

NOTICE

DATE: 10.07.2017

A meeting of the Internal Complaints Committee will be held on 17.07.2017 at 2.30 pm at ICC Cell, Room No -107, Malda College, Malda. All members are requested to attend the meeting.

Agenda:

1. Role and Activity of Internal Complaints Committee.
2. Complaints of the Students and Employees.
3. Misc.

Bratati Mishra

(Smt Bratati Mishra)

Co-ordinator

Internal Complaints Committee

Malda College, Malda

Gandhari Saha

(Smt Gandhari Saha)

Presiding Officer

Internal Complaints Committee

Malda College, Malda

Members:

1. Rumpa Mandal R. Mandal.
2. Md. Rafiqul Alam Md. Rafiqul Alam
3. Sri Santosh Ray (Office Staff) Srr. 10/7/17
4. Sm. Manjushree Choudhury (Office Staff) M. C. Das
5. Lakshmi Bhowmick, External Member Lakshmi Bhowmick 10.7.17
6. Md. Amit Sk (Student Member, UG) Md. Amit Sk
7. Jayashree Das (Student Member, UG)
8. Dipanwita Ghosh (Student Member, PG) Dipanwita Ghosh.

Date - 17/07/2017

Time: 2.30 PM

Members present in today's meeting.

1. Bratati Mishra
2. Lakshmi Bhowmick
3. Santosh Ray 17/7/17
4. M. Chowdhury Das.
5. R. Mandal 17/07/17
6. Md. Rafiqul Alam 17/07/17
7. Gandhari Saha
8. Md. Amit Sk
9. Dipanwita Ghosh

MEETING BOOK  
MALDA COLLEGE, MALDA  
INTERNAL COMPLAINTS COMMITTEE

Minutes of the 1<sup>st</sup> Internal Complaints Committee Meeting of academic year 2017-18

Meeting No. 01	Academic Year: 2017-2018	Date: 17/ 07 /2017	Time: 2.30 PM to 03.00 PM
Venue: at ICC Cell Rooms, Malda College, Malda			

**Members Present:**

Sr.No	Name	Designation
1	Smt Gandhari Saha	Presiding Officer
2	Smt Bratati Mishra	Co-ordinator
3	Rumpa Mandal	Member
4	Md. Rafiqul Alam	Member
5	Sri Santosh Ray (Office Staff)	Non-Teaching Member
6	Sm. Manjushree Choudhury (Office Staff)	Non-Teaching Member
7	NGO/ External Member	NGO/ External Member
8	Md. Amit Sk	Student Member, UG
9	Dipanwita Ghosh	(Student Member, PG)

Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda took the chair and initiated the proceedings.

**Minutes of the meeting:**

1. Agenda no-1

Since it is the first meeting of Internal Complaints Committee, Sri Sontosh Ray, Member of ICC Cell Malda College requested to the Presiding Officer to discuss briefly the role and functions of this committee. On the request of Mr Ray, Smt. Gandhari Saha, Presiding Officer of this Committee explained about the structure and formation of this committee. Madam said that Mr. Md Rafiqul Alam had played a very crucial role in the creation of this body in this college, and has requested Mr Alam to share the information about the role and functions of ICC Cell. Then Mr Alam explained this matter thoroughly to all the members requested them to go through the ***UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015*** published in the Gazette of India dated May 2, 2016. Mr. Alam also distributed the printed summary of the regulations to all members as a ready reference.

After discussion with the all members of the Committee it is resolved that the Internal Complaints Committee of Malda College will organized workshop, seminar, and awareness programme frequently on this matter

2. To discuss on Students and Employees Complaints Agenda no-2

Smt Gandhari Saha told before the ICC members that no complaints is received from the students as well as from the employees of this institution till today, so no resolution has been taken on this agenda.

3. To discuss on Miscellaneous Matter Agenda no-3

Under Miscellaneous agenda all members requested presiding officer for a frequent meeting of the cell,. On this request it is resolved that if any Complaints received from the employees/Students of Malda College, in coming future the ICC Cell may call for an emergent meeting in the immediate next

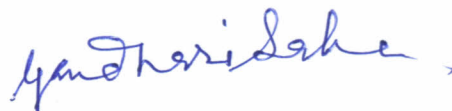


day from the day of the receiving of Complain, otherwise the ICC Cell will call for meeting after every six months and twice in an academic year.

