



**OFFICE OF THE INTERNAL COMPLAINT COMMITTEE
MORIDHAL COLLEGE, MORIDHAL DHEMAJI
ASSAM--787057**

E- mail: moridhalcollege@gmail.com

Dr. Kabita Gogoi, M. A., PhD.
Presiding officer, Internal Complaint Committee
Moridhal College

Dr. Bhabani Saharia, M.A., B. Ed., M. Phil., PhD.
Convener, Internal Complaint Committee
Moridhal College

Minutes of Executive Meeting

Date: 7th March, 2022

Venue: conference Hall, Moridhal College

Time: 2:00 PM

An executive meeting of the Internal Complaint Committee was held on 7th March, 2022 at 2:00 PM onwards in the Conference Hall of Moridhal College to discuss the rules, regulations and powers of Internal Complaint Committee of the College in the presence of the following members. The Chairman of the Committee Dr. Kabita Gogoi presided over the meeting and the Convener of the Committee Dr. Bhabani Saharia, explained the objectives of meeting focusing on preparation of SoP for the smooth running of the committee.

Members Present:

1. Dr. Kabita Gogoi, Chairman
2. Dr. Bhabani Saharia, Convener
3. Dr. Jonali Baruah, Member
4. Ms. Suravi Gohain Duwarah, Member
5. Ms. Maini Gogoi, Member
6. Dr. Pradip Borah, Member
7. Mr. Tapan Kr. Chutia, Member

W
07/03/22
Bhabani
07-03-2022

W
07/03/22

Pradip
07/03/2022
W
07/03/2022

Agenda Items of Executive Meeting

1. Taking chair by chairperson
2. Objectives of meeting
3. Discussion on:
 - a) Preparation of SoP
 - b) Organizing awareness Programme
4. President's comment and Closure of meeting

After thorough discussion on the different items of agenda, the following resolutions have taken unanimously:

Agenda Item No. 3. a) : Discussion on preparation of SoP for Internal Complaint Committee

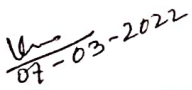
Resolution No. 1:

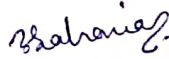
The draft of SoP for Internal Complaint Committee be prepared within last week of March, 2022

Agenda Item No. 3. b) : Discussion on awareness programme on sexual harassment at college among students, teaching and non- teaching staffs.

Resolution No. 2:

It is resolved that awareness programme on sexual harassment at the college will be organised among the teaching, non- teaching staffs and students in the month of April, 2022.


Signature of Presiding Officer
Internal Complaint Committee
Moridhal College


Signature of Convener
Internal Complaint Committee
Moridhal College
Convener
Internal Complaints Committee
Moridhal College
Date.....



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Dr. Kabita Gogoi, M. A., PhD.
Presiding Officer, Internal Complaint Committee
Moridhal College

Dr. Bhabani Saharia, M.A., B. Ed., M. Phil., PhD
Convener, Internal Complaint Committee
Moridhal College

Minutes of Executive Meeting

Date: 4th May, 2022

Venue: conference Hall, Moridhal College

Time: 2:00 PM

An executive meeting of the Internal Complaint Committee was held on 4th May, 2022 at 12:30 noon onwards in the Conference Hall of Moridhal College in the presence of the following members. The Chairman of the Committee Dr. Kabita Gogoi presided over the meeting and the Convener of the Committee Dr. Bhabani Saharia, explained the objectives of meeting focusing on spreading awareness regarding the sexual harassment among the members of the college- teaching, non-teaching and students.

Members Present:

1. Dr. Kabita Gogoi, Chairman
2. Dr. Bhabani Saharia, Convener
3. Dr. Jonali Baruah, Member
4. Ms. Suravi Gohain Duwarah, Member
5. Ms. Maini Gogoi, Member
6. Dr. Pradip Borah, Member
7. Mr. Tapan Kr. Chutia, Member

Shree
04/05/22
Bhabani
04-05-22

Shree
4/05/22

Barah
14/05/22
Pradip
04/05/2022

Agenda Items of Executive Meeting

1. Taking chair by chairperson
2. Objectives of meeting
3. Discussion on:
 - a) Display of awareness Flex against sexual harassment
 - b) Department wise awareness campaign by respective teachers
4. President's comment and Closure of meeting

Action Taken Report on the Resolutions of the previous meeting, dtd. 07-03-2022

Resolution No. 1:

The draft of SoP for Internal Complaint Committee be prepared within last week of March, 2022

Action Taken: The SoP of Internal Complaints Committee has been prepared.

Resolution No. 2:

It is resolved that awareness programme against sexual harassment will be organised among the teaching, non- teaching staffs and students in the month of April, 2022.

Action Taken: Awareness against sexual harassment was created amongst students through programmes organised by different committees/ departments of the college in different times.

Resolutions Taken in the executive meeting


Agenda Item No. 3. a): Display of flex against sexual harassment

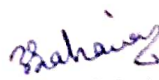
Resolution No. 1: It is resolved that the committee will inform the college authority to display permanent flex in the college campus with the message to create awareness against sexual harassment in workplace within the last week of May, 2022.

Agenda Item No. 3. b): Organizing awareness Programme

Resolution No. 2:

It is resolved that awareness programme against sexual harassment will be organised among the students in the month of August, 2022.


(Dr. Kabita Gogoi)
Signature of Presiding Officer
Internal Complaint Committee
Moridhal College


(Dr. Bhabani Saharia)
Signature of Convener
Internal Complaint Committee
Moridhal College
Convener
Internal Complaints Committee
Moridhal College
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