



DUMKAL COLLEGE

P.O-Basantapur, P.S-Dumkal, Dist.-Murshidabad, West Bengal, PIN-742406

(Govt.Aided, Affiliated to the: University of Kalyani Included under section 2(f) & 12 (B) of UGC Act.)

Guidelines for Internal Complaints

The Internal Complaints Committee (ICC) of Dumkal College is established to address complaints related to sexual harassment, discrimination, and workplace misconduct as per the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013**. These guidelines provide a clear framework for teaching and non-teaching staff to file complaints, ensuring a safe and inclusive work environment.

2. Who Can File a Complaint?

Any teaching or non-teaching staff member of Dumkal College who experiences or witnesses harassment, discrimination, or any form of workplace misconduct can file a complaint. Complaints can also be filed by a representative if the affected individual is unable to do so.

3. Types of Complaints Addressed

Sexual harassment (unwelcome physical contact, inappropriate comments, or advances).

Workplace discrimination based on gender, caste, religion, disability, or any other factor.

Mental or emotional harassment, including bullying, intimidation, or undue pressure.

Abuse of authority, where a senior staff member misuses their position.

Retaliation or victimization of employees for filing complaints.

4. Procedure for Filing a Complaint

4.1. How to Submit a Complaint

- Complaints must be made in **writing** and submitted to the ICC in person or via email.
- The complaint should include:
 - Name and designation of the complainant.
 - Details of the incident(s) (date, time, place, individuals involved).
 - Evidence (if available) such as messages, emails, or witness details.
 - Any previous attempts at resolution (if applicable).



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4.2. Timeframe for Filing

Complaints should ideally be filed **within three months** of the incident.

Extensions may be granted if valid reasons are provided.

5. Complaint Handling Process

5.1. Initial Review

Upon receiving a complaint, the ICC will acknowledge it within **seven working days**.

The ICC will conduct a preliminary assessment to determine its validity.

5.2. Investigation Process

If the complaint is found valid, an investigation will be initiated within **90 days**.

Both parties will be given a chance to present their statements.

Confidentiality will be maintained throughout the process.

5.3. Resolution and Action

Based on the findings, the ICC will recommend suitable action to the college administration.

Actions may include warnings, counseling, suspension, or other disciplinary measures.

6. Rights and Responsibilities

6.1. Rights of the Complainant

- To file a complaint without fear of retaliation.
- To receive fair and unbiased treatment.
- To request confidentiality.

6.2. Rights of the Respondent

- To be informed of the allegations.
- To present their defense.
- To be treated fairly during the investigation.



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6.3. Responsibilities of All Staff

To maintain professionalism and respect in the workplace.

To support and cooperate with the ICC when required.

To refrain from false complaints or misleading accusations.

7. Appeals and Grievance Redressal

If a complainant is dissatisfied with the ICC's resolution, they may appeal to the **Principal of Dumkal College** or relevant higher authorities.

Appeals must be made within **30 days** of receiving the ICC's decision.

8. Awareness and Training

Dumkal College will conduct regular **workshops, sensitization programs, and awareness campaigns** to educate staff on workplace ethics and harassment prevention.

9. Contact Details of the ICC

Email: iccdumkalcollege@gmail.com

Office Address: Internal Complaints Committee, Dumkal College

Phone: [7679499736]

Principal

Dumkal College, Basantapur
Murshidabad, W.B.

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