

Internal Complaints Committee

Sl. No. DO CX	Meeting Date DO CX	Academic Session DO CX	Members Present DO CX	Agenda DO CX	Major Decisions DO CX	Action Taken DO CX	Supporting Report DO CX
1	July 25, 2023	2023-24	Mrs. Kamaljeet Kaur, Mrs. Prabali Dutta, Mrs. Bidisha Roy, Mr. Rajesh Mondal, Mr. Kamal Sen, Kripa Kumari, Riya Gupta, Komal Rani, NGO	1. Confirmation of the constitution of the Internal Complaints Committee. 2. Campus Awareness Initiatives. 3. Review of the responsibilities and functions of the	Confirmed the constitution of the ICC; resolved to organize awareness campaigns every semester; resolved to conduct periodic orientation sessions for ICC members.	Recommended uploading the new member list and contact details to the college website within 7 working days.	ICC_23-24_final.docx

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				ICC.			
2	May 25, 2024	2023-24	Mrs. Kamaljeet Kaur, Mrs. Prabali Dutta, Mrs. Bidisha Roy, Mr. Rajesh Mondal, Mr. Kamal Sen, Kripa Kumari, Riya Gupta, Komal Rani, NGO	1. Review of complaints that will be received. 2. Raising the previous meeting minutes. 3. Planning of awareness activities. 4. Planning gender sensitization	Resolved to prepare a semester-wise calendar of awareness activities; resolved to organize at least two gender sensitization programmes each semester.	Recommended drafting the finalized semester-wise awareness calendar within two weeks; integrated gender sensitization programmes into regular timetables.	ICC_23-24_final.docx

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				on programmes for students and staff.			
3	July 25, 2024	2024-25	Mrs. Supriya Saha Banik, Mrs Bidisha Roy, Mrs.Sanchita Ghosh, Mr. Rajesh Mondal, Mr. Bapi Chatterjee, Kripa Kumari, Riya Gupta, Komal Rani, NGO Representative	1. Review of ICC activities conducted during the previous academic year. 2. Evaluation of grievance redressal preparedness and confidentiality measures .	Approved a structured orientation module on ICC awareness; strengthened confidentiality practices; introduced quarterly reviews of preventive activities.	Recommended installing updated ICC display boards within 10 working days; included ICC awareness in faculty orientation.	ICC_24-25_final.docx

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				3. Planning orientation programmes for newly admitted students. 4. Strengthening complaint reporting and support mechanisms.			
4	May 27, 2025	2024-25	Mrs. Supriya Saha Banik, Mrs Bidisha Roy, Mrs.Sanchita	1. Review of implementation of ICC initiatives during 2024–25.	Approved a digital complaint submission facility; institutionalised annual refresher	Recommended launching the digital complaint portal before the next	ICC_24-25_final.docx

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			Ghosh, Mr. Rajesh Mondal, Mr. Bapi Chatterje e, Kripa Kumari, Riya Gupta, Komal Rani, NGO Represen tative	2. Assessme nt of awarenes s program me effectiveness through feedback. 3. Discussio n on digital complain t submissio n facilities. 4. Planning capacity-building workshop	training for ICC members ; standardi sed documen tation checklists .	session; planned to conduct one advance d legal-awareene ss worksho p every semester .	

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				s for ICC members .			
5	July 25, 2025	2025-26	Dr. Rakhi Das Bain, Dr. Sangeeta Sen, Mrs.Mithu Mal, Mr. Rajesh Mondal, Mr. Kalidas Tudu, Kripa Kumari, Sonam Soni, Riya Gupta, NGO Representative	1. Review of the Annual ICC Compliance Report. 2. Planning Anti-Sexual Harassment Awareness Week. 3. Strengthening student volunteer support for	Standardized annual ICC compliance records; approved an Anti-Sexual Harassment Awareness Week; nominated student gender-sensitization ambassadors.	Recommended organizing the Awareness Week during the first month of the semester ; planned to install additional ICC signboards in academic blocks and hostels.	ICC_25-26_final .docx

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				gender sensitization. 4. Review of campus safety infrastructure and grievance accessibility.			
6	May 26, 2026	2025-26	Dr. Rakhi Das Bain, Dr. Sangeeta Sen, Mrs.Mithu Mal, Mr. Rajesh Mondal, Mr. Kalidas Tudu, Kripa Kumari, Sonam	1. Evaluation of ICC outreach programmes conducted during 2025–26. 2. Review of anonymous	Approved a structured documentation framework for NAAC compliance; included advanced legal awareness sessions	Recommended preparing a semester-wise ICC documentation checklist; planned to conduct one external expert session	ICC_25-26_final.docx

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			Soni, Riya Gupta, NGO Representative	feedback and campus climate observations. 3. Planning advanced legal awareness sessions for students and employees. 4. Strengthening documentation practices for NAAC compliance.	in the annual activity plan; decided to prepare a consolidated ICC activity report annually.	each semester.	