

COMMITTEE NAME	DATE	TIME AND VENUE
Internal Complaint Committee	06.09. 2021	2.30 p.m Board Room, AdtU

MEETING NO: 1

The following members attended the meeting:

1. Prof. Bandana Dutta
2. Ms. Gariasi Dutta
3. Mrs. Yugabrata Dutta- External Member
4. Prof. Dr. Manashi Sengupta
5. Dr. Anita Dakua
6. Dr. Prateeti Barman
7. Mr. Ashim Barman
8. Ms. Deepali Borthakur
9. Ms. Anubhuti Das

AGENDA

1. Formation of ICC: Importance
2. Activities to be carried out.
3. Outlining of the roles and responsibilities of the ICC members both internal and external.

MINUTES OF ICC

ITEMS:

DISCUSSIONS & RESOLUTIONS:

1. Importance of ICC Formation

The meeting commenced with the Chairperson providing an overview of the agenda and emphasizing the significance of establishing a robust Internal Complaints Committee (ICC) within the organization.

The importance of forming the ICC was discussed:

- Ensuring a safe and inclusive work environment.
- Compliance with legal requirements and organizational policies.
- Providing a platform for addressing complaints of harassment and discrimination promptly and impartially.

2. Activities to be Carried Out

The committee brainstormed the activities to be carried out by the ICC:

- Conducting awareness sessions on sexual harassment policies and procedures.
- Establishing confidential reporting mechanisms for complaints.
- Conducting investigations into reported incidents of harassment.
- Providing support and counseling to complainants.

	<ul style="list-style-type: none"> • Implementing preventive measures to promote a harassment-free workplace
3. Roles and Responsibilities	<p>Roles and responsibilities of ICC members, both internal and external, were outlined:</p> <ul style="list-style-type: none"> • Chairperson: Oversees the functioning of the ICC and ensures compliance with policies and procedures. • Members: Participate in investigations, maintain confidentiality, and assist in decision-making. • External Members: Provide impartial perspective, expertise, and guidance in handling complaints.

The meeting concluded with summarizing the discussed points by Ms. Anubhuti Das

Ms. Anubhuti Das
Member Secretary, Internal Complaints Committee

