



Minutes of the meeting of the Internal Complaint Committee

Dated :07/06/2023

Mode: Offline

Venue: Department of Computer Application, St Edmund's College

Time: 11:00 AM

Members Present:

1. Ms. Sarmistha Deb (Convener)
2. Mr. Bobby Basan
3. Ms. Shekinah Challam

The Convener welcomed all the members present.

The following points were discussed.

1. The committee noted that no complaint of sexual harassment against any staff/students has been received to date.
2. The committee has decided to conduct an awareness program for staff on SHOWW in July 2023.
3. Concerning the email received from Vice Principal (Admin) Prof. Monotosh Chakravarty, the committee suggested that the Student Grievance Redressal Committee (SGRC) must be formed where a complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, SGRC.

The committee should be comprised of

- (a) A Professor-Chairperson
 - (b) Four Professor/Senior Faculty members of the institution as members.
 - (c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities –Special Invitee.
 - (d) At least one member or the chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ST/OBC category.
 - (e) The term of the chairperson shall be for two years.
 - (f) The term of the special invitee shall be one year.
 - (g) The quorum for the meeting including the Chairperson, but excluding the special invitee shall be three.
4. The need to upload the objectives and functions of the Grievance cell on the college website for parent's and students' information.

The convener expressed her thanks to the members for attending the meeting and the members agreed that the committee would meet again before the staff program.

(Signature of the Convener)

Prof Sumit Deb

IQAC COORDINATOR
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