

**MINUTES OF THE MEETING OF INTERNAL COMPLAINT COMMITTEE
ON SEXUAL HARASSMENT AT WORKPLACE**

Date 01/07/2016 (Friday)


Time: 11.00 A.M

Vanue: Conference Hall, KKHSOU, Housefed Complex

Members present:

1. Dr. Kanta Chakravarty, Asstt.Registrar (Admin)
Chairperson
2. Dr. Smritisikha Choudhury
Member
3. Ms. Devajani Duarah
Member
4. Dr. Bhaskar Bhattacharyya
Member

The meeting was held on 01/07/2016 at Conference Hall, Housefed Complex, and the respected members mentioned above were present at the meeting. But, there were no issues on complaint on sexual harassment at workplace, which were discussed at the meeting.


1/7/2016

Smritisikha Choudhury
11/7/16

Bhaskar Bhattacharyya
Date: 01/07/2016

Devajani Duarah
1/7/2016

**MINUTES OF THE MEETING OF INTERNAL COMPLAINT COMMITTEE
ON GENDER BASED VIOLENCE**

Date 16/09/2017 (Friday)

Time: 11.00 A.M

Vanue: Conference Hall, KKHSOU, Housefed Complex

Members present:

1. Dr. Chandrama Goswami
Presiding Officer
2. Dr. Smritisikha Choudhury
Member
3. Dr. Devajeet Goswami
Member
4. Dr. Samar Bhattacharyya
Member
5. Dr. Kanta Chakravarty
Member

The meeting was held on 16/09/2016 at Conference Hall, Housefed Complex, and the aforementioned members were present at the meeting. The meeting has discussed to organise an orientation programme regarding sexual harassment at workplace for the employees of KKHSOU.

Smritisikha Choudhury
16/9/17

Devajeet Goswami
16/9/2017

Panor
16/9/17

[Signature]
16/09/17

To
The Registrar,
KKHSOU,
Patgaon, Rani
Guwahati

Date: 15/10/2017

Subject: Awareness Programme on Gender Sensitization

Sir,

I would like to inform you that the Internal Complaints Committee of KKHSOU will be holding the training programme for officers, faculty and functionaries on the SAKSHAM Report in the Sudmerson Hall, Cotton University on 17th October, 2017 at 2 pm. I am enclosing herewith the budget (of Rs 34000/-) for the programme for your approval.

Thanking you,

With Regards,

Chandrama Goswami

Dr Chandrama Goswami,

President

Internal Complaints Committee, KKHSOU

Guwahati

**Internal Complaint Committee (ICC) under University Grant Commission
Krishna Kanta Handiqui State Open University
Housefed Complex, Dispur Last Gate, Guwahati -781006**

Date:07/09/2019

To

All the members
Internal Complaint Committee (UGC-ICC)
KKHSOU, Guwahati, Assam

Subject: Invitation for the UGC-ICC meeting

Respected Madam/Sir,

As advised, a meeting on Internal Complaint Committee under UGC has been convened on 13th September 2019 at 11 am at University Rani Campus, KKHSOU to discuss the matter related to sexual harassment of women employee in this academic year, if any, and to discuss on future plan of action in this regard, as per UGC Regulation, 2015.

The following members are requested to kindly make convenient to attend the meeting:

1. Smt. Sanghamitra Das Bhuyan, Advocate
2. Devajani Duarah, Assistant Professor
3. Dr. Mrinaljyoti Goswami, Assistant Professor
4. Dr. Nandita Mazumdar, Senior Assistant
5. Sri Sunil Deka, Junior account Assistant
6. Dr. Kanta Chakraborty, Assistant Registrar as Special Invitee

Thanking you in anticipation,


(Sangeeta Kakoty) 7/9/19

Presiding Officer, UGC-ICC Committee

Copy to: 1) Secretary to Vice Chancellor
2) Registrar
3) Finance Officer
4) Concerned members

Phone No: 8811016415, 9435529660

mail id: sangeeta.kakoty@kksou.in

**Internal Complaint Committee (ICC) under University Grant Commission
Krishna Kanta Handiqui State Open University
Housefed Complex, Dispur Last Gate, Guwahati -781006**

Minutes of the UGC-ICC Committee Meeting

The 1st UGC-ICC Committee meeting for the session 2019 was held on 13th September, 2019 at the Conference Hall, Rani Campus of KKHSOU, Guwahati, Assam.