There is no any other point of discussion placed by the any members of this cell ,under miscellaneous agenda *hence* Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda, *has committed vote of thanks to all the member and concludes the proceeding.*



(Smt Bratati Mishra)  
Co-ordinator  
Internal Complaints Committee  
Malda College, Malda



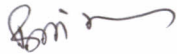
(Smt Gandhari Saha)  
Presiding Officer  
Internal Complaints Committee  
Malda College, Malda

NOTICE-2  
DATE: 03.01.2018

A meeting of the Internal Complaints Committee will be held on 10.01.2018 at 2.45 pm at ICC Cell, Room No-107, Malda College, Malda. All members are requested to attend the meeting.

Agenda:

1. Complaints of the Students and Employees.
2. Misc.

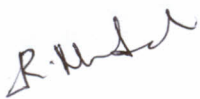

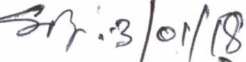
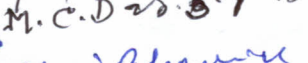
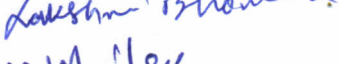

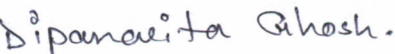


(Smt Bratati Mishra)  
Co-ordinator  
Internal Complaints Committee  
Malda College, Malda



(Smt Gandhari Saha)  
Presiding Officer  
Internal Complaints Committee  
Malda College, Malda

Members:

1. Rumpa Mandal 
2. Md. Rafiqul Alam 
3. Sri Santosh Ray (Office Staff) 
4. Sm. Manjushree Choudhury (Office Staff) 
5. Lakshmi Bhowmick, External Member 
6. Md. Amit Sk (Student Member, UG) 
7. Jayashree Das (Student Member, UG)
8. Dipanwita Ghosh (Student Member, PG) 

Date 10/01/2018

Time: 2.45 pm

Members present in today's meeting.

1. Bratati Mishra
2. Gandhari Saha
3. Sr. 10/01/18
4. M. Choudhury Das 10.1.18
5. Lakshmi Bhowmick
6. Md Amit SK
7. R. Mandal 10.01.18

MEETING BOOK  
MALDA COLLEGE, MALDA  
INTERNAL COMPLAINTS COMMITTEE

Minutes of the 2<sup>nd</sup> Internal Complaints Committee Meeting of academic year 2017-18

Meeting No. 02	Academic Year: 2017-2018	Date: 10/ 01 /2018	Time: 2.45 PM to 03.15 PM
Venue: at ICC Cell Rooms, Malda College, Malda			

**Members Present:**

Sr.No	Name	Designation
1	Smt Gandhari Saha	Presiding Officer <i>Gandhari Saha</i>
2	Smt Bratati Mishra	Co-ordinator
3	Rumpa Mandal	Member <i>R. Mandal</i>
4	Sri Santosh Ray (Office Staff)	Non-Teaching Member <i>Str.</i>
5	Sm. Manjushree Choudhury (Office Staff)	Non-Teaching Member <i>M. C. Das</i>
6	Md. Amit Sk	Student Member, UG
7	Dipanwita Ghosh	(Student Member, PG) <i>Dipanwita Ghosh</i>

Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda took the chair and initiated the proceedings.

Resolutions Taken

1. Smt Bratati Mishra , Co-ordinator *of the* Internal Complaints Committee, *read out the minutes of the Previous meeting held on 17.07.2017 before the meeting. The committee unanimously approved the minutes of previous meeting.*
2. To discuss on Students and Employees Complaints Agenda no-1

Smt Rumpa Mandal Senior teacher of this college requested , Smt Gandhari Saha, Presiding Officer of Internal Complaints Committee to place the statistics of Complaints Received, Disposed and Rejected in last six months. And on her request Smt Gandhari Saha told before the members that no any matter of complaints was recorded from the students as well as from the employees of this institution in last six months. **Hence no resolution has been taken on this agenda.**

3. To discuss on Miscellaneous Matter Agenda no-2

*No any matters come before the meeting hence Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda has committed vote of thanks to all the member and concludes the proceeding of the meeting.*

*Bratati*  
(Smt Bratati Mishra)  
Co-ordinator  
Internal Complaints Committee  
Malda College, Malda

*Gandhari Saha*  
(Smt Gandhari Saha)  
Presiding Officer  
Internal Complaints Committee  
Malda College, Malda



NOTICE

DATE: 09.07.2018

A meeting of the Internal Complaints Committee will be held on 16.07.2018 at 3.00 pm at ICC Cell, Room No-107, Malda College, Malda. All members are requested to attend the meeting.

