

COMMITTEE NAME	DATE	TIME AND VENUE
Internal Complaint Committee	29.06. 2022	2.30 p.m Board Room, AdtU

**MEETING NO: 2**

**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. Review of previous actions, progress report
2. Upcoming activities for the new academic year

**MINUTES OF ICC**

**ITEMS:**

**DISCUSSIONS & RESOLUTIONS:**

1. Review of previous actions, progress report

The meeting began with a review of the actions taken since the formation of the ICC:

- Appointment of ICC members and Chairperson.
- Development and implementation of ICC policies and procedures.
- Conducting awareness sessions on sexual harassment policies and procedures.
- Establishment of confidential reporting mechanisms.
- Handling and resolution of reported incidents of harassment.

The Member Secretary presented an action taken report detailing the outcomes of investigations and resolutions of reported incidents:

- Number of complaints received and investigated.
- Findings of investigations and disciplinary actions taken, if applicable.
- Support provided to complainants and respondents throughout the process.

	<ul style="list-style-type: none"> <li>• Follow-up measures to ensure compliance with decisions and prevent recurrence.</li> </ul>
2. Upcoming Activities for the New Academic Year	<p>The committee discussed the planned activities for the upcoming academic year:</p> <ul style="list-style-type: none"> <li>• Continuation of awareness sessions for new students, faculty, and staff.</li> <li>• Review and update of ICC policies and procedures based on feedback and experience.</li> <li>• Training sessions for ICC members on handling complaints and conducting investigations effectively.</li> <li>• Collaboration with other university departments to promote a culture of respect and inclusion.</li> <li>• Participation in external workshops and conferences to stay updated on best practices and legal requirements.</li> </ul>
3. Future Goals and Objectives	<p>The committee outlined its goals and objectives for the new academic year:</p> <ul style="list-style-type: none"> <li>• Further reduction of incidents of harassment through proactive prevention measures.</li> <li>• Continuous improvement of ICC processes and responsiveness to complaints.</li> <li>• Enhanced support for complainants and respondents throughout the complaint resolution process.</li> <li>• Strengthening partnerships with external stakeholders, including legal experts and counseling services.</li> </ul>

The meeting concluded with a reaffirmation of the ICC's commitment to creating a safe and respectful work environment and a determination to achieve its goals for the new academic year.

*Anubhuti Das*  
**Ms. Anubhuti Das**  
**Member Secretary, Internal Complaints Committee**

