



JIS School of Polytechnic

Block-A, Phase - III, Kalyani, Nadia - 741235

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JIS SCHOOL OF POLYTECHNIC

(Approved by AICTE & Affiliated to WBSCT&VE&SD)

INTERNAL COMPLAINTS COMMITTEE (ICC)/POSH COMMITTEE

Reference No.: JISSP/COMMITTEE/AS2026-27/14

Academic Session: 2026-2027

Date: 03/07/26

OFFICE ORDER

In pursuance of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, and the AICTE Approval Process Handbook (EOA 2026-27), the Internal Complaints Committee (ICC) of JIS School of Polytechnic is hereby reconstituted for the Academic Session 2026-2027 with immediate effect.

The Committee shall provide a safe, secure, and gender-sensitive environment for all students, faculty members, staff, and visitors by preventing and addressing complaints relating to sexual harassment, ensuring fair inquiry, maintaining confidentiality, and promoting awareness in accordance with the applicable statutory provisions.

Composition of the Committee

Sl. No.	Category	Name & Designation	Position
1	Presiding Officer	Ms. Gargee Sarkar, TIC, Department of ETCE	Chairperson
2	Faculty Representative	Mr. Satyaki Kr. Biswas, Lecturer, Department of, ETCE	Member
3	Faculty Representative	Mrs. Arnabi Banerjee, Lecturer, Department of CE	Member
4	Non-Teaching Representative	Mrs. Sonali Mandal, Technical Assistant, Department of CE	Member
5	Counsellor Representative	Mrs. Mousumi Das Ghatak, Counsellor (Administration)	Member
6	Student Representative	Mr. Ridam Sen, Student, Department of CE	Member
7	Student Representative	Ms. Kajal Das, Student, Department of EE	Member
8	Student Representative	Mr. Akash Biswas, Student, Department of ME	Member
9	External Member*	Mr. Manas Mukherjee, Advocate, Kalyani Court	Member



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Functions of the Internal Complaints Committee

The Committee shall:

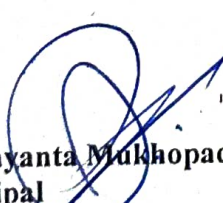
1. Receive, examine, and redress complaints relating to sexual harassment in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. Conduct fair, impartial, and time-bound inquiries while maintaining strict confidentiality throughout the proceedings.
3. Recommend appropriate corrective, disciplinary, and preventive measures to the Principal based on the findings of the inquiry.
4. Organize awareness programmes, orientation sessions, workshops, and sensitization campaigns to promote gender equality and a safe campus environment.
5. Advise the institution on measures for prevention of sexual harassment and recommend improvements in institutional policies and practices.
6. Ensure protection against victimization or retaliation of complainants, witnesses, and committee members during and after the inquiry process.
7. Maintain proper records of complaints, inquiry proceedings, recommendations, and Annual Reports in accordance with statutory requirements.
8. Submit periodic reports and the Annual Report to the Principal and other competent authorities as prescribed under the Act.

Meetings

The Committee shall ordinarily meet at least twice in an academic year and whenever any complaint is received or any matter requiring immediate attention arises.

The Committee shall submit its inquiry reports, recommendations, and Annual Report to the Principal in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

This Committee shall remain in force for the Academic Session 2026–2027 or until further orders.


Dr. Jayanta Mukhopadhyay
Principal
JIS School of Polytechnic

J. MUKHOPADHYAY
Principal
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