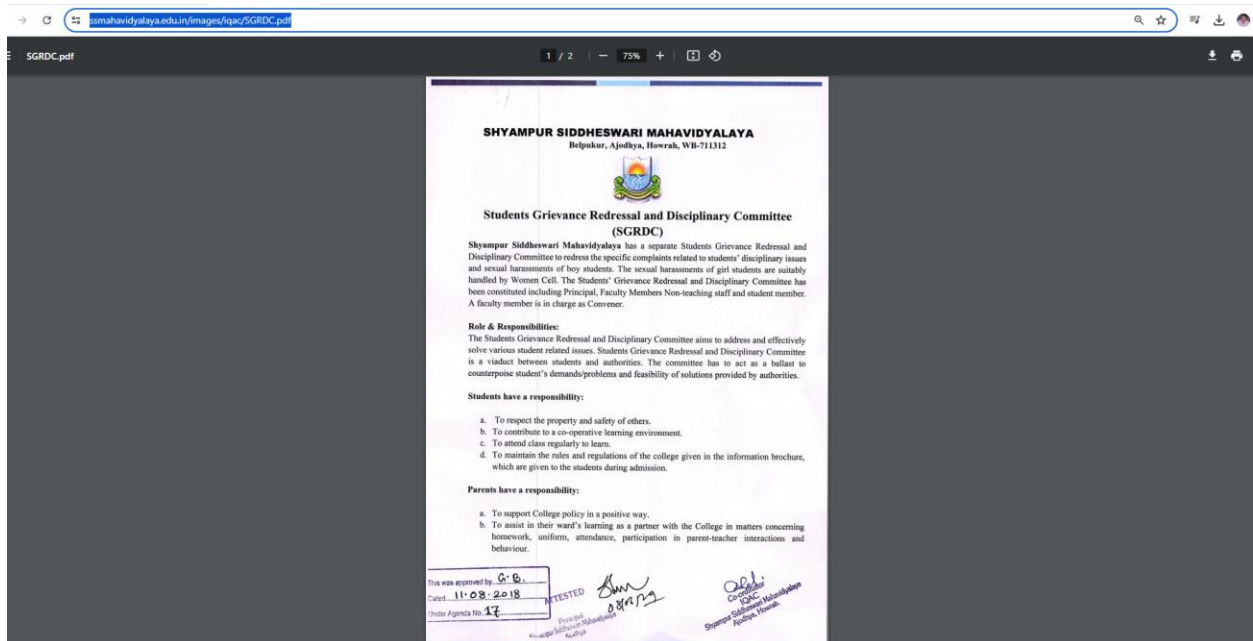
ATTESTED
Shm 12/06/24
Principal
SHYAMPUR SIDDHESWARI MAHAVIDYALAYA
Ajodhya, Howrah.

Details of statutory/regulatory Committees as notified in institutional website:

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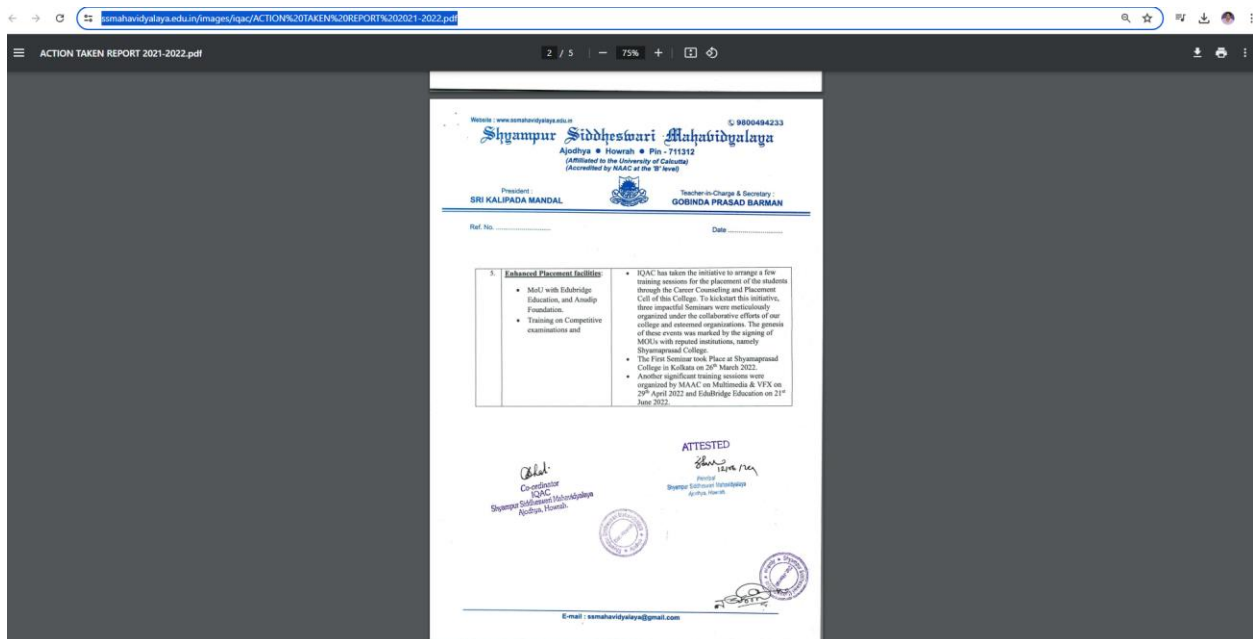
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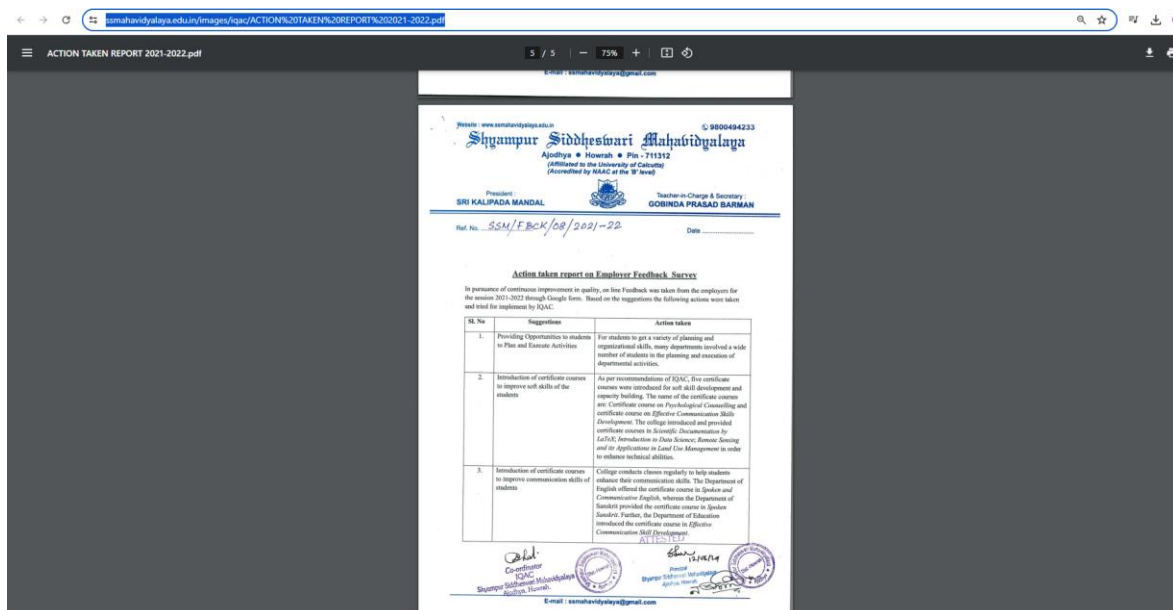
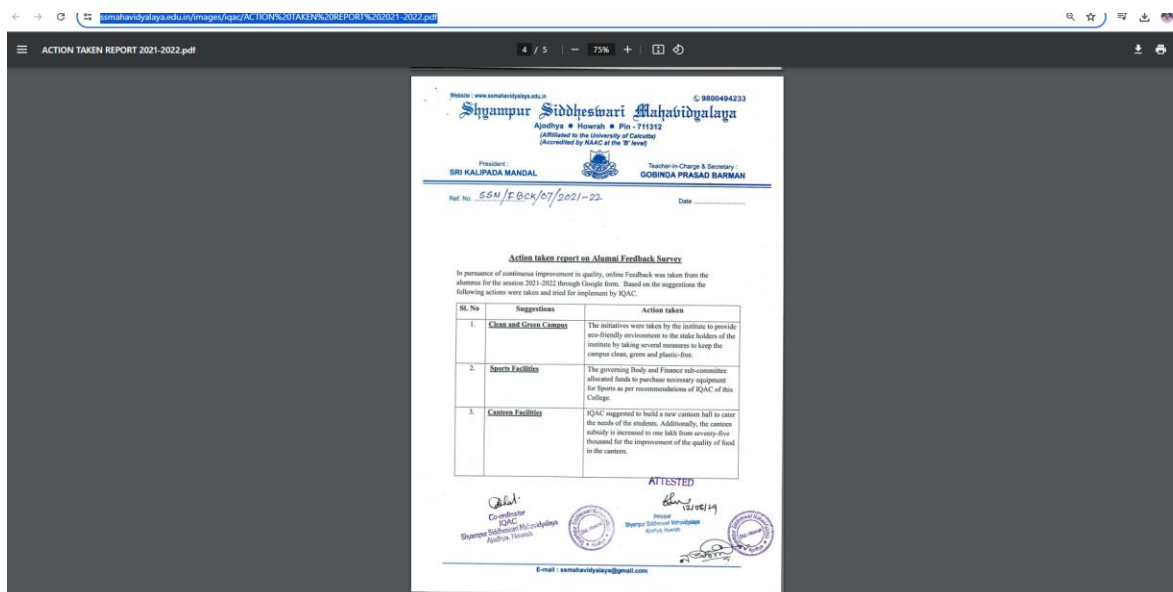
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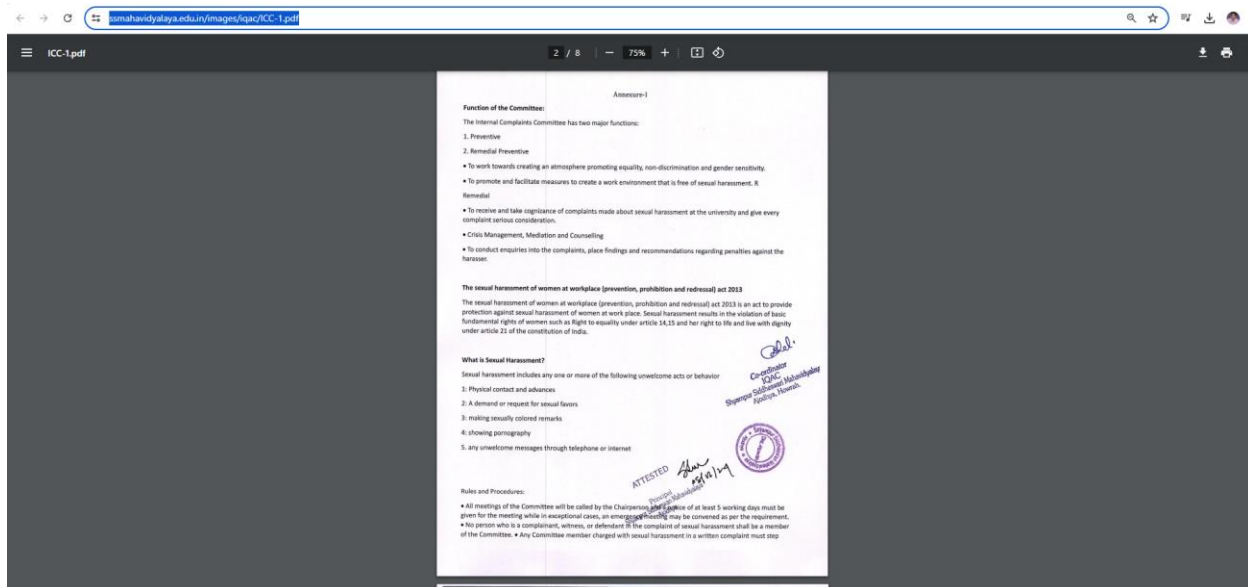
<https://ssmahavidyalaya.edu.in/images/iqac/ACTION%20TAKEN%20REPORT%202021-2022.pdf>

