

Meeting of the Grievance Redressal Committee:-

Date:- 21st March/22

Signature of the members present:-

1. Bol Mahesh Chandra Bhagawati - Convener - MB
2. Dr. Sangeeta Barthakur Tamuli - Member - S.B. Tamuli
3. Prof. Rajendra Prasad Bora - " - RB
4. Dr. Lima Baruah - " - LB

* Proceeding of the Grievance Redressal Committee Meeting:-

Proceeding of the Meeting:

The first meeting of the Grievance Redressal Committee of Lakhimpur Commerce College has been organised on 21.3.2022 and chaired by Prof. M.C. Bhagawati, convener of the Committee and attended by all honourable members of the cell signed above at the Vice Principal's chamber. At the beginning the convener read out the policies of the cell for approval of the committee. Accordingly all the members of the cell unanimously approved all the policies.

The meeting also discussed on Grievances of students received if any by the committee. Honourable member of the cell Dr. Sangeeta Barthakur Tamuli expressed, it is a good sign to our College that up till now no any complain has been lodged by our Student.

Prof. Rajendra Prasad Bora, member of the Committee, has informed the cell to take strict action to any Grievances, if received in future with zero tolerance.

Following are the Resolutions adopted in the meeting:

1. Resolution No. 1: The Meeting decided to install one student's Complain Box in the College Campus.
2. Resolution No. 2: The meeting also decided to act strict vigilance by all members of the committee to prevent all type of Grievances of the students in College Campus.
3. Resolution No.3: The meeting also decided to carrying out a thorough and impartial analysis of the complain received if any in near future.
4. Resolution No. 4: Finally it is proposed in the meeting that, the cell shall not disclose the name and any kind information regarding the Grievances to anyone.



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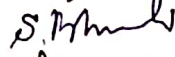

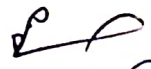
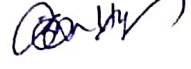

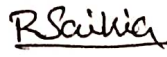

MB
21.3.22
Convener

Proceeding of the meeting of Internal Complaint and Disciplinary Action Committee held on 10-05-2022

Date: 10-05-2022


A meeting of all the member of Internal Complaint and Disciplinary Action Committee was held on 10-05-2022 (Tuesday) at 1.00 pm in the IQAC room. The meeting started with the Convener Dr. S.M.Borghain taking chair and welcoming all the members to the first meeting of the Committee. The Convener informed everyone that as per the guidelines issued by Ministry of Women and Child Development , all the organisations and UGC, all organisations must constitute an ICC and in this context the committee has been formed in the institution. The objective of the meeting was highlighted and discussion was held on the different points of the Agenda.

Following members attended the meeting:

| NAME | | Signature |
|----------------------------------|-----------------|---|
| 1. Dr. Sikhamoni Borgohain | Convener |  |
| 2. Prof Mahesh Chandra Bhagawati | Member |  |
| 3. Dr. Sangeeta Borthakur Tamuli | Member |  |
| 4. Dr. Lima Baruah | Member |  |
| 5. Prof. Purabi Hazarika | Member |  |
| 6. Dr. Biva Dutta | Member |  |
| 7. Prof. Manuj Kumar Tamuli | Member | |
| 8. Dr. Dadul Rajkonwar | Member |  |
| 9. Mrs. Rimzim Saikia Deka | External Member |  |
| 10. Dr. Harini Patowary Das | Member |  |

Agenda

1. Convener takes chair
2. Objective of the meeting
3. Discussion on the policy of the college for Prevention of Sexual Harassment against Women at Workplace
4. Steps to be taken for creating awareness about gender equity and acts of sexual harassment


