

Internal Complaints Committee

Darjeeling Government College

The PoSH Act, 2013 and the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and Students in Higher Educational Institutions) Regulations, 2015 mandates the formation of an Internal Committee (IC) or Internal Complaints Committee (ICC) by an order in writing in every college. The main objective behind the formation of the Committee is to address the discriminatory behavior and sexual harassment lodged by any member of the college (teaching, non-teaching, and students) of which he or she observes or becomes aware. The committee after inquiring also advises the authority to take necessary remedial actions including punishment against the offender.

The Committee comprises of the following members:

Sl.no	Name	Position	Phone number & mail id
1	Dr. Sujata Rani Rai, Associate Professor and Head, of Nepali	Presiding Officer	Phone No.9933020442, Email ID. sujataranirai@gmail.com
2	Dr. Prabir Kumar Sen, Associate professor and Head, of Chemistry	Internal member	Phone No. 9883242855, Email ID. wbespks@gmail.com
3	Prof. Dewki Limbu, Assistant Professor of Geography,	Internal member	Phone No. 9002631899, Email ID. devvsa@gmail.com
4	Prof Nisha Tamang, Assistant Professor of Geography,	Internal member	Phone No. 99832091510, Email ID. tamangneesha@gmail.com
5	Prof. Shraddhanjali Singh, Assistant Professor of Hindi	Internal member	Phone No. 9836014105, Email ID. singh.shraddhanjali@gmail.com
6	Mrs. Norjin Tshering Bhutia , Translator,	Office Staff Representative	Phone No. 9635411680, Email ID. norzeenbhutia@gmail.com
7	Mrs. Tshering Doma Bhutia , Group-D Staff,(Chemistry)	Non-Teaching Staff Representative	Phone No. 9933494233
8	Mr. Tej Kumar Thapa , Child Protection Officer & Senior Lead, Anugyalaya Darjeeling Diocese Social Service Society, Divyavani, Near Loreto Convent South Gate, Loch Nagar,	Member of NGO	Phone number. 96351-67500 Email Id: kumar.tez@gmail.com
9	Mrs. Ritika Gurung , (B.A. L.L.B. Hons), Advocate, District & Session Court,	(Legal Advisor)	Phone No. 62950-23825, Email.ID. ritikagurung38@gmail.com

WHO CAN PUT UP THE COMPLAINT

Any aggrieved woman who has suffered harassment at the workplace (Darjeeling) can approach ICC.

- Aggrieved woman includes:
 - a. Woman who is an employee, or
 - b. Someone visiting the workplace, or
 - c. Student (any gender)

Procedure of complaint

1. In case of any sexual harassment as stated by the law the Complainant must give a written complaint in the given format by the College.
2. The Complainant can take the form from the College Office/college website and put it in the drop box of the ICC/ Grievance Redressal Committee OR email it to the provided email ID of the ICC which is iccdgc23@gmail.com.
3. Only written complaints will be considered. Any other form of complaint other than written will not be accepted.

In special cases if the complainant is unable to write, the complaint may be oral. In such cases, 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.

The Complaint can be received about the case apart from the complainant in two cases

- a) 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.
- b) 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.

WHERE ?

The campus of a HEI including-

- (a) **Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit** that is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
- (b) **Any sports institute, stadium, sports complex or competition or games venue**, whether residential or not used for training, sports or other activities relating thereof in HEIs;
- (c) **Any place visited by the employee or student arising out of or during the course of employment or study including transportation** provided by the Executive Authority for undertaking such journey for study in HEIs.'

WHAT CONSTITUTES SEXUAL HARASSMENT?

In case of *Vishakha v. the State of Rajasthan* (1997), it is defined as follows:

“Sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as

- a) physical contact and advances;*
- b) a demand or request for sexual favours;*
- c) sexually-coloured remarks;*
- d) showing pornography;*
- e) any other unwelcome physical, verbal or non-verbal conduct of sexual.”*

Categories/type of harassments in the College premises

Responsibility:

The ICC is responsible for

1. Creating awareness about sexual harassment and promoting a culture of zero tolerance for such behavior within the College.
2. Drafting an organizational policy on Prevention of Sexual Harassment (PoSH)
3. Working towards creating a safe and respectful workplace for all employees and students.
4. Receiving complaints of sexual harassment in any form
5. Conducting Enquiries And making recommendations and resolutions
6. Keeping the identity of the complainant confidential.
7. After the inquiry is completed, the result and subsequent findings and suggestions for the ultimate action against the respondent will be given to the appellate body of the Institution for further action.

The official email of the Committee is iccdgc23@gmail.com.

The Internal Complaints Committee will be guided by

1. <https://www.indiacode.nic.in/bitstream/123456789/2104/1/A2013-14.pdf>
(THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013)
2. <https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Rules.pdf>
(The Gazette of India_ Ministry of Women and Child Development, 2013)
3. <https://wcd.nic.in/sites/default/files/Sexual-Harassment-at-Workplace-Act.pdf>
(The Gazette of India_ Ministry of Law and Justice, April 2013)
4. <https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf> (Handbook on Sexual Harassment of Women at Workplace_ (Prevention, Prohibition and Redressal) Act, 2013)
5. https://saksham.ugc.ac.in/content/downloads/7203627_UGC_regulations-harassment.pdf (UGC (Prevention, Prohibition and Redressal of Sexual harassment of Women employees and Students in Higher Educational Institutions) Regulations, 2015)