



# BHAWANIPUR GLOBAL CAMPUS

(An Autonomous Institution)

## ESTABLISHMENT OF INTERNAL COMPLAINTS COMMITTEE

Bhawanipur Global Campus has zero tolerance policy against discrimination and sexual harassment. An act of sexual harassment is a punishable offence. In terms of the Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013, with a view to provide protection against discrimination and sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto, the Internal Complaints Committee has been constituted in Bhawanipur Global Campus. The Internal Complaints Committee will be responsible for the redressal of complaints made by students and employees and ensure time-bound treatment of the complaints as provided in the Act.

### ➤ Objectives of ICC:

- To prevent and prohibit sexual harassment of women in the campus.
- To provide a confidential, fair, and timely redressal mechanism for complaints.
- To create awareness and educate the campus community on gender sensitivity.
- To recommend corrective measures and disciplinary actions where required.
- To uphold the dignity, equality, and safety of women employees and students.

### ➤ Composition of Internal Complaints Committee

In case of any complaint, an employee/student at the institute may contact the following committee:

SL. NO.	NAME	DESIGNATION	POSITION	CONTACT DETAILS
1	Dr. Suparna Dhar	Professor	Presiding Officer	9830213143
2	Ms. Rebeca Anis	Legal Officer	Non-faculty Member	9874453429
3	Mr. Jayanta Bagchi	Head, Admission, Branding & Communications	Member	9903250750

A Unit of The Bhawanipur Gujarati Education Society

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4	Dr. Bikash Kumar Saha	Assistant Professor	Faculty Member	9123982916
5	Ms. Madhubanti Dutta	Senior Manager, HRTD	Non-faculty Member	9674919112
6	Ms. Shimanti Das	NGO Representative-School of the World (Kolkata)	External Member	9830474269

➤ Functions of the Committee:

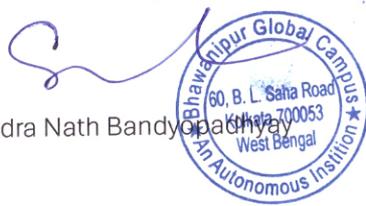
- Receive complaints of sexual harassment in a confidential and sensitive manner.
- Conduct inquiry as per prescribed procedures ensuring fairness and neutrality.
- Recommend appropriate disciplinary action or corrective measures to the authority.
- Submit reports to the competent authorities with detailed proceedings and findings.
- Organize regular awareness drives, sensitization programs, and orientation sessions.
- Maintain records of cases, actions taken, and follow-up documentation.

➤ Operation & Redressal Procedure:

Complaints may be submitted in writing or through the designated e-mail to the Presiding Officer/ICC Coordinator. The Committee shall meet as required to inquire into complaints and shall ensure disposal of cases within the statutory time frame. Confidentiality shall be strictly maintained throughout the process.

Dr. Soumendra Nath Bandyopadhyay

Principal





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## ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE FOR 2024-25

Annual Report of the Internal Committee in respect of complaints received during 2023 under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules framed there under as per Section 21 of the Act:

No. of Complaints received during the year	0
No. of Complaints disposed of during the year	0
No. of Cases pending for more than 90 days	0
No. of Workshops or Awareness Programmes Against Sexual Harassment carried out	1
Nature of Action taken by the Employer	NA

  
Dr Suparna Dhar

Presiding Officer- Internal Complaint Committee  
Bhawanipur Global Campus  
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