Member present:

1. Smt. Sanghamitra Das Bhuyan, Social Worker : Member
2. Devajani Duarah, Assistant Professor : Member
3. Dr. Nandita Mazumdar, Senior Assistant : Member
4. Sri Sunil Deka, Junior account Assistant : Member
5. Dr. Kanta Chakravarty, Assistant Registrar : Special Invitee
6. Dr. Sangeeta Kakoty : Presiding Officer

The member Dr. Mrinaljyoti Goswami, Assistant Professor was unable to attend the meeting, as he was pre occupied with other work.

The meeting was started with the welcome address by Dr. Sangeeta Kakoty, Presiding Officer, UGC-ICC Committee. Then the member Smt. Sanghamitra Das Bhuyan, Social Worker had circulated the Government Act, 2013 published against the clause "Sexual harassment of women at workplace (Prevention, Prohibition and Redressal) to all the members, where the rules, objectives and reasons are clearly mentioned. The members started discussion on this Act and committee decided to follow this.

It has come from the Assistant Registrar, KKHSOU that there were no such cases registered in this academic year 2019-20. However, members discussed on the topic to formulate a strategic plan for redressal of such cases. The resolutions taken against the agenda are as follows:


1. Will follow the clause of UGC Regulation, 2015 in this regard.
2. The details of this cell will be uploaded in the University website with contact details so that it will be easier for a learner or any employee to approach. The intimation to website will be done by the Presiding Officer
3. Only written cases will be entertained.
4. The draft University strategy plan to resolve a case to be prepared by Ms. Devjani Duarah within one month with special help from Smt. Sanghamitra Das Bhuyan, Advocate and member of this committee
5. One awareness cum lecture session for all faculty and officers of KKHSOU to be conducted in November/December as per the convenience of the resource person. The members recommended the resource person to be from ICC head of Gauhati University or from other University.
6. The final draft of the plan to be ready just after the awareness programme. This is because there may be some recommendation from the expert to be incorporated.

7. A seminar/workshop in this regard may be conducted in the month of February/March with due permission from the authority.

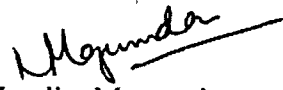
As no other matter was raised, the Chairperson closed the meeting with a Vote of

Thanks.

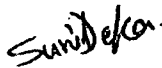
Sanghamitra Das Bhuyan



Devajani Duarah



Nandita Mazumdar



Sunil Deka



Kanta Chakravarty



Sangeeta Kakoty

INTERNAL COMPLAINT COMMITTEE (ICC) MEETING

(Under UGC)

Time: 11 am

Date: 13th September 2019

Name

Signature

1. Smt. Sanghamitra Das Bhuyan, Advocate

Sanghamitra Das Bhuyan
13.9.2019
13/9/2019

2. Devajani Duarah, Assistant Professor

3. Dr. Mrinaljyoti Goswami, Assistant Professor

4. Dr. Nandita Mazumdar, Senior Assistant

Nandita Mazumdar
13/9/19

5. Sri Sunil Deka, Junior account Assistant

Sunil Deka
13/09/19

6. Dr. Kanta Chakraborty, Assistant Registrar as Special Invitee

Kanta Chakraborty
13/9/19

7. Dr. Sangeeta Kakoty

**Internal Complaint Committee (ICC) under University Grant Commission
Krishna Kanta Handiqui State Open University
Housefed Complex, Dispur Last Gate, Guwahati -781006**