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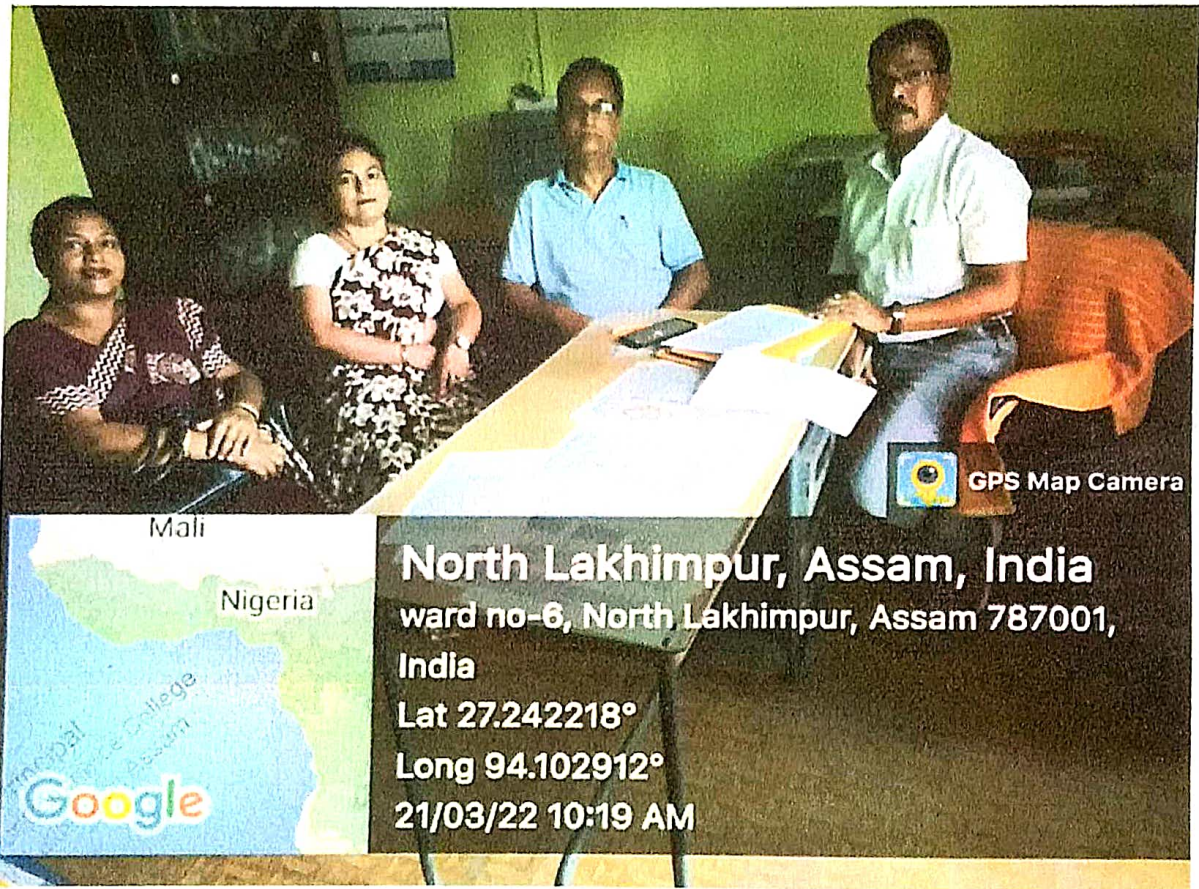
The members of the committee had discussions at length on the points according to the agenda and the following resolutions were taken in the meeting:

1. The policy on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) formed by the institution must be uploaded in the college website for creating awareness regarding different acts of sexual harassment and the steps taken to prevent these in the college campus.
2. All the students and female employees must be sensitised regarding the provision of the COMPLAINT BOX placed by the Grievance Redressal Committee in the college campus for the receipt of any complain regarding sexual harassment.
3. Awareness Programmes should be organised for creating awareness regarding prevention of any incident of sexual harassment and promotion of gender equity in the institution.

The chairperson informed all the members that the committee will work together with the Committee for Prevention of Sexual Harassment at Workplace (For Employees) and Anti-Sexual Harassment Cell(for students) in prevention of sexual harassment and gender issues in the institution. She further informed that no such complaint has been received so far. Then, the meeting concluded with a vote of thanks to all the members of the committee.



