



Girijananda Chowdhury University Assam
Internal Complaints Committee

Memo. GCU/ICC/Minutes/2023/001

Date: February 15, 2023

Minutes of the 1st Internal Complaints Committee Meeting held on February 10, 2023
at 3.00 PM in the Conference Room, Ground Floor

Members present

1. Dr. Nilanjana Deb
2. Dr. Ajanta Deka
3. Dr. Smriti Rekha Chanda Das
4. Dr. Trishna Das
5. Dr. Junumoni Das

At the onset of the meeting, the Chairperson welcomed all the Members and put forwarded the Agenda of the Meeting. The resolutions arrived at on the basis of discussion are given below –

Res. No.	Resolutions	Action Taken
1.	<p><u>To review the functioning of the Committee.</u></p> <p>The Chairperson informed that the ICC will work under the provisions of Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.</p> <p>She put forwarded a draft of the working procedure of the Committee. Discussions were held and the working procedure was adopted with minor modifications.</p>	<p>The Working procedure of the ICC will be placed for final approval of the University Authority.</p>
2.	<p><u>To discuss about the key responsibilities of the ICC for the year 2023.</u></p> <p>The ICC will meet quarterly and finalise the list of activities to be carried out in the University to</p>	<p>Two workshops and a Talk will be organised during March 1 and March 8, 2023 as a part of University Gender Sensitisation</p>

	prevent cases of sexual harassment at workplace.	Week. Renowned Resource Persons will be invited for the same.
3.	<p><u>Events and programs to be organised</u></p> <p>The members was emphasised that in order to create awareness and continuous sensitization among the employees and students, it is essential to place banners/posters/notices defining sexual harassment at prominent places and Workshop on Gender Sensitisation need to be organised.</p>	Apart from gender sensitisation workshops for students and staff, the Committee shall conduct various competitions and activities in association with the Gender Sensitisation Cell of the University.
4.	<p><u>Any other matter:</u></p> <p>The Chairperson expressed satisfaction that no complaint of sexual harassment has been received from any woman employee/student of the University.</p>	

The meeting ended with a vote of thanks from the Chairperson, ICC.

mgdeb
15/02/2023
(Nilanjana Deb)

Copy to: All Faculty and Staff Members of the Institute (through email)