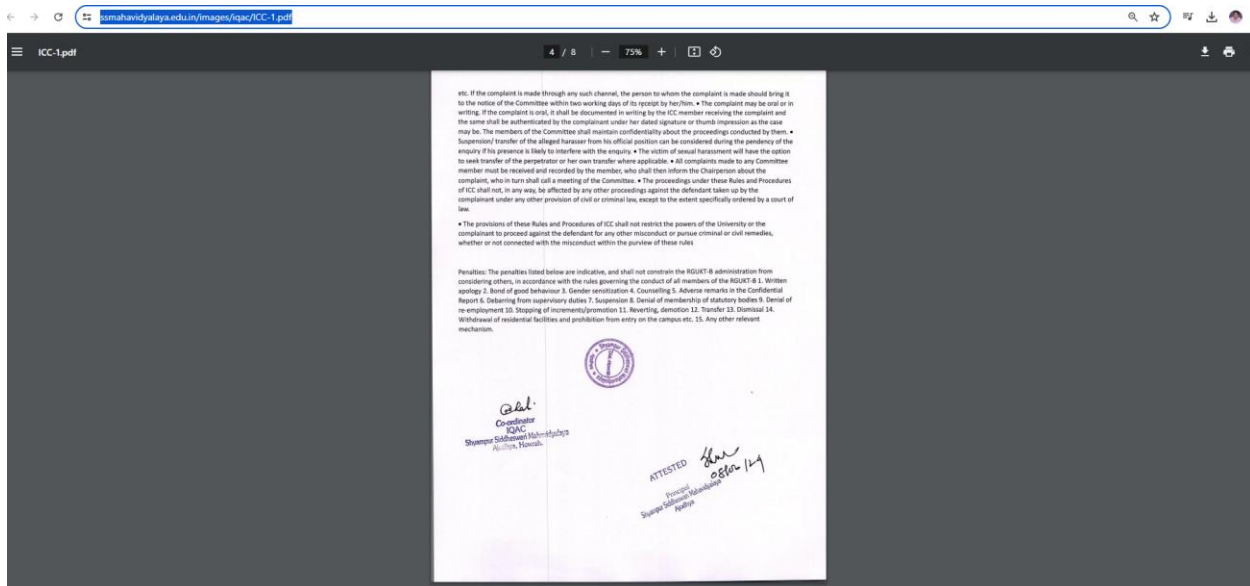
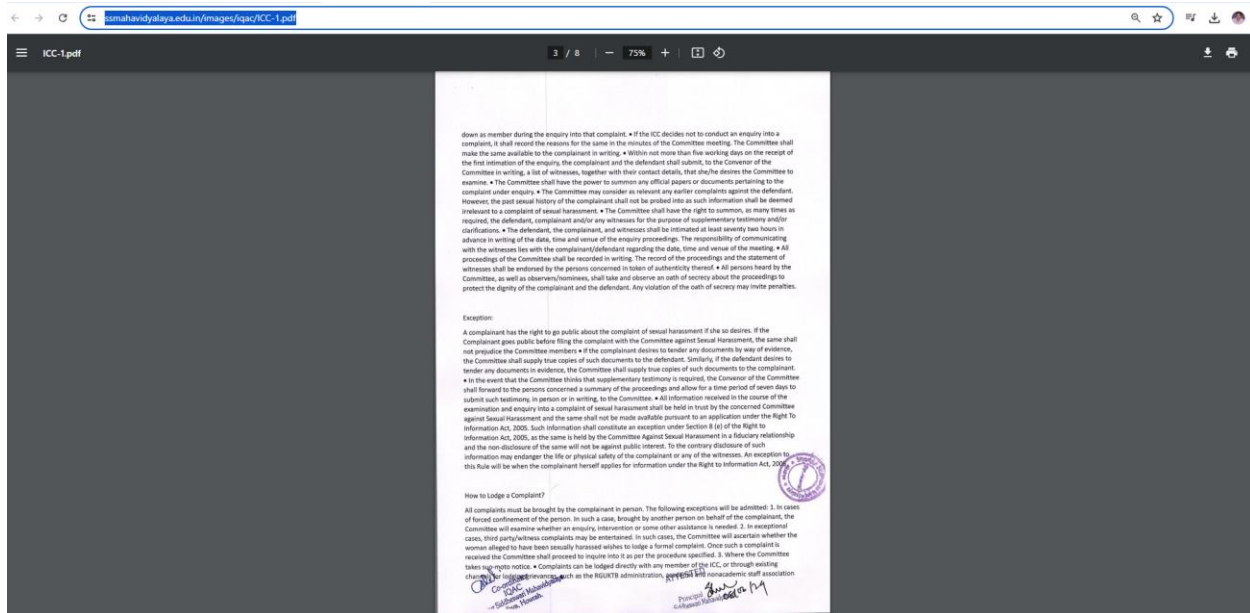


