

DINABANDHU ANDREWS COLLEGE

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Organization wide awareness and undertakings on policies with zero tolerance



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Institution-Wide Awareness and Implementation of Zero Tolerance Policies

The following is an outline of Dinabandhu Andrews College's holistic awareness framework for promoting a welcoming, safe, and respectful campus climate:

- A "ZERO TOLERANCE" policy against sexual harassment, religious discrimination, and castebased issues is prominently displayed on the college website. In order to combat sexual harassment of women at work, the organization follows the ICC 2013Act.
- 2. In accordance with the Supreme Court Order (2009), the college has created a 'Anti-Ragging Cell' to combat ragging on campus and promote a "Ragging Free Campus" designation on its website.
- 3. Banners reading "Ragging Free" adorn the walls of the Main Building and the Diamond Jubilee Building.
- 4. Awareness events have been developed by the college to educate the community about the institutional regulations and Code of Conduct.
- 5. Dinabandhu Andrews College frequently organizes seminars and lectures covering many subjects including anti-ragging, gender sensitization, gender equality, zero discrimination, ethics, and value education.
- 6. Periodic mentoring meetings are conducted to offer advice and assistance to students.
- 7. The college continuously arranges activities centered on human values and ethics to enhance the educational experience of its students.



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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

ACT NO. 14 OF 2013

[22nd April, 2013]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business with includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

BE it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows: —

CHAPTER I

PRELIMINARY

- **1. Short title, extent and commencement.**—(*1*) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - (2) It extends to the whole of India.
- (3) It shall come into force on such date¹ as the Central Government may, by notification in the Official Gazette, appoint.
 - **2. Definitions.**—In this Act, unless the context otherwise requires,
 - (a) "aggrieved woman" means—
 - (i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
 - (ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;
 - (b) "appropriate Government" means—
 - (i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—
 - (A) by the Central Government or the Union territory administration, the Central Government;
 - (*B*) by the State Government, the State Government;

^{1. 9}th December, 2013, vide notification No. S.O. 3606(E), dated 9th December, 2013, see Gazette of India, Extraordinary, Part II, sec. 3(ii).

- (ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;
- (c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;
 - (d) "District Officer" means on officer notified under section 5;
- (e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;
- (f) "employee" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

- (i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;
- (ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation. —For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of polices for such organisation;

- (iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;
- (*iv*) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;
- (h) "Internal Committee" means an Internal Complaints Committee constituted under section 4;
- (i) "Local Committee" means the Local Complaints Committee constituted under section 6;
- (j) "Member" means a Member of the Internal Committee or the Local Committee, as the case may be;
 - (k) "prescribed" means prescribed by rules made under this Act;
- (*l*) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;
- (m) "respondent' means a person against whom the aggrieved woman has made a complaint under section 9;

- (n) "sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—
 - (i) physical contact and advances; or
 - (ii) a demand or request for sexual favours; or
 - (iii) making sexually coloured remarks; or
 - (iv) showing pornography; or
 - (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - (o) "workplace" includes—
 - (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;
 - (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainmental, industrial, health services or financial activities including production, supply, sale, distribution or service;
 - (iii) hospitals or nursing homes;
 - (*iv*) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
 - (ν) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;
 - (vi) a dwelling place or a house;
- (p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten
- **3. Prevention of sexual harassment**.—(1) No woman shall be subjected to sexual harassment at any workplace.
- (2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—
 - (i) implied or explicit promise of preferential treatment in her employment; or
 - (ii) implied or explicit threat of detrimental treatment in her employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. Constitution of Internal Complaints Committee.— (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

- (2) The Internal Committees shall consist of the following members to be nominated by the employer, namely:
 - (a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

- (b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- (c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

- (3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.
- (4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.
 - (5) Where the Presiding Officer or any Member of the Internal Committee,
 - (a) contravenes the provisions of section 16; or
 - (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - (c) he has been found quilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

- **5. Notification of District Officer.**—The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.
- **6. Constitution and jurisdiction of** ¹[Local Committee].—(1) Every District Officer shall constitute in the district concerned, a committee to be known as the "¹[Local Committee]" to receive complaints of

^{1.} Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Local Complaints Committee" (w.e.f. 6-5-2016).

sexual harassment from establishments where the ¹[Internal Committee] has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

- (2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned ²[Local Committee] within a period of seven days.
- (3) The jurisdiction of the ²[Local Committee] shall extend to the areas of the district where it is constituted.
- **7.** Composition, tenure and other terms and conditions of ²[Local Committee].—(1) The ²[Local Committee] shall consist of the following members to be nominated by the District Officer, namely:—
 - (a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;
 - (b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;
 - (c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

- (d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.
- (2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, form the date of their appointment as may be specified by the District Officer.
 - (3) Where the Chairperson or any Member of the ²[Local Committee]—
 - (a) contravenes the provisions of section 16; or
 - (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - (c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

- (4) The Chairperson or Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.
- **8. Grants and audit.**—(1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central

^{1.} Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Internal Complaints Committee" (w.e.f. 6-5-2016).

^{2.} Subs. by s. 3 and the Second Schedule, *ibid.*, for "Local Complaints Committee" (w.e.f. 6-5-2016).

Government my think fit, for being utilised for the payment of fees or allowances referred to in subsection (4) of section 7.