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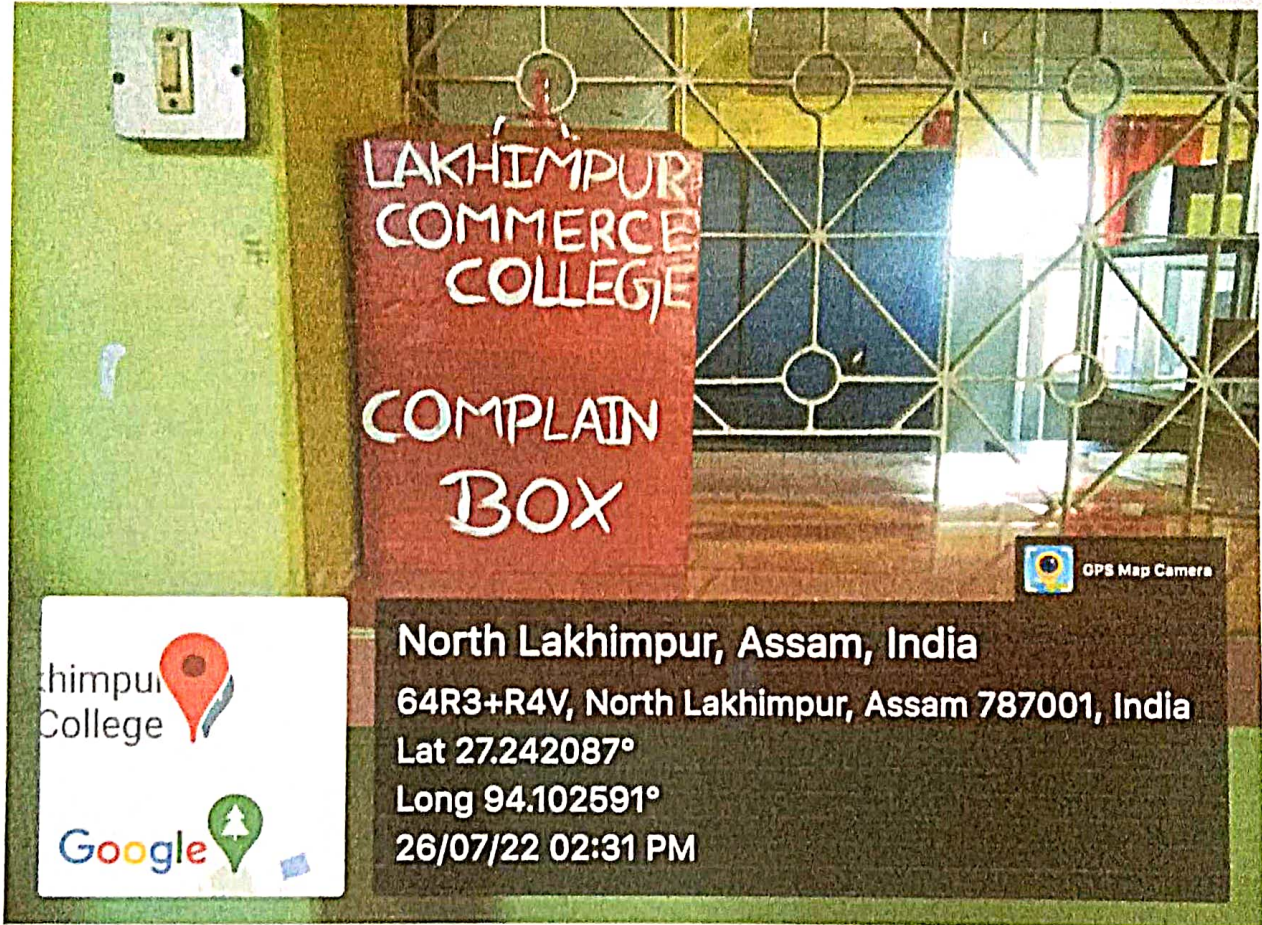
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Lakhimpur
No.

COMPLAINT BOX
Lakhimpur Commerce College
North Lakhimpur, Assam




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**Agenda of the Meeting of Prevention against Sexual Harassment of Woman At Work Place
Committee held on 4th August 2022**

1. Discussion on the letter received from the Addl Deputy Commisioner (Social Welfare), Letter No.LDC1/SWD/2020/SHWW/MSK/206) regarding the constitution of Prevention Against Sexual Harassment Of Woman At Work/ Place Committee.
2. Any other related matters.



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**Proceeding of the Meeting of Prevention against Sexual Harassment of Woman At Work
Place Committee held on 4th August 2022**

A meeting of the Prevention of Sexual Harassment Against Woman At Work/ Place Committee was held at the Conference Hall at 11 am on 4th August 2022. The members of the Prevention of Sexual Harassment of Woman At Work/Place Committee and Internal Complaint and Disciplinary Action Committee were present in the meeting to have a discussion regarding the letter received from the Addl Deputy Commissioner (Social Welfare), Letter No.LDC1/SWD/2020/SHWW/MSK/206


*At the beginning of the meeting, Prof Purabi Hazarika, the Convener of the Prevention against Sexual Harassment of Woman At Work/ Place Committee welcomed all the members present in the meeting and read out the proceedings of the last meeting. After discussion, the proceeding of the previous meeting has been unanimously accepted by the committee. The Convener then narrated the objectives of the meeting in brief. She stated her views regarding objectives of the constitution of Prevention Against Sexual Harassment Of Woman At Work/ Place Committee.