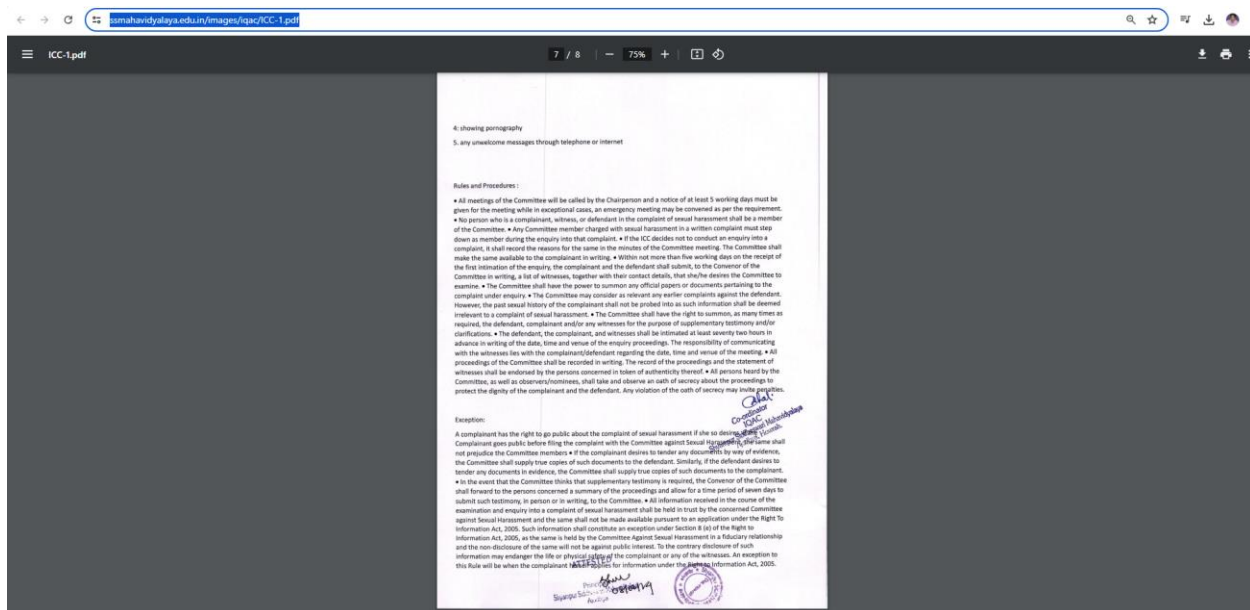
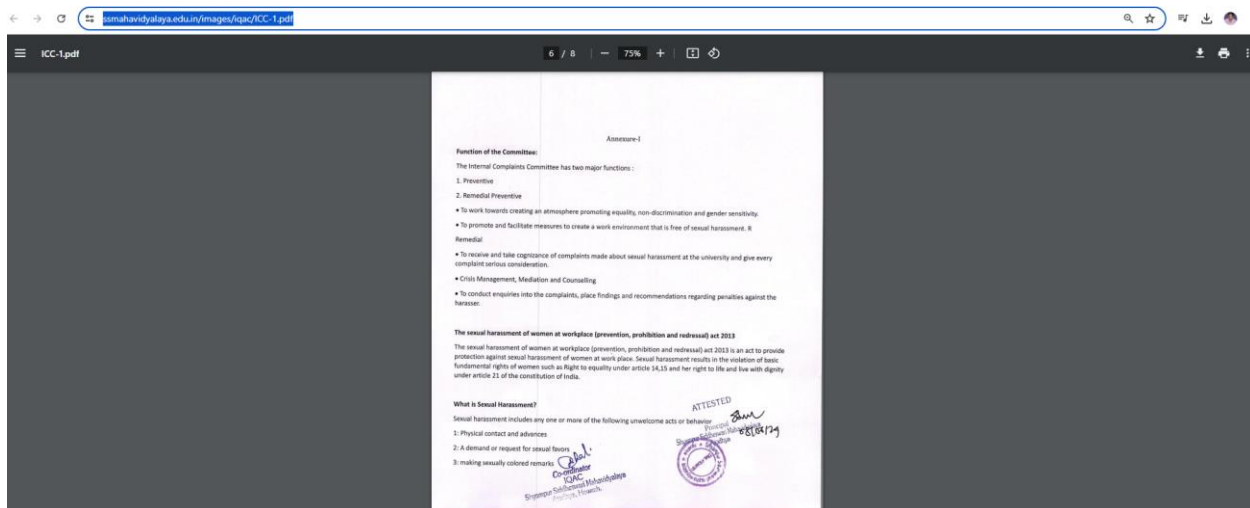
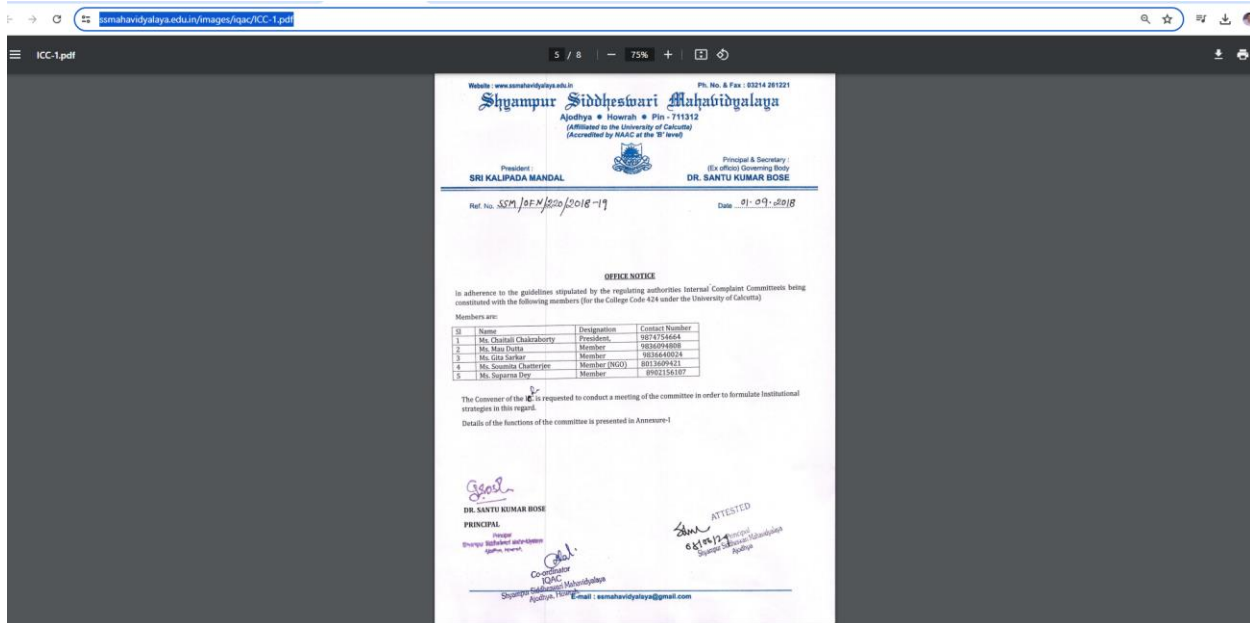