- (2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.
- (3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.
- (4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

9. Complaint of sexual harassment.—(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

- (2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.
- **10. Conciliation.**—(*I*) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

- (2) Where settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.
- (3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.
- (4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.
- 11. Inquiry into complaint.— (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

- (2) Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.
- (3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—
 - (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed.
 - (4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INOUIRY INTO COMPLAINT

- **12. Action during pendency of inquiry**.—(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to—
 - (a) transfer the aggrieved woman or the respondent to any other workplace; or
 - (b) grant leave to the aggrieved woman up to a period of three months; or
 - (c) grant such other relief to the aggrieved woman a may be prescribed.
- (2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.
- (3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (I), the employer shall implement the recommendations made under sub-section (I) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.
- 13. Inquiry report.—(1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- (2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

- (3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—
 - (i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;
 - (*ii*) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provide that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or as, the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

- (4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.
- 14. Punishment for false or malicious complaint and false evidence.—(1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

- (2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.
- **15. Determination of compensation.**—For the purpose of determining the sums to be paid to the aggrieved woman under clause (*ii*) of sub-section (*3*) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to—
 - (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
 - (b) the loss in the career opportunity due to the incident of sexual harassment;
 - (c) medical expenses incurred by the victim for physical or psychiatric treatment;
 - (d) the income and financial status of the respondent;
 - (e) feasibility of such payment in lump sum or in instalments.

16. Prohibition of publication or making known contents of complaint and inquiry proceedings.—Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings,

recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any vicitim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

- 17. Penalty for publication or making known contents of complaint and inquiry proceedings.—
 Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.
- 18. Appeal.—(1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.
- (2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Duties of employer.— Every employer shall—

- (a) provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;
- (c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- (d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- (e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- (f) make available such information to the Internal Committee or the Local Committee, as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9;
- (g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;
- (h) cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

- (i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct:
 - (j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

- 20. Duties and powers of District Officer.—The District Officer shall,
 - (a) monitor the timely submission of report furnished by the Local Committee;
- (b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

- **21.** Committee to submit annual report.— (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.
- (2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.
- **22.** Employer to include information in annual report.—The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.
- **23. Appropriate Government to monitor implementation and maintain data.**—The appropriate Government shall monitor the implementation of this Act and maintain date on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.
- **24. Appropriate Government to take measures to publicise the Act.**—The appropriate Government may, subject to the availability of financial and other resources,
 - (a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace;
 - (b) formulate orientation and training programmes for the members of the ¹[Local Committee].
- **25. Power to call for information and inspection of records.**—(1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—
 - (a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;
 - (b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.
- (2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.
 - **26. Penalty for non-compliance with provisions of Act.**—(1) Where the employer fails to—
 - (a) constitute an Internal Committee under sub-section (1) of section 4;

^{1.} Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Local Complaints Committee" (w.e.f. 6-5-2016).

- (b) take action under sections 13, 14 and 22; and
- (c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

- (2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—
 - (i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

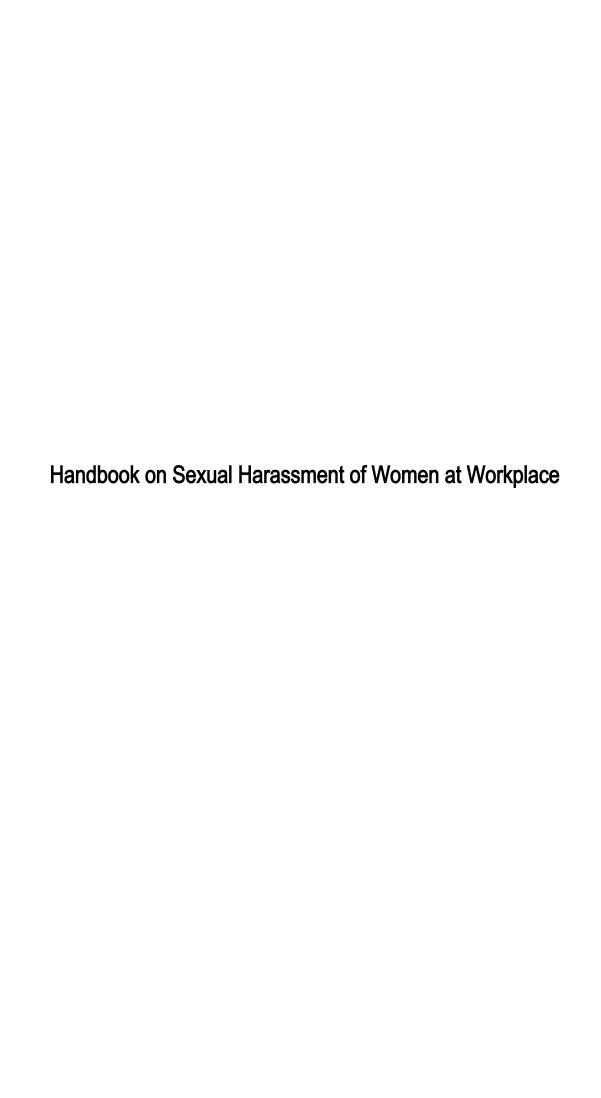
Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

- (ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.
- **27.** Cognizance of offence by courts.—(1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.
- (2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.
 - (3) Every offence under this Act shall be non-cognizable.
- **28.** Act not in derogation of any other law.—The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.
- **29.** Power of appropriate Government to make rules.—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.
- (2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
 - (a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;
 - (b) nomination of members under clause (c) of sub-section (1) of section 7;
 - (c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;
 - (d) the person who may make complaint under sub-section (2) of section 9;
 - (e) the manner of inquiry under sub-section (1) of section 11;
 - (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
 - (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
 - (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
 - (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
 - (j) the manner of action to be taken under section 17;
 - (k) the manner of appeal under sub-section (1) of section 18;

- (*l*) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (*c*) of section 19; and
- (*m*) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (*1*) of section 21.
- (3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.
- (4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.
- **30. Power to remove difficulties.** (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.