* Dr Lohit Hazarika, the Principal of the college informed about the letter received from the Addl Deputy Commissioner (Social Welfare) regarding the constitution of Prevention Against Sexual Harassment Of Woman At Work/ Place Committee. The Convener of the committee was pleased to state that this Committee has been already formed in the college in March 2022.

*Dr Sikhamoni Borgohain ,the Convener of Internal Complaint and Disciplinary Action Committee informed that till now no complaint is lodged against any kind of gender violence, sexual harassment and discrimination based on gender.

*The Committee resolved to take immediate action if any complainant makes any complaint in this regard and ensures to provide full safety and thus create a safe and dignified environment in the college campus.

*The meeting concluded with the vote of thanks delivered by Prof Purabi Hazarika, the Convener of Prevention Against Sexual Harassment Of Woman At Work/ Place Committee.



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LAKHIMPUR COMMERCE COLLEGE

POLICY FOR PREVENTION OF SEXUAL HARASSMENT AGAINST WOMAN AT WORK PLACE

Lakhimpur Commerce College is committed to maintaining a workplace free from sexual harassment against women. The institution through its policy ensures that all the employees work in a manner that prevents any kind of sexual harassment in the form of verbal, physical or psychological harassment. The policy is formed in accordance with the Supreme Court of India Guidelines on Sexual Harassment Redressal Act, 2013, August 1997, "The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act 2013" and "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013" Rules, 2013 that is aimed to provide a legal right to a workplace free from any kind of sexual harassment for employees.

The Act recognises that sexual harassment results in the violation of a woman's fundamental right to equality under Articles 14, 15 and 21 of the Constitution. It holds the employer responsible to provide protection against sexual harassment of women at workplace.

OBJECTIVE:

1. To create an environment of safety and dignity for women employees as envisaged in the Guidelines by Supreme Court of India.
2. To ensure that no women employee is subjected to any kind of sexual harassment in the institution.

Definitions:

1. "Act" means "The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act 2013".
2. "Aggrieved Woman" means any female employee of Lakhimpur Commerce College or any woman who reports of sexual harassment faced at workplace.
3. "Complainant" means any person who makes a complaint as an aggrieved person or on behalf of the aggrieved person who is not able to do so as a result of physical or mental incapacity or death of the person.
4. Accused means the person against whom the allegation of sexual harassment has been made by the "Aggrieved Woman".
5. "Internal Complaint Committee" means the committee formed in the college with faculty members and office staff as per the provision listed in the Act.
6. "Member" means the member of the Internal Committee.
7. "Authority" means the Principal of the college.
8. "Workplace" means the institution, its premises, offices, departments or places visited by the employees out of or during the course of duty.



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5. "Sexual Harassment" means:

- i. Any kind of unwelcome and offensive comments to unwanted physical advances or requests for sexual favours.
- ii. Inappropriate texts, messages, call at odd hours.
- iii. Sexist Comments including jokes and stories, taking photographs, screenshots without one's knowledge.
- iv. Speaking in a manner which is offensive to the dignity of a woman.
- v. Physical contact like unwelcome touching, patting, stroking, grabbing, pinching, hugging
- vi. Blocking someone's path with the purpose of making a sexual advance.
- vii. Any other verbal or physical act that demeans the dignity of a woman.

Committee for Prevention of Sexual Harassment of Women at Workplace:

The Committee for Prevention of Sexual Harassment at College is formed in the institution to prevent any act of sexual harassment in the college and to receive any complaint of such nature. It is functional as one senior member of faculty as the Convener of the Committee. The Committee functions on the basis of the Policy framed by the institution in this regard and ensures its implementation in letter and spirit through proper reporting of the complaints and their follow-up process. The Committee works to provide an environment of security and safety for the women employees and promotes awareness about various forms of sexual harassment. The Committee works in collaboration with the Internal Complaint Committee to conduct investigations and inquiry processes.

Internal Complaints Committee:


The Internal Complaints Committee of the college comprises of the following members:

- i. A Presiding Officer who is a senior female employee of the organization.
- ii. Not less than two members from amongst employees preferably committed to the cause of women.
- iii. One member from amongst non-governmental organisation or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- iv. More than half of the members of the committee are female members.

Procedure of the Functioning of the Committee:

A. Lodging the complaint:

1. Any aggrieved individual may make a complaint in writing within a period of three months of occurrence of the incident. After that period the complaint shall not be accepted.
2. In cases where an aggrieved person cannot make a complaint due to physical and mental condition, a complainant who might be a relative or friend, a psychiatrist or a counsellor or a member of National or State Commission for Women who has knowledge of the incident may file a written complaint with the agreement of the aggrieved.