KKHSOU/Internal Complaint Committee/53/2017/33

Date:15/02/2020

To

The Registrar
KKHSOU
Assam

Subject: Request to make an arrangement to place an invitation to the officers of the University for the Orientation Programme on "working of ICC on Sexual Harassment of Women at workplace"


Dear Sir,

This is to inform you that an Orientation Programme to facilitate the functioning of Internal Complaint Committee (ICC) under UGC on Sexual Harassment of Women at workplace is being convened for the officers of the University on 18th February, 2020 at 11:30am at University Conference Hall, Housefed Complex, Dispur. Dr. Kasturi Gakoty, Assistant Professor of Law, National Law University and Judicial Academy, Assam has given her consent to act as a Resource person for this programme

Therefore, hereby I am requesting you to make an arrangement to place an invitation to all officers of our University.

Thanking you in anticipation,

Thanking you,


(Sangeeta Kakoty) 15/2/2020
Presiding Officer, UGC-ICC Committee

Phone No: 8811016415, 9435529660

mail id: sangeeta.kakoty@kkhsou.in



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Head Office : Patgaon, Rani, Guwahati- 781017, Assam, India

City Office: Housefed Complex, Last Gate, Dispur, Guwahati - 781006, Assam, India

KKHSOU/Internal Complaint Committee/53/2017/32

Date:11/02/2020

To

Dr. Kasturi Gakul
Assistant Professor of Law
National Law University and Judicial Academy, Assam (NLUJAA)
Amingaon, Hajo Road
Guwahati – 781 031
Assam

Subject: Request to act as a Resource Person on the orientation programme on “Functions of ICC on Sexual Harassment of Women at workplace”

Dear Madam,

Greetings from Krishna Kanta Handiqui State Open University (KKHSOU)!

With due respect, hereby would like to inform you that we are organizing an Orientation Programme on “Functions of ICC on Sexual Harassment of Women at workplace” for the members of Internal Complaint Committee (ICC) and the Officers of the University to facilitate its functioning on 18th February, 2020 at 11:30am at the University Conference Hall, Housefed Complex, Dispur. In this regard, I would like to take this privilege to invite you as a Resource Person for the said programme.

It would be obliged if you can kindly agree for the same.

Looking forward for your participation in the programme.

Thanking you.

Sangeeta Kakoty
11/02/2020

(Sangeeta Kakoty)
Presiding Officer, UGC-ICC Committee
Ph : 88110 16415, 9435529660

Deputy Director (Multimedia)
K.K.H. State Open University
Guwahati

Copy to: 1) Secretary to Vice Chancellor
2) Registrar
3) Finance Officer

REPORT ON

**ORIENTATION PROGRAMME ON FUNCTIONING OF ICC ON
SEXUAL HARASSMENT OF WOMEN AT WORKPLACE**

ORIENTATION PROGRAMME

on

*Functioning' of ICC on
Sexual Harassment of Women at Workplace*



Organised by

Internal Complaint Committee, KKHSOU

Venue: Conference Hall, City Office, KKHSOU

Housefed Complex, Dispur, Guwahati-6

Date: 18-02-2020

Organized By

INTERNAL COMPLAINT COMMITTEE (ICC), KKSHOU

REPORT

Meeting Date :18th February, 2020

**Venue: Conference Hall, City Office (KKHSOU)
Housefed Complex, Dispur, Guwhati**

Resource Person/Speaker :

**Dr. Kasturi Gokul
Assistant Professor of Law
National Law University and Judicial Academy Assam**

As per the resolution of the ICC meeting, an orientation programme was convened for the officers of the University to orient and to sensitize the UGC mandate on functioning of Internal Complaint Committee of the University on 18th February 2020 at the Conference Hall, Housefed Complex, Dispur, KKHSOU.

Objectives of the Programme:

- 1) To facilitate the functioning of ICC committee
- 2) To sensitize employees of KKHSOU regarding the UGC mandate on protection and prevention procedure against sexual harassment of women at their workplace.