HANDBOOK

On

Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Government of India
Ministry of Women and Child Development

NOVEMBER 2015





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Government of India
Ministry of Women and Child Development

November 2015

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मंत्री महिला एवं बाल विकास मंत्रालय भारत सरकार नई दिल्ली-110001

MINISTER

MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
NEW DELHI-110001

MESSAGE

With improved access to education and employment, millions of Indian women are enterting the country's workforce today. Many working women face sexual harassment at the workplace on a daily basis. It is crucial therefore that as a country, we strive to eliminate work-place sexual harassment since women have the right to work in safe and secure environment. It is the responsibility of every employer to ensure safety of women in a work environment and improve their participation. This will contribute to realization of their right to gender equality and result in economic empowerment and inclusive growth and benefit the nation as a whole.

I am pleased to present this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It provides key information about the provisions of the Act in an easy-to-use and practical manner. The Handbook has been developed with the aim to ensure that the citizens of India are aware of their rights and obligations in terms of creating safe workplace environment for women.

Government of India is committed to promote gender equality and women's empowerment across every sector. This Handbook reflects our commitment to empower women as economic agents and improve their ability to access markets on competitive and equitable terms. I am confident that this Handbook which advocates and enforces the rules as laid out in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, will be beneficial to everyone. The practical and user-friendly procedures outlined in the Handbook will be useful for actual implementation of the Act.

(Smt. Maneka Sanjay Gandhi)

V. Somasundaran



संचिव भारत सरकार महिला एवं बाल विकास मंत्रालय शास्त्री भवन, नई दिल्ली - 110001

Secretary
Government of India
Ministry of Women & Child Development
Shastri Bhawan, New Delhi-110001
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18th November 2015

FOREWORD

I am pleased to share with you this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This Handbook is of immense importance because combating sexual harassment involves developing deeper understanding of what is sexual harassment and change of attitudes in all - be it employer, employees, colleagues, friends, or the policy makers.

Sexual Harassment at workplace is an extension of violence in everyday life and is discriminatory and exploitative, as it affects women's right to life and livelihood. In India, for the first time in 1997, a petition was filed in the Supreme Court to enforce the fundamental rights of working women, after the brutal gang rape of Bhanwari Devi a social worker from Rajasthan. As an outcome of the landmark judgment of the Vishaka and Others v State of Rajasthan the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, was enacted wherein it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. The Act is also unique for its wide ambit as it is applicable to the organized sector as well as the unorganized sector.

The legislation, however, requires the support and commitment of all stakeholders for its effective and successful implementation in preventing workplace sexual harassment. It casts an obligation upon the employer to address the grievances in respect of sexual harassment at workplace in a time bound manner. It is in this context that this Handbook would be very useful as it provides clear definition of what constitutes sexual harassment and explains how the complaint process works.

I am sure that the Handbook will be extremely useful to all agencies concerned and help them in taking pro-active measures to eradicate the problem/menace of workplace sexual harassment in the country.

(V. Somasundaran)

प्रीति सूदन PREETI SUDAN अपर सचिव

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भारत सरकार महिला एवं बाल विकास मंत्रालय शास्त्री भवन, नई दिल्ली — 110001 Government of India Ministry of Women & Child Development

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Dated: 17th November, 2015

PREFACE

The Government of India is committed to ending all forms of violence against women that negatively impact society, hamper gender equality and constricts the social and economic development of the country.

Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The Supreme Court of India, for the first time in the Vishaka Guidelines, acknowledged Sexual Harassment at the workplace as a human rights violation. Further, the Act also reflects the commitment of the Government to the ratification of the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) on July 09, 1993. This new legislation makes every effort to be a user friendly tool in the hands of the employers and employees, to create safe and secure workplaces for all women.

With the enactment of the Act, India is now a part of a select group of countries to have prohibited sexual harassment at workplace through national legislation. The Act is unique in its broad coverage which includes all working women from organised and unorganised sectors alike, as also public and private sectors, regardless of hierarchy. Effective implementation of the Act is a challenge. The Handbook is designed to be a Ready Reckoner for organisations vested with responsibility to enforce the law.

The Handbook is structured into six sections. The first section is an introduction and detail regarding the genesis of the Act, the second sets the context by defining the workplace and sexual harassment and impact of such behaviour, the third focuses on the key individuals and institutions involved in prohibition and prevention processes and their responsibilities, section four discusses the redressal mechanism followed by monitoring requirement in section five and important international frameworks and best practices on sexual harassment at the workplace in the concluding section.

It is the hope of the Ministry that this Handbook will be of considerable value for employers, employees and complaint committees alike, as it provides guidance with regard to the steps to be taken and the processes to be followed, in line with the requirements of the law. It will prove useful to all women workers particularly and be a step forward in promoting their independence as well as the right to work with dignity as equal partners in an environment that is free from violence.

(Preeti Sudan



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महिला एवं वाल विकास मंत्रालय GOVERNMENT OF INDIA MINISTRY OF WOMEN & CHILD DEVELOPMENT

जीवन विहार, नई दिल्ली-110 001, दिनांक Jeevan Vihar, New Delhi-110 001, Dated

ACKNOWLEDGEMENTS

In our journey towards preparing this Handbook, which required a lot of guidance and assistance from many people, whose names may not be enumerated, I am thankful to all of them for their contributions towards the completion of the task.

I would like to express my sincere thanks to the UN Women (United Nations Entity for Gender Equality and Empowerment of Women) for their valuable contributions with their experience in women's movement and expertise in gender rights in supporting the Ministry to prepare the Handbook with key information on the Act in an easy-to-use practical manner and designing with appropriate illustrations.

I would like acknowledge the important contributions made by Ms. Risha Syed, Legal Consultant for the hardwork put by her coupled with her experience and expertise as a legal professional and commitment to gender issues in bringing out the Handbook.

I am also thankful to Dr. Paramita Majumdar, Senior Consultant, Gender Budgeting for reviewing the manuscript with meticulous scrutiny and scholarly advice. I would like to mention with appreciation for Shri Samuel Paul, Assistant Secretary for showing not only his keen interest on the subject, but assisting us in the review work.

