

**Dr. B. C. Roy Engineering College
Internal Complaint Committee**

14 August, 2023

NOTICE

All the members of the Internal Complaint Committee (ICC) are requested to attend a meeting on **17 August, 2023 at 4 p.m.** in the Digital room of FMS (3rd Floor, Main Building).

Agenda:


- I:** Grievances reported since the last meeting of the committee and actions taken.
- II:** Programmes during the ongoing odd semester
- III:** Creating awareness regarding ICC
- IV:** Procedure for grievance handling
- V:** Discussion on the Annual Budget
- VI:** Any other matter



**Prof. Krishna Roy
Convener – ICC Committee**

Minutes of the meeting of the ICC
Date: August 17, 2023
Time: 4:00 pm
Meeting held at Digital Class Room, FMS

Attendees:

Prof. Krishna Roy	Assistant Professor	Convenor	
Prof. Debipriya Dutta	Assistant Professor	Member	D. Dutta.
Dr. Dola Sinha	Associate Professor	Member	
Dr. Rupali	Assistant Professor	Member	
Prof. Sayanti Samanta	Assistant Professor	Member	
Prof. Moutusi Mondal	Assistant Professor	Member	Prof. M. M.

Members not in attendance: NIL

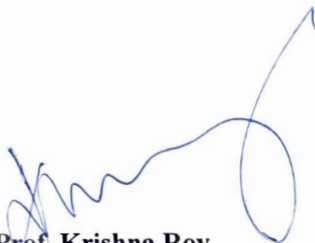
The meeting of ICC was held on 17.08.2023 at 04:00 PM with the members of ICC in the Digital room of FMS. The meeting commenced with the welcome note of the Convenor, ICC, who also thanked all the members for their cooperation and valuable suggestions for the proper functioning of the ICC.

The following points were discussed in the meeting for implementation in the academic year 2023-24 odd semester:

1. It was found that no cases of Sexual Harassment of women had been reported since the last meeting, neither from students nor from teaching and non-teaching employees.
2. It was decided that the committee will organize 2 one-day/half-day sessions for the students, faculty and staff members of BCREC during the A/Y 2023-24 odd semester to create awareness.

3. It was decided that the 1st event would be a session on "Women at the Workplace-Legal Aspects" to create awareness about laws that help in protecting women in the educational institutions and the workplace. The eminent speaker would be Shilpi Mukhopadhyay, a practicing advocate from Durgapur.
4. The Convener emphasized the need to raise awareness about ICC and its role in addressing gender-graded issues. The suggestion was made to conduct workshops, seminars, and informational sessions.
5. It was decided to review the current procedure for grievance handling and identify areas for improvement. It was agreed to streamline the process and provide clear guidelines for resolving grievances.
6. The team showed interest in conducting a martial arts session in the near future. The next program on self-defense and martial arts based on women empowerment events is yet to be scheduled and finalized.
7. For the smooth conduction of the 1st event, responsibilities have been distributed among all the members of the committee.
8. Budget for the 1st event has been prepared and waiting for approval.

Since there were no other points to discuss, the meeting ended



Prof. Krishna Roy
Convener – ICC Committee

**Dr. B. C. Roy Engineering College
Internal Complaint Committee**

21st September, 2023

NOTICE

All the members of the Internal Complaint Committee (ICC) are requested to attend a meeting on **22nd September, 2023 at 4 p.m.** in the Digital room of FMS (3rd Floor, Main Building).







Agenda:

- I:** Review of minutes of the previous meeting
- II:** Discussion on the complaint received from a lady faculty, dated 20th September, 2023.
- III:** Action plan for enquiry against the above complaint.
- IV:** Any other matter


Prof. Krishna Roy
Convenor – ICC Committee

Minutes of the meeting of the ICC
Date: September 22, 2023
Time: 4:00 pm
Meeting held at Digital Class Room, FMS

Attendees:

Prof. Krishna Roy	Assistant Professor	Convenor	
Dr. Dola Sinha	Associate Professor	Member	
Dr. Rupali	Assistant Professor	Member	
Prof. Sayanti Samanta	Assistant Professor	Member	
Prof. Moutusi Mondal	Assistant Professor	Member	
Prof. Debipriya Dutta	Assistant Professor	Member	

The meeting of ICC was held on 22.11.2023 at 04:00 PM with the members of ICC in the Digital room of FMS. The meeting commenced with the welcome note of the Convenor, ICC, who also thanked all the members for their cooperation and valuable suggestions for the proper functioning of the ICC.

1. All members were informed about a complaint raised by a lady faculty against a workshop instructor of another department for misbehaviour. All members unanimously agreed that an inquiry should be conducted on the matter.
2. The members discussed the procedure that would be laid down for conducting the inquiry. It was decided that all members of ICC would be present in the committee. The complainant, the defendant, the witnesses, and others involved will be interviewed on camera.
3. Each of the person interviewed will provide their views in writing.
4. It was decided that the findings of the inquiry would be handed over to the higher authorities for necessary decisions and actions.

Since there were no other points to discuss, the meeting ended


Prof. Krishna Roy

Convenor - ICC Committee