The following Key officials of the University were present in the meeting:

- Prof. Arupjyoti Choudhury, Registrar
- Dr. Rahul S. Mazumdar, Dean (Academic)
- Dr. Bhabaranjan Sarmah, Controller of Examination
- Prof. Nripendra Narayan Sarma, Director (CIQA)
- Mr. Bishnu Chakraborty, Finance Officer
- Dr. Ratul Patowary, Deputy Registrar, Administration
- Dr. Limpon Borah, Deputy Registrar, Academic

Apart from the above, the other officers of the University along with the members of ICC committee were present at the meeting.

Dr. Sangeeta Kakoty, Deputy Director, Multimedia CMC & Chairperson of the Internal Complaint Committee, KKHSOU, delivered the welcome address and described the objectives of the programme.



This was followed by the delivery of the lecture by the

resource person, Dr. Kasturi Gokul. At the very outset of her lecture, Dr. Gokul had described the purpose of an ICC in an educational institute and the legal provisions on the basis of which the concept of an ICC was formulated. Thereafter, she had elaborately discussed on the UGC Regulation Act, 2015 focusing on the primary duties that the ICC is required to perform in a higher educational Institution as per the Act and the guidelines given by the Act with regard to the formation an ICC. The criteria of members selections for the ICC of an Educational Institution, term and tenure period of the members, the grounds on which a member may be disqualified, etc. were also discussed at lengths.



Thereafter, Dr. Gokul had explained the definition of sexual harassment and various types of conducts or acts, both implicit or explicit which fall under the sexual harassment at workplace. Along with these, the

responsibilities that an institution of higher education requires to do in order to prevent sexual harassment acts in their institutions were also highlighted in the lecture.

The various responsibilities which an ICC needs to carry out, process of making complaints to an ICC, step-by-step process of conducting enquiry by the ICC on receipt of a complaint were discussed by the resource person. She



also pointed out various ways to initiate actions against a person if proved guilty or the actions to be taken against the complainant in case the allegations proves to be false, etc.



The lecture was followed by an interaction session where the participants cleared their doubts.

The Programme ended with a Vote-of-Thanks delivered by Dr. Mrinal Jyoti Goswami, Assistant Professor in Assamese & member of the ICC Committee, KKHSOU.

Sangeeta
04/03/2020
(Sangeeta Kakoty)
Presiding Officer, ICC

**Internal Complaint Committee (ICC) under University Grant Commission
Krishna Kanta Handiqui State Open University
Housefed Complex, Dispur Last Gate, Guwahati -781006**



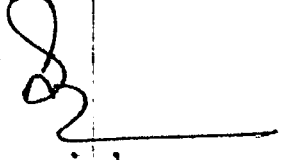

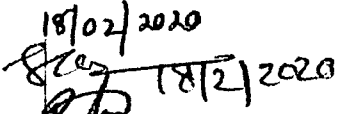
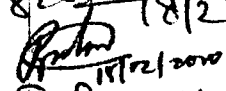
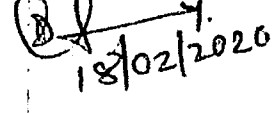

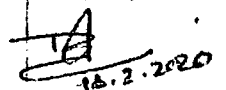

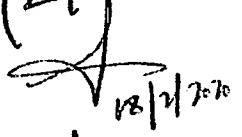

**Orientation Programme on "Working of ICC on Sexual Harassment
of Women at Workplace"**

Date: 18/02/2020

Time: 11:30 am

Venue: University Conference Hall, Housefed Complex, Dispur

Attendance Sheet

<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1. Anupjyoti Chakrabarty	Registrar	
2. Rahul S. Mozumdar	Dean (Ac)	
3. Sachindra Nath Misra	Secy. to VC	
4. Kanta Chakrabarty	RO/c Asst Registrar	
5. Sangeta Kakoty	Dy. Director-MCHC	18/02/2020 
6. Ratul Kumar Patowary	Dy. Regr	18/2/2020 
7. Dopati Choudhury	Administrative Officer	18/02/2020 
8. Limpon BORA	Deputy Registrar	 18/2/2020
9. Budhagyaoti Sommah.	P.S to Registrar	 18.2.2020
10. BIRINCHI BORAH	Asst Registrar	 18/2/2020
11. Kashyap Mahanta	Assistant Registrar (Exam)	 18/2/2020
12. Arshada Sarin	Dr P. O / ...	 18/2/2020