We hope that this Handbook will be a guide and inspiration to all of us in creating an enabling environment of women in the workplaces.

(Lopamudra Mohanty)

"The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...."

Late Chief Justice J.S. Verma, Supreme Court of India, Vishaka v. State of Rajasthan

Introduction

"Whereas sexual harassment results in violation of the fundamental rights of a Woman to equality....."

[Preamble, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act]

s enshrined in the Preamble to the Constitution of India, "equality of status and opportunity" must be secured for all its citizens; equality of every person under the law is guaranteed by Article 14 of the Constitution.

A safe workplace is therefore a woman's legal right. Indeed, the Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution. These articles ensure a person's right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty. This is further reinforced by the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which was adopted by the UN General Assembly in 1979 and which is ratified by India. Often described as an international bill of rights for women, it calls for the equality of women and men in terms of human rights and fundamental freedoms in the political, economic, social, cultural and civil spheres. It underlines that discrimination and attacks on women's dignity violate the principle of equality of rights.

Sexual harassment constitutes a gross violation of women's right to equality and dignity. It has its roots in patriarchy and its attendant perception that men are superior to women and that some forms of violence against women are acceptable. One of these is workplace sexual harassment, which views various forms of such harassment, as harmless and trivial. Often, it is excused as 'natural' male behaviour or 'harmless flirtation' which women enjoy. Contrary to these perceptions, it causes serious harm and is also a strong manifestation of sex discrimination at the workplace. Not only is it an infringement of the fundamental rights of a woman, under Article 19 (1) (g) of the Constitution of India "to practice any profession or to carry out any occupation, trade or business"; it erodes equality and puts the dignity and the physical and psychological well-being of workers at risk. This leads to poor productivity and a negative impact on lives and livelihoods. To further compound the matter, deep-rooted socio-cultural behavioural patterns, which create a gender hierarchy, tend to place responsibility on the victim, thereby increasing inequality in the workplace and in the society at large.



Though sexual harassment at the workplace has assumed serious proportions, women do not report the matter to the concerned authorities in most cases due to fear of reprisal from the harasser, losing one's livelihood, being stigmatized, or losing professional standing and personal reputation.

Across the globe today, workplace sexual harassment is increasingly understood as a violation of women's rights and a form of violence against women. Indeed, the social construct of male privileges in society continues to be used to justify violence against women in the private and public sphere. In essence, sexual harassment is a mirror reflecting male power over women that sustains patriarchal relations. In a society where violence against women, both subtle and direct, is borne out of the patriarchal values, women are forced to conform to traditional gender roles. These patriarchal values and attitudes of both women and men pose the greatest challenge in resolution and prevention of sexual harassment. Workplace sexual harassment, like other forms of violence, is not harmless. It involves serious health, human, economic and social costs, which manifests themselves in the overall development indices of a nation.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity. An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The full scale of the problem is not known given the difficulties in documenting the experience of those who have experienced workplace sexual harassment. However, available studies on sexual harassment show that it is certainly prevalent in India today. This is why the legislation is an important step forward within the larger architecture of women's rights, as it tackles this issue to secure the rights of women workers across the country.

While the official figures for women's work participation are low, much of the work that women do is not captured in official data accounts. It is argued¹ that where this is to be captured, women's overall work participation would be 86.2 per cent. While the official data² shows that women's work participation rate is around 25.3 per cent in rural areas and 14.7 per cent in the urban areas, estimates indicate that there is a huge workforce of women, therefore there is a need to secure their workplace and entitlements. Given, that 93 per cent of women workers are employed in the informal sector, they remain unprotected by laws. With no laws or mechanisms to protect them, proactive measures are required to make their workplaces safe.

Professor Jayati Ghosh, Paper on 'What Exactly is Work? http://www.macroscan.org/cur/oct14/pdf/Exactly_Work.pdf

² NSSO 2011-12



It is well established that ensuring safe working conditions for women leads to a positive impact on their participation in the workforce and increases their productivity, which in turn benefits the nation as a whole. Economically, empowered women are key to the nation's overall development and this can only be achieved if it is ensured that women's workspaces across all sectors and all over the country have a safe and secure environment for work.

It is important as well to ensure that the emphasis is on prevention rather than punitive action. This calls for widespread awareness on the Act among employers, managers and the workers themselves. Frequently, women workers may face sexual harassment but may not be aware that it is a breach of their rights and that there is something they can do about it. They need to know that they can do something about it. Then there are others, who may believe that it is a personal matter that needs to be resolved by the people involved. In order to change this order of things, it is urgent that measures are taken to change mind-sets and attitudes by creating awareness about what constitutes sexual harassment and the steps that can be taken to address it.

This handbook will serve as an important tool to make workplaces safe and benefit both workers and employers alike, leading to mutual gains.

1.1 THE MANDATE

Today, all workplaces in India are mandated by law to provide a safe and secure working environment free from sexual harassment for all women.

1.2 THE GENESIS

In 1992, a rural level change agent, Bhanwari Devi, was engaged by the state of Rajasthan as a *Sathin*³ to work towards the prevention of the practice of child marriages. During the course of her work, she prevented the marriage of a one-year old girl in the community. Her work was met with resentment and attracted harassment from men of that community. Bhanwari Devi reported this to the local authority but no action was taken. That omission came at great cost – Bhanwari was subsequently gang raped by those very men.

The Bhanwari Devi case revealed the ever-present sexual harm to which millions of working women are exposed across the country, everywhere and everyday irrespective of their location. It also shows the extent to which that harm can escalate if nothing is done to check sexually offensive behaviour in the workplace.