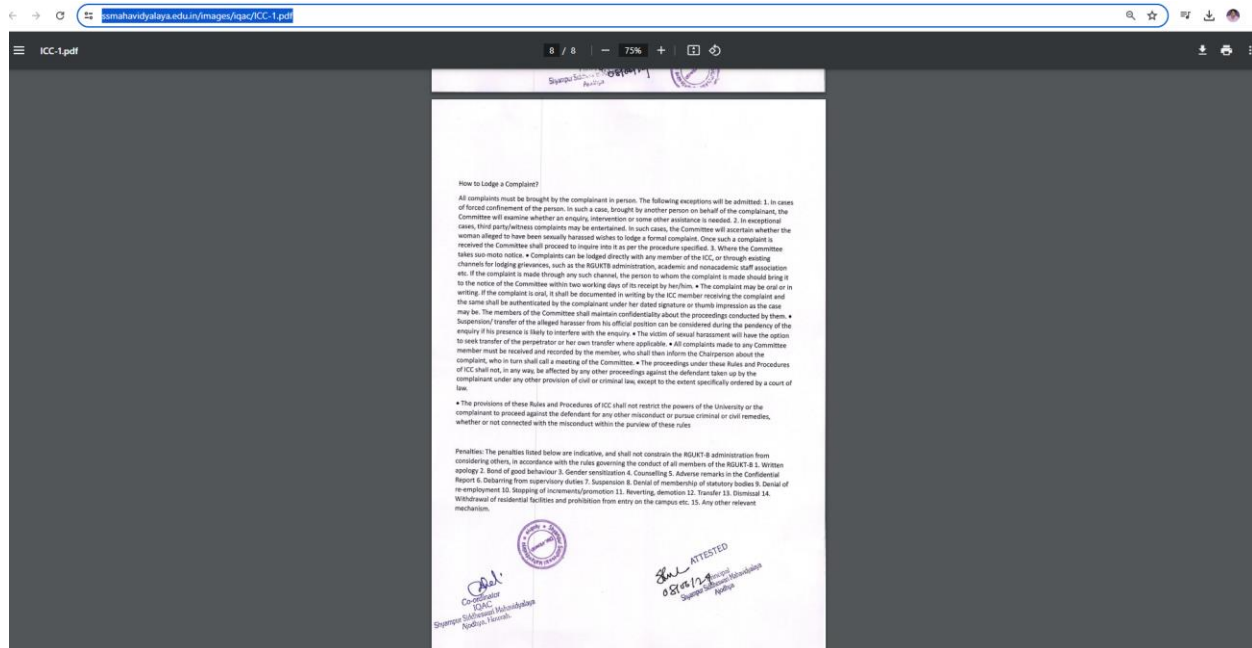
Link for ICC:

<https://ssmahavidyalaya.edu.in/images/iqac/ICC-1.pdf>









SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

Belpukur, Ajodhya, Howrah, WB-711312



Students Grievance Redressal and Disciplinary Committee (SGRDC)

Shyampur Siddheswari Mahavidyalaya has a separate Students Grievance Redressal and Disciplinary Committee to redress the specific complaints related to students' disciplinary issues and sexual harassments of boy students. The sexual harassments of girl students are suitably handled by Women Cell. The Students' Grievance Redressal and Disciplinary Committee has been constituted including Principal, Faculty Members Non-teaching staff and student member. A faculty member is in charge as Convener.

Role & Responsibilities:

The Students Grievance Redressal and Disciplinary Committee aims to address and effectively solve various student related issues. Students Grievance Redressal and Disciplinary Committee is a viaduct between students and authorities. The committee has to act as a ballast to counterpoise student's demands/problems and feasibility of solutions provided by authorities.

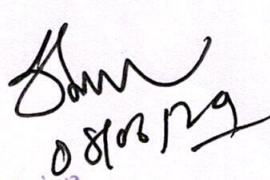
Students have a responsibility:

- To respect the property and safety of others.
- To contribute to a co-operative learning environment.
- To attend class regularly to learn.
- To maintain the rules and regulations of the college given in the information brochure, which are given to the students during admission.

Parents have a responsibility:

- To support College policy in a positive way.
- To assist in their ward's learning as a partner with the College in matters concerning homework, uniform, attendance, participation in parent-teacher interactions and behaviour.

This was approved by...	G. B.
Dated...	11.08.2018
Under Agenda No.	17

ATTESTED

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya


Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

Belpukur, Ajodhya, Howrah, WB-711312



The functioning of the “SGRDC” consists of the following steps:

- Step 1: Any complaint related to students' discipline may be lodged through online or offline mode to the College authority.
- Step 2: The Authority then refers the specific complaint to the Students' Disciplinary Committee.
- Step 3: The Committee conducts the enquiry proceedings with its members and submit formal reports with specific recommendations to the competent authority.
- Step 4: The college authority issues specific disciplinary orders and implements the recommendations.
- Step 5: The college authority maintains records and files of all cases.

N.B. The college website maintains a separate link for lodging complain

This was approved by... C. B.

Dated... 11.08.2018

Under Agenda No... 17

ATTESTED

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya

[Signature]
08/08/24

[Signature]
Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.



Ref. No.


Date

EXTRACT OF THE G. B. RESOLUTIONS, DATED 11.08.2018

AGENDA : 17

“ Members of the Governing Body (GB) unanimously resolved Roles and Responsibilities of Students Grievance Redressal and Disciplinary Committee (SGRDC) are given below :

- Roles and Responsibilities of Shyampur Siddheswari Mahavidyalaya
- Roles and Responsibilities of students
- Roles and Responsibilities of Parents
- Functioning of SGRDC
- Mechanism of lodging complaints to SGRDC
- Mechanism of lodging complaints related to Sextual Harassment.
- Mechanism of lodging complaints to Anti-ragging Committee. ”

ATTESTED

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya

Sd/- Kalipada Mandal
President

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)
(Accredited by NAAC at the 'B' level)President :
SRI KALIPADA MANDALPrincipal & Secretary :
(Ex officio) Governing Body
DR. SANTU KUMAR BOSERef. No. SSM/OFN/220/2018-19Date 01.09.2018

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Internal Complaint Committees being constituted with the following members (for the College Code 424 under the University of Calcutta)

Members are:

Sl	Name	Designation	Contact Number
1	Ms. Chaitali Chakraborty	President,	9874754664
2	Ms. Mau Dutta	Member	9836094808
3	Ms. Gita Sarkar	Member	9836640024
4	Ms. Soumita Chatterjee	Member (NGO)	8013609421
5	Ms. Suparna Dey	Member	8902156107

The Convener of the IIC is requested to conduct a meeting of the committee in order to formulate Institutional strategies in this regard.

Details of the functions of the committee is presented in Annexure-I

DR. SANTU KUMAR BOSE**PRINCIPAL**Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.
Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

ATTESTED

6/8/18/29
Principal
Shyampur Siddheswari Mahavidyalaya
AjodhyaE-mail : ssmahavidyalaya@gmail.com

Annexure-I

Function of the Committee:

The Internal Complaints Committee has two major functions :

1. Preventive

2. Remedial Preventive

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment. R

Remedial

- To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place. Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India.