- 13. Samar Bhattacharya ASST. Reg. (SLM)
- 14. Nabankur Poktrak Asst Dir (Online Learning)
- 15. Binod Deka System Analyst

- 16. Mrinal Jyoti Goswami Asst. Prof. (As) ICC member
- 17. Nripendra Narayan Sama Professor Director CIAA & Dept. n. Mgnt
- 18. Bhadarajam Soemal COE
- 18. Bishnu Chakraborty F.O
- 19. Sanghamitra Das Bhnyam Social worker
- 20. Abani Kumar Saikia
- 21) Utpal Bhattacharya
- 22) Nitya Kalita SO
- 23/ Nandita Majumdar Senior Asst.
- 24/ Sunil Deka Sr. Accounts Asst.

18/02/2020
18/02/2020

Deka
18/2/2020
18/2/2020
18/02/2020

18/2/2020

18/2/20

18/02/2020

18/02

Majumdar
18/2/2020
Sunil Deka
18/02/2020



কৃষ্ণকান্ত হান্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Head Office : Patgaon, Rani, Guwahati - 781017, Assam, India

City Office: Housefed Complex, Last Gate, Dispur, Guwahati - 781006, Assam, India

Ref: KKHSOU/Internal Complaint Committee/53/2017/34.

Date: 27/02/2020

To

Prof. Rajnish Jain
Secretary
University Grants Commission
Bahadur Shah Zafar Marg, New Delhi- 110002

Subject: Regarding Annual Return on cases of Sexual Harassment for the period from 1st April, 2018 to 31st March, 2019

Ref: DO. No. F.91-3/2014 (GS) Pt.1 dated 14th May, 2019

Sir,

With reference to the subject cited above, I am directed to forward herewith the copy of report on Annual Return on cases of Sexual Harassment for the period from 1st April, 2018 to 31st March, 2019 that was submitted on 11th July, 2019, duly signed by the Registrar of this University. I would also like to forward the notification regarding the re-construction of ICC committee on Sexual Harassment of Women at workplace.

Thanking you,

With kind regards,

Yours Sincerely,

(Sangeeta Kakoty)

Presiding Officer – ICC Committee

Enclosure: 1) Copy of report on Annual Return on cases of Sexual Harassment
2) Notification regarding the re-construction of ICC committee

Copy to:

- 1) Secretary to the Vice Chancellor, KKHSOU
- 2) Registrar, KKHSOU

(Sangeeta Kakoty)

Presiding Officer – ICC Committee

কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Head Office : Patgaon, Rani, Guwahati- 781017, Assam, India
City Office: Housefed Complex, Last Gate, Dispur, Guwahati - 781006, Assam, India

Ref: KKHSOU/Internal Complaints Committee/53/2017/7

Dated 11 July, 2019

To,

Prof. Rajnish Jain
Secretary
University Grants Commission
Bahadur Shah Zafar Marg, New Delhi

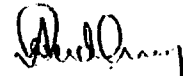
Sub: Constitution of Internal Complaint Committee (ICC) - regarding

Ref: D.O. No.F.91-3/2014 (GS)Pt.1 dated 14.05.2019

Sir,

With reference to the subject cited above, I am directed to forward herewith the Annual Return on cases of Sexual Harassment for the period of 1st April, 2018 to 31st March, 2019 in the prescribed format and a notification regarding re-constitution of the Internal Complaint Committee (ICC) of the University for gender sensitization against sexual harassment.