Based on the facts of Bhanwari Devi's case, a Public Interest Litigation (PIL) was filed by Vishaka and other women groups against the State of Rajasthan and Union of India before the Supreme Court of India. It proposed that sexual harassment be recognized as a violation of women's fundamental right to equality and that all workplaces/establishments/institutions be made accountable and responsible to uphold these rights.

_

³ Sathin' means a friend



In a landmark judgment, *Vishaka vs. State of Rajasthan* (1997)⁴, the Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

It included:

- A definition of sexual harassment
- Shifting accountability from individuals to institutions
- Prioritizing prevention
- Provision of an innovative redress mechanism

The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. Examples included sexually suggestive remarks about women, demands for sexual favours, and sexually offensive visuals in the workplace. The definition also covered situations where a woman could be disadvantaged in her workplace as a result of threats relating to employment decisions that could negatively affect her working life.

It placed responsibility on employers to ensure that women did not face a hostile environment, and prohibited intimidation or victimization of those cooperating with an inquiry, including the affected complainant as well as witnesses.

It directed for the establishment of redressal mechanism in the form of Complaints Committee, which will look into the matters of sexual harassment of women at workplace. The Complaints Committees were mandated to be headed by a woman employee, with not less than half of its members being women and provided for the involvement of a third party person/NGO expert on the issue, to prevent any undue pressure on the complainant. The guidelines extended to all kinds of employment, from paid to voluntary, across the public and private sectors.

Vishaka established that international standards/law could serve to expand the scope of India's Constitutional guarantees and fill in the gaps wherever they exist. India's innovative history in tackling workplace sexual harassment beginning with the Vishaka Guidelines and subsequent legislation has given critical visibility to the issue. Workplaces must now own their responsibility within this context and ensure that women can work in safe and secure spaces.

1.3 THE ACT

Having raised the bar of responsibility and accountability in the Vishaka Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard, namely:

⁴(AIR 1997 Supreme Court 3011)



- Prohibition
- Prevention
- Redress

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment through compliance with the above mentioned three elements.

It is important to note that the Act provides a civil remedy to women and is in addition to other laws that are currently in force. Consequently, any woman who wishes to report instances of sexual harassment at the workplace has the right to take recourse of both civil and criminal proceedings.



1.4 PURPOSE OF THIS HANDBOOK

This handbook is meant for all workplaces/institutions/organizations to provide a basic understanding of sexual harassment at places of work. Additionally, it is designed to offer Internal Complaints Committee/s and Local Complaints Committee/s (Complaints Committee/s) established under the Act, with simple, user friendly information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include.

1.5 WHO IS THIS HANDBOOK FOR

This handbook informs the end user (an employee/worker) about workplace sexual harassment and their right to an informed complaint process in seeking redress as provided under the Act and Rules framed thereunder.

1.6 STRUCTURE OF THE HANDBOOK

This Handbook has 6 sections, with each containing information for women, male co-workers as well as their employers, on how to deal with sexual harassment at the workplace in the context of the Act.

Section 1 serves as an introduction, as it details the genesis of the Act and the history behind it, as well as provides a brief description of the Act itself. This section also describes the purpose of this handbook and who it is designed for.



- **Section 2** sets the context by defining a workplace and sexual harassment. It provides the reader with key elements, such as examples of sexual harassment as well as scenarios and the impact of such behaviour.
- **Section 3** focuses on the key individuals and institutions involved in the prohibition and prevention processes and their responsibilities.
- **Section 4** is about redress. This section identifies and defines the key players involved in the complaint mechanism (including the complainant and the respondent). It details the stages of the complaint process. Particular attention is paid to the complaints committee which plays a very important role in this process.
- **Section 5** describes the monitoring requirements as per the Act.
- **Section 6** lists the important international frameworks and select best practices on sexual harassment at the workplace.

Workplace Sexual Harassment- What Is It?

"No woman shall be subjected to sexual harassment at any workplace."

Section 3(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

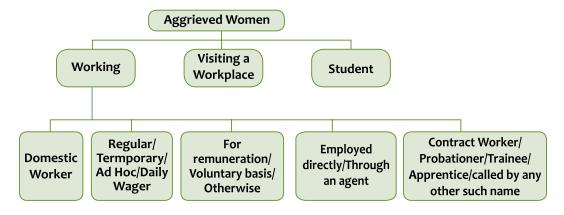
his section defines the aggrieved woman, workplace and sexual harassment as well as highlights key elements of workplace sexual harassment. It provides examples of behaviours through which a woman can experience possible professional and personal harm. It presents the user with scenarios from across-section of work contexts to build clarity on different forms of sexual harassment as identified under the Act.

2.1 WHO IS AN AGGRIEVED WOMAN?

The Act recognizes the right of every woman to a safe and secure workplace environment irrespective of her age or employment/work status. Hence, the right of all women working or visiting any workplace whether in the capacity of regular, temporary, adhoc, or daily wages basis is protected under the Act.

It includes all women whether engaged directly or through an agent including a contractor, with or without the knowledge of the principal employer. They may be working for remuneration, on a voluntary basis or otherwise. Their terms of employment can be express or implied.

Further, she could be a co-worker, a contract worker, probationer, trainee, apprentice, or called by any other such name. The Act also covers a woman, who is working in a dwelling place or house.





2.2 WHAT IS A WORKPLACE?

A workplace is defined as "any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey." As per this definition, a workplace covers both the organised and un-organised sectors.