What is Sexual Harassment?

Sexual harassment includes any one or more of the following unwelcome acts or behavior

- 1: Physical contact and advances
- 2: A demand or request for sexual favors
- 3: making sexually colored remarks

Shal
Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

ATTESTED
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya
08/06/24
Sam

4: showing pornography

5. any unwelcome messages through telephone or internet

Rules and Procedures :

- All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
- Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
- All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

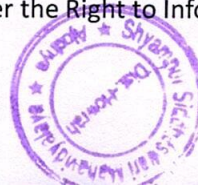
Exception:

A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not prejudice the Committee members.

- If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
- In the event that the Committee thinks that supplementary testimony is required, the Convenor of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
- All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

Shal
Co-ordinator
IQAC
Shyamprasad Mahavidyalaya
Ajodhya, Howrah.

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Principal
Shyamprasad Mahavidyalaya
Ajodhya
08/04/14



How to Lodge a Complaint?

All complaints must be brought by the complainant in person. The following exceptions will be admitted: 1. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed. 2. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified. 3. Where the Committee takes suo-moto notice. • Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances, such as the RGUKTB administration, academic and nonacademic staff association etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him. • The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them. • Suspension/ transfer of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry. • The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer where applicable. • All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee. • The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.

- The provisions of these Rules and Procedures of ICC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules

Penalties: The penalties listed below are indicative, and shall not constrain the RGUKT-B administration from considering others, in accordance with the rules governing the conduct of all members of the RGUKT-B 1. Written apology 2. Bond of good behaviour 3. Gender sensitization 4. Counselling 5. Adverse remarks in the Confidential Report 6. Debarring from supervisory duties 7. Suspension 8. Denial of membership of statutory bodies 9. Denial of re-employment 10. Stopping of increments/promotion 11. Reverting, demotion 12. Transfer 13. Dismissal 14. Withdrawal of residential facilities and prohibition from entry on the campus etc. 15. Any other relevant mechanism.



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Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajothya, Howrah.

Shu
08/06/24
Principal
Shyampur Siddheswari Mahavidyalaya
Ajothya

ATTESTED

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)
(Accredited by NAAC at the 'B' level)



President :
SRI KALIPADA MANDAL

Principal & Secretary :
(Ex officio) Governing Body
DR. SANTU KUMAR BOSE

Ref. No. SSM/OFN/235/2018-19

Date 07.09.2018

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Grievance and Redressal cell is being constituted with the following members (for the College Code 424 under the University of Calcutta)

Members are:

1. Dr. S. K. Bose, Principal
2. Mr. Rajarshi Mukherjee, IQAC Coordinator
3. Mr. Gobinda Prasad Barman, Member
4. Ms. Chaitali Chakraborty, Member
5. Ms. Swastika Samanta, Member, Convener

The Convener of the Grievance and Redressal cell is requested to conduct a meeting of the committee in order to formulate Institutional strategies in this regard.

DR. SANTU KUMAR BOSE

PRINCIPAL

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.



ATTESTED

08/08/29

Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya

E-mail : ssmahavidyalaya@gmail.com

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)

(Accredited by NAAC at the 'B' level)



President :

SRI KALIPADA MANDAL

Principal & Secretary :
(Ex officio) Governing Body

DR. SANTU KUMAR BOSE

Ref. No. SSM/OFN/172/2020-21

Date 05.12.2020

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Anti Ragging Committee (ARC) for the Academic Session 2020-2021 is being constituted with the following members (for the College Code 424 under the University of Calcutta)

Sl No.	Category	Name	Contact No.
1	Institutional Administration	Dr. Santu Kumar Bose, Principal-Chairman	9635323137
		Mr. Rajarshi Mukherjee, IQAC Coordinator	9433083018
		Dr. Srikanta Nandi, TCS, Convener of ARC	8372058604
		Mr. Deb Kumar Ghoshal, Bursar	9474159254
		Mr. Gobinda Prasad Barman	9830872729
2	Faculty Members	Dr. Ananda Gopal Gupta	8697599131
		Dr. Sukumar Guchait	9735521484
		Ms. Suparna Dey	8902156107
		Mr. Mridul Ghosh	7003714662
		Ms. Kinkar Nath Chatterjee	9477638618
		Mr. Susanta Kr Mondal	9382201676
		Mr. Prasenjit Sarkar	8918920966
		Mr. Somnath Chattapadhyaya	9474856503
		Dr. Dhurba Chandra Dhali	9831813759
		Dr. Bedhas Ujjwal Mandal	9831144539
		Dr. Deepshikha	8700527113
		Dr. Satarupa De	9830010247
		Mr. Surajit Mondal	8013518898
3	Civil Administration	Nominee from B.D.O. Shyampur-II	
4	Police Administration	Nominee from Shyampur Police Station	
5	Local Media	Syed Abu Md. Mohasin, Journalist, Ei Samay (Bangla Edition) & Press Trust of India	9748843938
6	Non-Government Organization	Arjan Basu Roy, Secretary Nature Mates Nature Club, Bijoygarh, Kolkata	9874357414
7	Non-Teaching Staff	Mr. Mafijur Rahman	9732987896
8	Students' representative	Sayantika Santra	9883617017
		Subrata Pal	9883360725
		Labanya Bari	8436534095
9	Parent representative	Sahidul Islam Khan	9733950737
		Deb Kumar Ghoshal	9474159524
		Subhash Roy	8001479782

The Convener-ARC is requested to conduct a meeting of the ARC in order to formulate Institutional strategies for the Academic Session 2020-21

(DR. SANTU KUMAR BOSE, PRINCIPAL)

Co-ordinator
IQACShyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.
E-mail: ssmahavidyalaya@gmail.comTESTED
08/12/20Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)
(Accredited by NAAC at the 'B' level)President :
SRI KALIPADA MANDALPrincipal & Secretary :
(Ex officio) Governing Body
DR. SANTU KUMAR BOSERef. No. SSM/OFN/173/2020-21Date 05.12.2020

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Anti Ragging Squad (ARS) for the Academic Session 2020-21 is being constituted with the following members (for the College Code - 424 under the University of Calcutta)