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3. However it is under the jurisdiction of the Internal Complaints Committee if the need arises to extend the time limit for specified reasons. Anonymous complaints will not be entertained.

4. The Committee for prevention of Sexual Harassment Workplace will forward the complaint to the Internal Complaints Committee after initial verification of details and facts.

B. Inquiry into the Complaint:

The Internal Complaint Committee shall make a thorough investigation of all facts of the incident and proceed with the inquiry as per the provisions of the Act. Full confidentiality is maintained while doing the inquiry and no detail is leaked out either about the aggrieved person or the accused to the public. An attempt might be made for conciliation of both the parties depending on the case but the committee will strictly refrain from making any monetary settlement.

Both the complainant and the respondent will be given the chance of being heard or produce witnesses.

c. Inquiry Report:

Base on the facts and findings an inquiry report shall be submitted by the Internal Complaints Committee to the Chairman of Committee for Prevention of Sexual Harassment at Workplace within a stipulated time frame and appropriate action will be taken.

D. Redressal Process:

If the case is proven against the Respondent punishment and penalties will be given depending on the gravity of the complaint which may range from a written warning, suspension from job, termination, or transferred to the police for further course of action.

Protection will be provided to the complainant.



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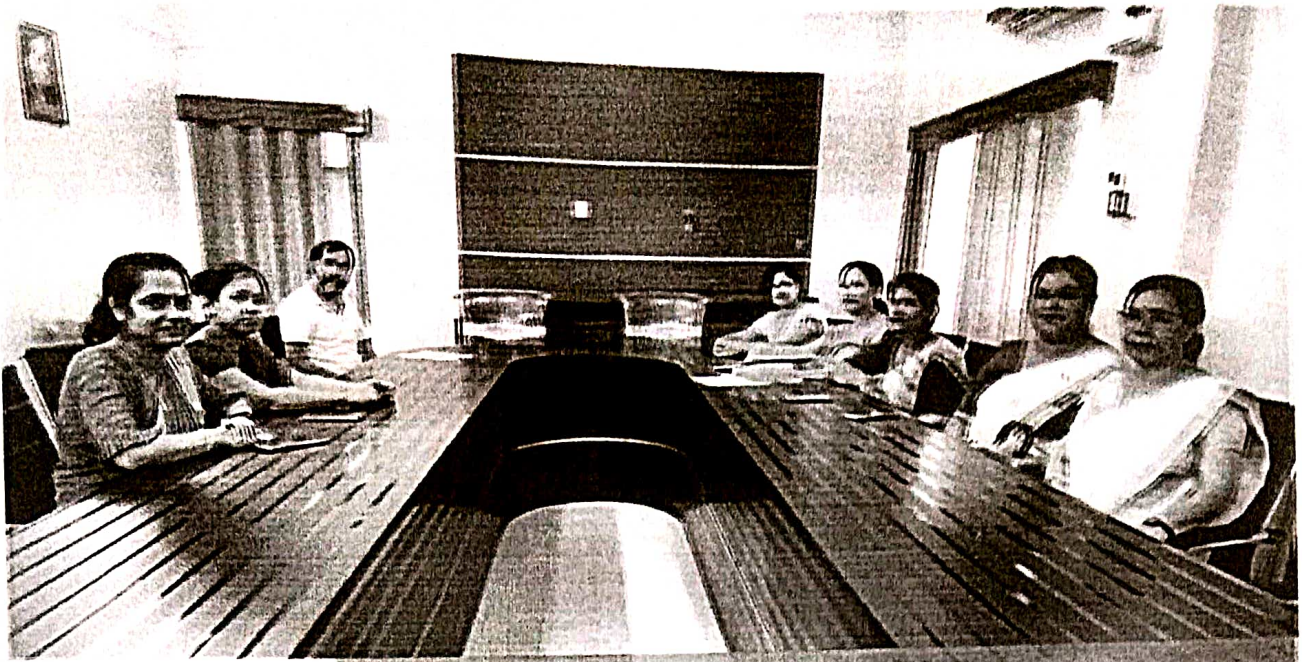
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Gandhi Park
ASTC Lakhimpur
bus station
Office of
Comm.

Thane Road, Opposite Sader Police Station, 781002, North Lakhimpur, Assam 781002, India

North Lakhimpur
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