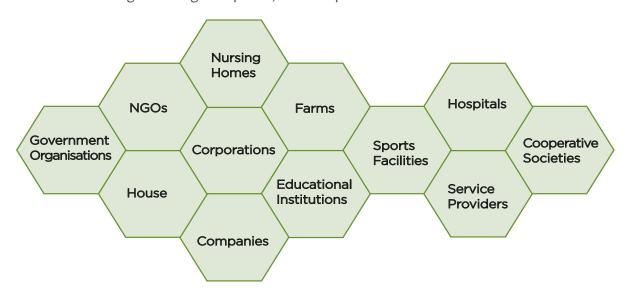
It also includes all workplaces whether owned by Indian or foreign company having a place of work in India. As per the Act, workplace includes:

- Government organizations, including Government company, corporations and cooperative societies;
- Private sector organisations, venture, society, trust, NGO or service providers etc. providing services which are commercial, vocational, educational, sports, professional, entertainment, industrial, health related or financial activities, including production, supply, sale, distribution or service;
- Hospitals/Nursing Homes;
- Sports Institutes/Facilities;
- Places visited by the employee (including while on travel) including transportation provided by employer;
- A dwelling place or house.

The Act defines the Unorganised Sector as:

- Any enterprise owned by an individual or self-employed workers engaged in the production or sale of goods or providing services of any kind;
- Any enterprise which employs less than 10 workers.

All women working or visiting workplaces, for example:





2.3 WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

"Sexual Harassment" includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- 1. Physical contact or advances;
- 2. A demand or request for sexual favours;
- 3. Making sexually coloured remarks;
- 4. Showing pornography;
- 5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature





2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT

Very often situations that start off innocently end up in inappropriate and unprofessional behaviours. It is important to remember that workplace sexual harassment is sexual, unwelcome and the experience is subjective. It is the impact and not the intent that matters and it almost always occurs in a matrix of power. It is possible that a woman may experience a single instance of sexual harassment or a series of incidents over a period of time. It is important also to remember that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

The following table highlights the subjective nature of the experience and the impact it may have on the person involved, irrespective of the intent of such behaviour.

To enable prevention of sexual harassment at the workplace, it is critical to recognize and differentiate between welcome and unwelcome sexual behaviour. Listed are some examples of how "unwelcome" and "welcome" behaviour is experienced.

THE FIRST STEP TO PREVENTION IS RECOGNITION

Workplace Sexual Harassment is behaviour that is

UNWELCOME

SEXUAL in nature

A **SUBJECTIVE** experience

IMPACT not intent is what matters

Often occurs in a matrix of **POWER**



UNWELCOME	WELCOME
Feels bad	Feels good
One-sided	Reciprocal
Feels powerless	In-control
Power-based	Equality
Unwanted	Wanted
Illegal	Legal
Invading	Open
Demeaning	Appreciative
Causes anger/sadness	Нарру
Causes negative self-esteem	Positive self-esteem

Impact of inappropriate behaviour

The impact of sexual harassment at the workplace is far-reaching and is an injury to the equal right of women. Not only does it impact her, it has a direct bearing on the workplace productivity as well as the development of the society. Below is a list of select examples of such negative impacts.







Professional	Personal
Decreased work performance	• Depression
 Increased absenteeism, loss of pay 	Anxiety, panic attacks
	Traumatic stress
Loss of promotional opportunities	Sleeplessness
Retaliation from the respondent, or	Shame, guilt, self-blame
colleagues/ friends of the respondent	Difficulty in concentrating
Subjected to gossip and scrutiny at work	Headaches
	Fatigue, loss of motivation
Being objectified	Personal Difficulties with time
Becoming publicly sexualized	Eating disorders (weight loss or gain)
Defamation	Feeling betrayed and/or violated
• Deramation	Feeling angry or violent towards the respondent
Being ostracized	Feeling powerless
Having to relocate	Loss of confidence and self esteem
Job and career consequences	Over all loss of trust in people
	Problems with intimacy
Weakened support network	Withdrawal and isolation

SEXUAL HARASSMENT IS A SUBJECTIVE EXPERIENCE

In 2010, the High Court of Delhi endorsed the view that sexual harassment is a subjective experience and for that reason held "We therefore prefer to analyze harassment from the [complainant's] perspective. A complete understanding of the [complainant's] view requires... an analysis of the different perspectives of men and women. Conduct that many men consider unobjectionable may offend many women... Men tend to view some forms of sexual harassment as "harmless social interactions to which only overly-sensitive women would object. The characteristically male view depicts sexual harassment as comparatively harmless amusement. ... Men, who are rarely victims of sexual assault, may view sexual conduct in a vacuum without a full appreciation of the social setting or the underlying threat of violence that a woman may perceive."

Dr. Punita K. Sodhi v. Union of India & Ors. W.P. (C) 367/2009 & CMS 828, 11426/2009 On 9 September, 2010, in the High Court of Delhi



2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUE SEXUAL HARASSMENT

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill building.



Some examples of behaviour that constitute sexual harassment at the workplace:

- 1. Making sexually suggestive remarks or innuendos.
- 2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
- 3. Offensive comments or jokes.
- 4. Inappropriate questions, suggestions or remarks about a person's sex life.
- 5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
- 6. Intimidation, threats, blackmail around sexual favours.
- 7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
- 8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
- 9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.







- 10. Physical contact such as touching or pinching.
- 11. Caressing, kissing or fondling someone against her will (could be considered assault).
- 12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
- 13. Persistently asking someone out, despite being turned down.
- 14. Stalking an individual.
- 15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
- 16. Falsely accusing and undermining a person behind closed doors for sexual favours.
- 17. Controlling a person's reputation by rumour-mongering about her private life.

Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

- 1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.
- 2. Exclusion from group activities or assignments without a valid reason.
- 3. Statements damaging a person's reputation or career.
- 4. Removing areas of responsibility, unjustifiably.
- 5. Inappropriately giving too little or too much work.
- 6. Constantly overruling authority without just cause.
- 7. Unjustifiably monitoring everything that is done.
- 8. Blaming an individual constantly for errors without just cause.
- 9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
- 10. Insults or humiliations, repeated attempts to exclude or isolate a person.
- 11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
- 12. Humiliating a person in front of colleagues, engaging in smear campaigns.
- 13. Arbitrarily taking disciplinary action against an employee.
- 14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

Some examples of workplace behaviours that may not constitute sexual harassment:

- Following-up on work absences.
- 2. Requiring performance to job standards.



