



DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368

Website: www.dhwu.ac.in

Date: 13-09-2023

NOTICE

As directed by the Hon'ble Vice Chancellor, Internal Complaints Committee (ICC) of the University has been re-constituted with the following members.

This is with effect from 13-09-2023 for a period of two years or until further order, whichever is earlier.

1. **Presiding Officer:** Dr. Anindita Ghoshal, Dept. of History
2. **Faculty Members:**
 - i) Dr. Shovan Ghosh, Dept. of Geography, **Convener**
 - ii) Dr. Trayee Sinha, Dept. of Women's Studies
3. **Non-teaching Staff:**
 - i) Sabnam Salina Khatun, NTS
 - ii) Sanghamitra Purkait, NTS
4. **Students Members:**
 - i) Riya Mondal, Ph.D. Scholar
 - ii) Krishna Ghosh, M.Sc. 1st Sem. Chemistry
 - iii) Sania Daptari, B.A. 3rd Sem. Education
5. **One External Member from Non-Govt. organization/Association committed to the cause of women/ a person familiar with the issues nominated by the authority:**

Ms. Sumona Khan Halder, CINI, Diamond Harbour

Registrar

Copy forwarded for information to:

1. Hon'ble Vice Chancellor
2. All Concerned

Functions of ICC

The ICC of Diamond Harbour Women's University aims to solve the internal complaints related to sexual harassment in the workplace. The complaints can be lodged in the following ways:

- Complaints regarding Sexual Harassment must be made in writing (legible handwriting) or typed on paper.
- The nature of the complaint should be clearly stated in detail with dates and locations.
- As per the stipulation of The Act the aggrieved person can make a written complaint of sexual harassment at the workplace within three months from the date of the incident and in case of a series of incidents, within three months from the date of the last incident.
- The complaint must be in no case anonymous and the aggrieved person's name and address should be legible.
- As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who knows about the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to Dr. Anindita Ghoshal, the Presiding Officer of the ICC, or in the complaint box placed in the academic and administrative buildings of the university. The contact number of the concerned person is Dr. Anindita Ghoshal – 9830120932. The e-mail id is: icc.dhwu@gmail.com

Enclosures:

1. Vishaka Guidelines
2. Saksham: Measures for Ensuring the Safety of Women and Programmes for Gender Sensitisation on Campus, UGC Guidelines
3. UGC Regulations Regarding Sexual Harassment at Workplace
4. Handbook on Sexual Harassment of Women at Workplace