Sl. No.	Name	Contact No.
1	Dr. Arun Kumar Maiti	9434568316
2	Ms. Mau Dutta	9836094808
3	Mr. Saikat Sundar Manna	9433267371
4	Mr. Asish Bera	9732506734
5	Mr. Samiran Samanta	9163195023
6	Mr. Soumen Teli	9046141385
7	Dr. Nurul Alam	8906964777
8	Ms. Gita Sarkar	9836640024
9	Mr. Animesh Manna	8777564147
10	Mr. Debasish Rej	8584884610
11	Mr. Shibsankar Samanta	9883682865
12	Mr. Abinash Bera	9735660370

The Convener-ARC is requested to conduct a meeting of the ARC in order to formulate Institutional strategies for the Academic Session 2020-21

(DR. SANTU KUMAR BOSE)
PRINCIPALPrincipal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.
E-mail : ssmahavidyalaya@gmail.comATTESTED
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)

(Accredited by NAAC at the 'B' level)



President :

SRI KALIPADA MANDALPrincipal & Secretary :
(Ex officio) Governing Body**DR. SANTU KUMAR BOSE**Ref. No. SSM/OFN/174/2020-21Date 05.12.2020

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Students' Mentoring Cell for the Academic Session 2020-21 is being constituted with the following members (for the College Code - 424 under the University of Calcutta)

Sl. No.	Category	Name	Stream/Year
1	Mentor-Tier I	Punam Bera	8513963026
2		Syed Mostafa	8016055257
3		Avik Kr. Maity	9800495534
4		Saikat Adak	8392026884
5	Mentor-Tier II	Priti Bera	7477707017
6		Monalisa Maji	6291127208
7		Deep Kr. Maty	8158806936
8		Ayen Parui	9647259037

(DR. SANTU KR. Bose)
PRINCIPAL

Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

Co-ordinator
IQAC
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.



ATTESTED

08/12/20
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya

E-mail : ssmahavidyalaya@gmail.com

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)

(Accredited by NAAC at the 'B' level)

President :
SRI KALIPADA MANDALTeacher-in-Charge & Secretary :
GOBINDA PRASAD BARMANRef. No. SSM/OFN/135/2021-22Date 25.02.2022

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Internal Complaint Committees being constituted with the following members (for the College Code 424 under the University of Calcutta)

Members are:

Sl	Name	Designation	Contact Number
1	Ms. Chaitali Chakraborty	President,	9874754664
2	Ms. Mau Dutta	Member	9836094808
3	Dr. Shibani Saha	Member	9874959113
4	Ms. Soumita Chatterjee	Member (NGO)	8013609421
5	Ms. Suparna Dey	Member	8902156107

The Convener of the IC is requested to conduct a meeting of the committee in order to formulate Institutional strategies in this regard.

Details of the functions of the committee is presented in Annexure-I


MR. GOBINDA PRASAD BARMAN


TEACHER-IN- CHARGE

Teacher In-Charge
 SHYAMPUR SIDDHESWARI MAHAVIDYALAYA
 Ajodhya, Howrah.




 Co-ordinator
 IQAC
 Shyampur Siddheswari Mahavidyalaya
 Ajodhya, Howrah.

ATTESTED


 Principal
 Shyampur Siddheswari Mahavidyalaya
 Ajodhya
 08/06/24

Annexure-I

Function of the Committee:

The Internal Complaints Committee has two major functions:

1. Preventive

2. Remedial Preventive

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment. R

Remedial

- To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place. Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India.

What is Sexual Harassment?

Sexual harassment includes any one or more of the following unwelcome acts or behavior

- 1: Physical contact and advances
- 2: A demand or request for sexual favors
- 3: making sexually colored remarks
- 4: showing pornography
5. any unwelcome messages through telephone or internet

Rules and Procedures:

- All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step

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Co-ordinator
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Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.



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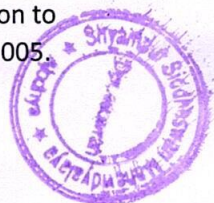
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Shyampur Siddheswari Mahavidyalaya

down as member during the enquiry into that complaint. • If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing. • Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine. • The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry. • The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment. • The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications. • The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting. • All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof. • All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

Exception:

A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not prejudice the Committee members • If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant. • In the event that the Committee thinks that supplementary testimony is required, the Convenor of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee. • All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.



How to Lodge a Complaint?

All complaints must be brought by the complainant in person. The following exceptions will be admitted: 1. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed. 2. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified. 3. Where the Committee takes suo-moto notice. • Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances such as the RGUKTB administration, academic and nonacademic staff association

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Ajothya

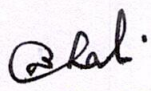
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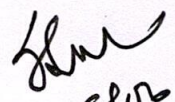
etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him. • The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them. • Suspension/ transfer of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry. • The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer where applicable. • All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee. • The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.

• The provisions of these Rules and Procedures of ICC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules

Penalties: The penalties listed below are indicative, and shall not constrain the RGUKT-B administration from considering others, in accordance with the rules governing the conduct of all members of the RGUKT-B 1. Written apology 2. Bond of good behaviour 3. Gender sensitization 4. Counselling 5. Adverse remarks in the Confidential Report 6. Debarring from supervisory duties 7. Suspension 8. Denial of membership of statutory bodies 9. Denial of re-employment 10. Stopping of increments/promotion 11. Reverting, demotion 12. Transfer 13. Dismissal 14. Withdrawal of residential facilities and prohibition from entry on the campus etc. 15. Any other relevant mechanism.




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Ajothya, Howrah.

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Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)
(Accredited by NAAC at the 'B' level)

President :

SRI KALIPADA MANDAL



Teacher-in-Charge & Secretary :

GOBINDA PRASAD BARMAN

Ref. No. SSM/OFN/177/2021-22

Date 10.03.2022

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Grievance and Redressal cell is being constituted with the following members (for the College Code 424 under the University of Calcutta)

Members are:

1. Mr. Gobinda Prasad Barman, Teacher-in Charge
2. Mr. Rajarshi Mukherjee, IQAC Coordinator
3. Dr. Shibani Saha, Member
4. Ms. Chaitali Chakraborty, Member
5. Ms. Swastika Samanta, Member, Convener

The Convener of the Grievance and Redressal cell is requested to conduct a meeting of the committee in order to formulate Institutional strategies in this regard.