- 3. The normal exercise of management rights.
- 4. Work-related stress e.g. meeting deadlines or quality standards.
- 5. Conditions of works.
- 6. Constructive feedback about the work mistake and not the person.

2.6 FORMS OF WORKPLACE SEXUAL HARASSMENT

Generally workplace sexual harassment refers to two common forms of inappropriate behaviour:

- Quid Pro Quo (literally 'this for that')
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status
- Hostile Work Environment
 - Creating a hostile, intimidating or an offensive work environment
 - Humiliating treatment likely to affect her health or safety

2.7 SCENARIOS

The following scenarios have been constructed as examples based on real life experiences of women at workplaces. The scenarios attempt to build an understanding of the two types of workplace sexual harassment as prescribed by the Act i.e. quid pro quo and hostile environment.

The names in the following examples are fictional and in no way refer to any individual alive or dead.

A. Examples of scenarios that constitute quid pro quo or 'this for that' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Kamini is a bright young team leader working in a call centre. Known to be forthright, she is dedicated, hardworking and is a perfectionist.

Kamini stays back at work late one evening with her colleague Ravi to complete work for an important presentation. Ravi offers to buy Kamini dinner and later drop her home since it's been a long day. After dinner, Ravi proposes to Kamini that he would like her to spend the night with him. Kamini refuses politely but firmly and goes home. Next evening, Ravi repeats his request and on Kamini's refusal, threatens her that *if she doesn't give-in*, *he will tell everyone* that she made a pass at him.

What is Workplace 'this for that' Sexual Harassment?

In the above example, Ravi's threat to Kamini that if she does not agree to his 'request' for a sexual favour, he will in return smear her character at the workplace as a person who wants to use sexual



favours to her advantage constitutes quid pro quo form of sexual harassment. Ravi's behaviour is unwelcome, sexual, and has a negative impact on Kamini.

SCENARIO EXAMPLE 2

Renuka is employed as a domestic worker where she is expected to take care of all the household

activities, other than cooking. Most of the days, the lady of the house leaves early. Renuka is therefore left alone in the house with a male member of the household.

Renuka finds the male member constantly leering at her when he is at home and often walks around the house wrapped in nothing but a towel which makes her very uncomfortable. On one occasion, while she was sweeping, he pinched her bottom. When she protested that she will complain to the lady of the house, he *threatened to accuse* her of stealing, and that he will ensure that she *loses* her job.



What is Workplace Sexual Harassment?

In the above example, the male member by threatening Renuka to keep quiet about the unwelcome physical contact if she wants to continue with her employment commits quid pro quo form of sexual harassment. His behaviour occurring in a matrix of power, is unwelcome, sexual and has a negative impact on Renuka.

SCENARIO EXAMPLE 3

Shamima is a lawyer who works as a researcher at an NGO in Delhi since 2013. Dr. Bhavan is the director of the organisation and has always advocated for the cause of human rights.

During an official field visit to Shimla for 2 days, Dr. Bhavan finds an opportunity to be alone with Shamima and makes a physical advance. Despite her protests, he forces himself on her while giving lurid and sexually explicit details of his relationships, both past and present, with women. When she chastises him and threatens to make his behaviour public, he *threatens to destroy her career*.

What is Workplace Sexual Harassment?

In the above example, by threatening Shamima with the destruction of her career, Dr. Bhavan commits quid pro quo sexual harassment. His physical advances and sexual conversation are unwelcome for Shamima and occur in a matrix of power.

B. Examples of scenarios that constitute a 'hostile work environment' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

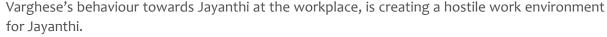
Jayanthi works in a garment factory in Bangalore.



Varghese, Jayanthi's supervisor, often tries to touch her on one or the other pretext. For example, he adjusts her *dupatta* while she is sewing at her workstation on the pretext of covering her back. Jayanthi is very uncomfortable with his behaviour. Her colleagues at the workplace ridicule Jayanthi and mock her for the 'special treatment' by her supervisor. They often gossip about her and Varghese.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the physical touching by Varghese is unwelcome and sexual in nature. The gossip, which is based on





SCENARIO EXAMPLE 2

Sukhi is a daily wage labourer working at a construction site. Every day at lunch time, Sukhi sits under the shade of the tree to feed her 16-month old baby. She finds Jaswinder, a worker, staring at her from the distance. Sukhi feels uncomfortable and asks Jaswinder to stay away from her while she's feeding the baby. However, Jaswinder persists and always finds a place near her. The group of fellow construction workers now **constantly catcall and whistle** at Sukhi every time she walks their way to refill the cement or mortar. When she questions them, they tell her they are only joking amongst themselves.

What is a Hostile Workplace Environment Sexual Harassment?

Ogling, stalking and gossiping against Sukhi in the above example constitute a hostile work environment, a form of workplace sexual harassment.

SCENARIO EXAMPLE 3

Sumedha is a Captain with the Indian Army. She has refused an offer made by a Senior Officer for a relationship. Sumedha has kept quiet about this experience, but thanks to the rumour-mongering by the Senior Officer, she has acquired a reputation of being a woman of 'easy virtue'. Now she is being subjected to repeated advances by three of her senior officer colleagues. When she turns around and protests, she is singled out for additional physical training.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, Sumedha's refusal to the sexual advances of her Senior Officer, leads to her being subjected to rumours, gossip, character assassination, unwelcome sexual advances by other officers, and arbitrary disciplinary action. This constitutes Hostile Work Environment form of workplace Sexual Harassment.