Agenda:

1. Complaints of the Students and Employees.
2. Misc.

*Bratati Mishra*

(Smt Bratati Mishra)

Co-ordinator

Internal Complaints Committee

Malda College, Malda

*Gandhari Saha*

(Smt Gandhari Saha)

Presiding Officer

Internal Complaints Committee

Malda College, Malda

Members:

1. Rumpa Mandal *R. Mandal*
2. Md. Rafiqul Alam *Md. Rafiqul Alam*
3. Sri Santosh Ray (Office Staff) *Sr. 9/7/18*
4. Sm. Manjushree Choudhury (Office Staff) *Sm. Manjushree Choudhury 6-7-18*
5. Lakshmi Bhowmick, External Member *Lakshmi Bhowmick*
6. Md. Amit Sk (Student Member, UG) *Md. Amit Sk 09/07/18*
7. Jayashree Das (Student Member, UG)
8. Dipanwita Ghosh (Student Member, PG) *Dipanwita Ghosh*

Date - 16/07/2018

Time - 3.00 pm

Members Present in today's Meeting

1. *Gandhari Saha*
2. *Bratati Mishra*
3. *Sr. 9/7/18*
4. *M. Choudhury Das 16.7.18*
5. *R. Mandal 16.7.18*
6. *Lakshmi Bhowmick*
7. *Dipanwita Ghosh*

**MEETING BOOK**  
**MALDA COLLEGE, MALDA**  
**INTERNAL COMPLAINTS COMMITTEE**

Minutes of the 1<sup>st</sup> Internal Complaints Committee Meeting of academic year 2018-19

Meeting No. 01	Academic Year: 2018-2019	Date: 16/ 07 /2018	Time: 3.00 PM to 03.30 PM
Venue: at ICC Cell Rooms, Malda College, Malda			

**Members Present:**

Sr.No	Name	Designation
1	Smt Gandhari Saha	Presiding Officer <i>Gandhari Saha</i>
2	Smt Bratati Mishra	Co-ordinator
3	Md. Rafiqul Alam	Member
4	Rumpa Mandal	Member
5	Sri Santosh Ray (Office Staff)	Non-Teaching Member <i>SR</i>
6	Sm. Manjushree Choudhury (Office Staff)	Non-Teaching Member <i>M.C.Das</i>
7	NGO/ External Member <i>Lakshmi Bhowmick</i>	NGO/ External Member
8	<i>Dipankrita Ghosh</i>	Student Member, UG

Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda took the chair and initiated the proceedings.

Resolutions Taken

1. Smt Bratati Mishra , Co-ordinator of the Internal Complaints Committee, read out the minutes of the Previous meeting held on 10.01.2018 before the meeting. The committee unanimously approved the minutes of previous meeting.

2. Discussion on Students and Employees Complaints Agenda no-1

Smt Gandhari Saha, Presiding Officer of Internal Complaints Committee told before the members that no any matter of complaints was recorded from the students as well as from the employees of this institution in last six months. **Hence no resolution has been taken on this agenda.**

3. To discuss on Miscellaneous Matter Agenda no-2

External member Smt. Lakshmi Bhowmick , counsellor, Malda Medical College. Has suggested to organise an workshop for female students and employees to build up the confidence and awareness among them, regarding existence of Internal Complaints Cell. And all the Members of this Cell agreed with her proposal and decided to discuss on this matter in the next meeting.

No any other matters were before the meeting hence Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda has committed vote of thanks to all the members and concludes the proceeding of the meeting.

*Bratati Mishra*  
(Smt Bratati Mishra)  
Co-ordinator  
Internal Complaints Committee  
Malda College, Malda

*Gandhari Saha*  
(Smt Gandhari Saha)  
Presiding Officer  
Internal Complaints Committee  
Malda College, Malda




DATE: 01.02.2019

A meeting of the Internal Complaints Committee will be held on 08.02.2019 at 3.15 pm at ICC Cell, Room No-107, Malda College, Malda. All members are requested to attend the meeting.



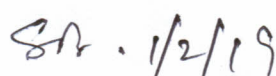

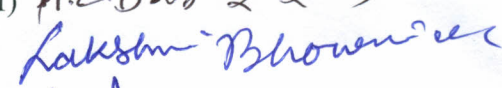
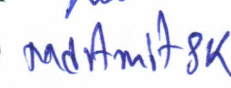
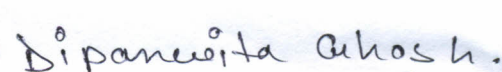
Agenda:

1. Complaints of the Students and Employees.
2. Organization of Awareness Programme cum Workshop for female students and employees to build the confidence and aware them regarding Internal Complaints Cell
3. Misc.