MR. GOBINDA PRASAD BARMAN

TEACHER - IN- CHARGE

Teacher In-Charge

SHYAMPUR SIDDHESWARI MAHAVIDYALAYA
Ajodhya, Howrah.



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08/06/22
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Ajodhya


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IQAC
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President :

SRI KALIPADA MANDAL



Teacher-in-Charge & Secretary :

GOBINDA PRASAD BARMAN

Ref. No. SSM/MTN/29/2021-22

NOTICE

Date 18.03.22

A meeting of Grievance and Redressal Cell will be held on 25.03.2022 in Principal's room at 12.00 noon.

All members are requested to be present in this meeting.

Agenda


- 1) Convert the college to a NO-SMOKING zone
- 2) continuity of Covid Protocol.

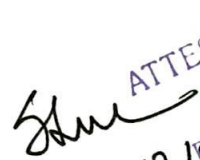

18/3/22

Teacher-in-Charge

Teacher In-Charge

SHYAMPUR SIDDHESWARI MAHAVIDYALAYA
Ajodhya, Howrah.


18/03/22
Convener of GRDC


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08/03/22
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya

Copy: Forwarded to all members.




Co-ordinator
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President :
SRI KALIPADA MANDAL



Teacher-in-Charge & Secretary :
GOBINDA PRASAD BARMAN

Ref. No. SSM/OFN/209/2021-22

OFFICE NOTICE

Date 07.04.2022

In adherence to the guidelines stipulated by the regulating authorities Anti Ragging Committee (ARC) for the Academic Session 2022-23 is being constituted with the following members (for the College Code 424 under the University of Calcutta)

Sl No.	Category	Name	Contact No.
1	Institutional Administration	Mr. Gobinda Prasad Barman, TIC, Chairman	9830872729
		Mr. Rajarshi Mukherjee, IQAC Coordinator	9433083018
		Dr. Srikanta Nandi, TCS, Convener of ARC	8372058604
		Mr. Debkumar Ghoshal, Bursar	8918819537
		Dr. Manish Baidya	8372058604
2	Faculty Members	Dr. Ananda Gopal Gupta	8697599131
		Dr. Sukumar Guchait	9735521484
		Dr. Shibani Saha	9874959113
		Dr. Islam Uddin Khan	9734191701
		Ms. Chaitali Chakraborty	9874754664
		Mr. Susanta Kr Mondal	9382201676
		Mr. Prasenjit Sarkar	8918920966
		Mr. Somnath Chattapadhyaya	9474856503
		Dr. Dhurba Chandra Dhali	9831813759
		Dr. Bedhas Ujjwal Mandal	9831144539
		Dr. Deepshikha	8700527113
		Dr. Satarupa De	9830010247
		Dr. Nurul Alam	8906964777
3	Civil Administration	Nominee from B.D.O. Shyampur - II	
4	Police Administration	Nominee form Shyampur Police Station	
5	Local Media	Syed Abu Md. Mohasin, Journalist, Ei Samay (Bangla Edition) & Press Trust of India	9748843938
6	Non-Government Organization	Arjan Basu Roy, Secretary Nature Mates Nature Club, Bijoygarh, Kolkata	9874357414
7	Non-Teaching Staff	Mr. Mafijur Rahman	9732987896
8	Students' representative	Sumit Kumar Majhi	9883617017
		Souvik Kapri	9883360725
		Suparna Pradhan	7003978193
9	Parent representative	Sahidul Islam Khan	9733950737
		Debkumar Ghoshal	9474159524
		Subrata Das	8001479782

The Convener-ARC is requested to conduct a meeting of the ARC in order to formulate Institutional strategies for the Academic Session 2022-23

(Mr. Gobinda Prasad Barman, TIC)

Teacher In-Charge

SHYAMPUR SIDDHESWARI MAHAVIDYALAYA
Ajodhya, Howrah.

Co-ordinator
IQAC

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(Affiliated to the University of Calcutta)
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SRI KALIPADA MANDALTeacher-in-Charge & Secretary :
GOBINDA PRASAD BARMANRef. No. SSM/OFN/209A/2021-22Date 07.04.22

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Anti Ragging Squad (ARS) for the Academic Session 2022-23 is being constituted with the following members (for the College Code - 424 under the University of Calcutta)

Sl. No.	Name	Contact No.
1	Dr. Arun Kumar Maiti	9434568316
2	Ms. Mau Dutta	9836094808
3	Mr. Saikat Sundar Manna	9433267371
4	Mr. Asish Bera	9732506734
5	Mr. Samiran Samanta	9163195023
6	Mr. Soumen Teli	9046141385
7	Mr. Surajit Mandal	8013518898
8	Ms. Kakali Seth	8910518121
9	Mr. Animesh Manna	8777564147
10	Mr. Debasish Rej	8584884610
11	Mr. Shibsankar Samanta	9883682865
12	Mr. Abinash Bera	9735660370

The Convener-ARC is requested to conduct a meeting of the ARC in order to formulate Institutional strategies for the Academic Session 2022-23


(Mr. Gobinda Prasad Barman)
TIC.
Teacher In-Charge
SHYAMPUR SIDDHESWARI MAHAVIDYALAYA
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(Accredited by NAAC at the 'B' level)President :
SRI KALIPADA MANDALTeacher-in-Charge & Secretary :
GOBINDA PRASAD BARMANRef. No. SSM/OFN/210/2021-22Date 07.07.22

OFFICE NOTICE

In adherence to the guidelines stipulated by the regulating authorities Students' Mentoring Cell for the Academic Session 2022-23 is being constituted with the following members (for the College Code - 424 under the University of Calcutta)

Sl. No.	Category	Name	Stream/Year
1	Mentor - Tier I	Anwesha Mukherjee	9734982210
2		Sk Aman Ali	9144077132
3		Avik Bera	9679048370
4		Apurba Chakraborty	8392026884
5	Mentor - Tier II	Moumita Jana	6294364442
6		Jeet Bera	6291127208
7		Avijit Patra	9091466417
8		Suvobrata Mondal	8327092517

(Mr. Gobinda Prasad Barman)

TIC.

Teacher In-Charge

SHYAMPUR SIDDHESWARI MAHAVIDYALAYA
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07/06/24
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