Yours sincerely



(Arupjyoti Choudhury)
Registrar

Copy to:

1. Secretary to the Vice Chancellor, KKHSOU

Reference: DOP&T O.M. No.11013/2/2014-Estt.A.111 dated February 2, 2015

Annual Return on cases of Sexual Harassment

Period: 1st April, 2018 to 31st March, 2019

Name of the University KRISHNA KANIA HANDBIQUI STATE OPEN UNIVERSITY

Sl.No.		Number of cases*
1.	Number of complaints of sexual harassment received in the year	Nil
2.	Number of complaints disposed off during the year	Nil
3.	Number of cases pending for more than 90 days	Nil
4.	Number of workshops on awareness programmes against sexual harassment conducted during the year	Nil
5.	Nature of action	Nil

Note:

- Information is to be provided in consolidated form in respect of University as a whole (including affiliated/constituent colleges).

(Signature)

Office of the Registrar
Krishna Kanta Handiqui State Open University
Patgaon :: Rani Gate :: Guwahati -17

Ref: KKHSOU/Internal Complaints Committee/53/2017/6

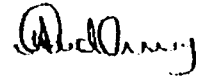
Date: 06/07/2019

Notification

An Internal Complaint Committee (ICC) has been constituted under UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 for gender sensitization against sexual harassment with the following members :-

- | | | |
|--|---|------------------------------------|
| 1. Dr. Sangeeta Kakoty, Deputy Director (Multimedia), KKHSOU | : | Chairperson /
Presiding Officer |
| 2. Dr. Devajani Duarah, Assistant Professor, KKHSOU | : | Member |
| 3. Dr. Mrinaljyoti Goswami, Assistant Professor, KKHSOU | : | Member |
| 4. Dr. Nandita Mazumdar, Senior Assistant, KKHSOU | : | Member |
| 5. Sri Sunil Deka, Junior Account Assistant, KKHSOU | : | Member |
| 6. Smti Sanghamitra Das Bhuyan (Advocate) | : | Member
(from NGO) |

This is issued with the approval of the Vice Chancellor.



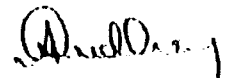
(Arupjyoti Choudhury)
Registrar

Memo No: KKHSOU/Internal Complaints Committee/53/2017/6

Dated 06/07/2019

Copy to:

1. Secretary to Vice Chancellor
2. Secretary, University Grants Commission, New Delhi
3. Members concerned



(Arupjyoti Choudhury)
Registrar

1157



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary

Ans/Dog
12/02/2020



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002
Ph.: 011-23236288/23239337
Fax: 011-2323 8858
E-mail: secy.ugc@nic.in

DO. No.F.91-3/2014 (GS)Pt.1

14th May, 2019

Dear Sir/Madam,

This has reference to UGC's letters of even number dated 28.01.2015, 15.06.2015, 23.07.2015, 01.10.2015, 28.07.2016, 06.06.2017 and 02.07.2018 requesting the Universities/Colleges to constitute an Internal Complaint Committee (ICC) and a Special Cell in their respective institutions to deal with the issue of gender based violence and to conduct gender sensitization programme. Copies of these letters are available on UGC website : www.ugc.ac.in.

You are requested to ensure that ICC constituted in your esteemed university is working as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015.

You are also requested to kindly send the Annual Return on cases of Sexual Harassment as per the enclosed performa for the period from 01.04.2018 to 31.03.2019 and the details of constitution of ICC to the UGC on email ugc.iccg@gmail.com latest by 31.07.2019 to enable UGC to compile and furnish the information to the Government of India. You are requested to kindly ensure the compliance of the above by the affiliated colleges also.

This may be accorded Top Priority.

With kind regards,

Encl: As above.

Yours sincerely,

(Rajnish Jain)
(Rajnish Jain)

The Vice-Chancellor of all Universities.

Copy to :-

✓ The Publication Office, UGC, New Delhi for uploading on UGC website.

Rajnish Jain
For w/action
12/02/20

(Rajnish Jain)
(Rajnish Jain)

Dy Director
(Multimedia)
2 Chairpersons
3 ICC

Asst. Registrar
intimated. via e-mail to
attached herewith for your information.
27/02/2020