  
(Smt Bratati Mishra)  
Co-ordinator  
Internal Complaints Committee  
Malda College, Malda

  
(Smt Gandhari Saha)  
Presiding Officer  
Internal Complaints Committee  
Malda College, Malda

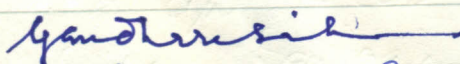
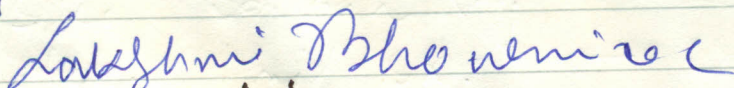
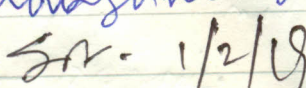
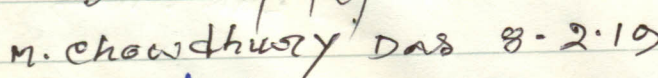
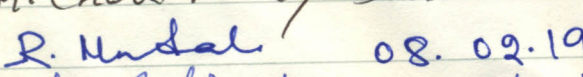
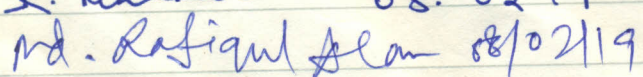
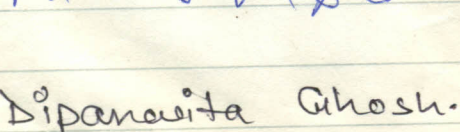
Members:

1. Rumpa Mandal 
2. Md. Rafiqul Alam 
3. Sri Santosh Ray (Office Staff) 
4. Sm. Manjushree Choudhury (Office Staff) 
5. Lakshmi Bhowmick; External Member 
6. Md. Amit Sk (Student Member, UG) 
7. Jayashree Das (Student Member, UG)
8. Dipanwita Ghosh (Student Member, PG) 

Date: 08/02/2019

Time: 3.15 PM

Members present in today's meeting.

1. 
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**MEETING BOOK**  
**MALDA COLLEGE, MALDA**  
**INTERNAL COMPLAINTS COMMITTEE**

Minutes of the 2<sup>nd</sup> Internal Complaints Committee Meeting of academic year 2018-19

Meeting No. 02	Academic Year: 2018-2019	Date: 08/ 02 /2019	5Time: 3.15 PM to 03.45 PM
Venue: at ICC Cell Rooms, Malda College, Malda			

**Members Present:**

Sr.No	Name	Designation
1	Smt Gandhari Saha	Presiding Officer
2	Smt Bratati Mishra	Co-ordinator
3	Md. Rafiqul Alam	Member
4	Sri Santosh Ray (Office Staff)	Non-Teaching Member <i>SR</i>
5	NGO/ External Member <i>Lakshmi Bhowmick</i>	NGO/ External Member
6	<i>Dipankar Ghosh</i>	(Student Member, PG) <i>Dipankar Ghosh</i>

Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda took the chair and initiated the proceedings.

Resolutions Taken

1. Smt Bratati Mishra , Co-ordinator of the Internal Complaints Committee, read out the minutes of the Previous meeting held on 16.07.2018 before the meeting. The committee unanimously approved the minutes of previous meeting.

2. To discuss on Students and Employees Complaints Agenda no-1

*No any matter of complaints was recorded from the students as well as from the employees of this institution in last six months. Hence no resolution has been taken on this agenda.*

3. Agenda No. 2

As proposed by the External member Smt. Lakshmi Bhowmick , Counsellor, Malda Medical College, Malda, in the last meeting regarding organisation of workshop for female students and employees to build up confidence and awareness among them regarding Internal Complaints Cell, it is resolved that from the next academic year 2019 – 2020 the ICC Cell will organised such type of Awareness Programme cum Workshop for the newly admitted female students as well as for the female employees of this college.

4. To discuss on Miscellaneous Matter Agenda no-2

*No any other matters come before the meeting hence Smt Gandhari Saha, Presiding Officer, Internal Complaints Committee of Malda College, Malda has committed vote of thanks to all the member and concludes the proceeding.*

*Bratati Mishra*

(Smt Bratati Mishra)  
Co-ordinator  
Internal Complaints Committee  
Malda College, Malda

*Gandhari Saha*

(Smt Gandhari Saha)  
Presiding Officer  
Internal Complaints Committee  
Malda College, Malda