SCENARIO EXAMPLE 4

Asha is a researcher at a media agency led by Dr. Purshottam, a well-known journalist.

In the first few months of Asha's employment, Dr. Purshottam is very pleased with her work and publicly appreciates her. Soon after, Dr. Purshottam frequently summons Asha to his office on the pretext of work and makes verbal sexual advances and sexually coloured remarks to her. He brushes aside her protests by saying that they would not be able to work as a team unless she interacted closely with him and they both got to know each other well. However, once she categorically rebuffed his sexual advances, he has stopped. Now he *ridicules her work* and *humiliates* her in the presence of colleagues and the staff. He *discriminates* against her by allotting projects to her and then arbitrarily withdrawing the work.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the workplace actions are a result of Asha rebuffing the unwelcome, sexual advances of Dr. Purshottam and this constitutes hostile work environment form of workplace sexual harassment.

This section has listed and illustrated some of the behaviours that constitute the five parameters of workplace sexual harassment, viz., sexual, subjective, unwelcome, impact and power. This becomes the basis of the key elements of the Act, Prevention, Prohibition and Redress.

Prevention and Prohibition

"The meaning and content of fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality..."

Late Justice J.S. Verma

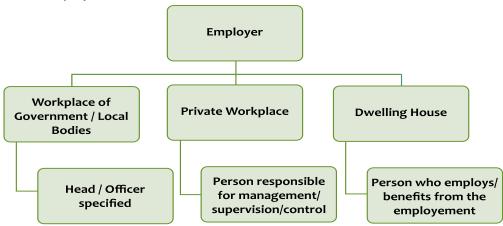
his section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.

3.1 PREVENTIVE AUTHORITIES

3.1.1 WHO IS AN EMPLOYER?

An employer refers to:

- The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the Appropriate Government or local authority or such officer specified in this behalf.
- 2. Any person (whether contractual or not) responsible for the management, supervision and control of a designated workplace not covered under clause (i).
- 3. A person or a household who employs or benefits from the employment of domestic worker or women employees.





3.1.2 WHO IS AN APPROPROATE GOVERNMENT?

As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government.

3.2 WHO IS A DISTRICT OFFICER (DO)?

State Governments will notify a District Magistrate/Additional District Magistrate/ Collector/ Deputy Collector as a District Officer at the local level. The District Officer will be responsible for carrying out the powers and functions under the Act at the district levels (including every block, taluka, tehsil, ward, and municipality).

3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES

Under the law the employer/DO is obliged to create a workplace free of sexual harassment. It is the responsibility of the Employer/District Officer in general to:

- 1. Create and communicate a detailed policy;
- 2. Ensure awareness and orientation on the issue;
- 3. Constitute Complaints Committee/s in every workplace and district so that every working woman is provided with a mechanism for redress of her complaint(s);
- 4. Ensure Complaints Committees are trained in both skill and capacity;
- 5. Prepare an annual report and report to the respective state government;
- 6. District Officer will also appoint a nodal officer to receive complaints at the local level.

3.2.1 Complaints Committee/s

The Act provides for two kinds of complaints mechanisms: Internal Complaints Committee (ICC) and Local Complaints Committee (LCC). All Complaints Committees must have 50 per cent representation of women. ICC or LCC members will hold their position not exceeding three years from the date of their nomination or appointment.

1) Internal Complaints Committee (ICC)

Every employer is obliged to constitute an ICC through a written order. The ICC will be composed of the following members:



No	Member	Eligibility
1.	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2.	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
3.	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

Where the office or administrative units of a workplace are located in different places, division or sub-division, an ICC has to be set up at every administrative unit and office.

ICC/LCC ARE MANDATORY

The employee who had a fundamental right to a workplace free of sexual harassment, had complained about sexual harassment. According to the Court, had the organisation complied with the Vishaka Guidelines and set up such a Complaints Committee, the preventative benefit would have been three-fold:

- 1. Ensured a place where women employees could seek redress;
- 2. Sent a clear message to the workplace that such complaints would be enquired into by a specially designated committee with external expertise;
- 3. Prevented a series of litigation that followed.

Hence, the Madras High Court awarded Rs. 1.68 crores in damages to an employee for the non-constitution of a Complaints Committee by the employer, as per the Vishaka Guidelines (at the time of the complaint, the Sexual Harassment of Women at Workplace Act 2013 had not been enacted).

Ms. G v. ISG Novasoft Technologies Ltd. Madras High Court (Crl.R.C.No.370 of 2014 order dated 02.09. 2014. Original Petition No.463 of 2012

2) Local Complaints Committee (LCC)

The District Officer will constitute an LCC in every district so as to enable women in the unorganised sector or small establishments to work in an environment free of sexual harassment. The LCC will receive complaints:

- 1. From women working in an organisation having less than 10 workers;
- 2. When the complaint is against the employer himself;
- 3. From domestic workers.



No	Member	Eligibility
1.	Chairperson	Nominated from amongst the eminent women in the field of social work and committed to the cause of women
2.	Member	Nominated from amongst the women working in the block, taluka or tehsil or ward or municipality in the district
3.	2 Members	Nominated from amongst such NGO/associations/persons committed to the cause of women or familiar with the issues relating to sexual harassment, provided that: • At least one must be a woman • At least one must have a background of law or legal knowledge
4.	Ex Officio member	The concerned officer dealing with social welfare or women and child development in the district

^{*}One of the nominees shall be a woman belonging to the SC/ST/OBC/Minority community notified by the Central Government.

3) External Members on the Complaints Committee/s

The Act refers to external members, which generally means persons who have expertise with the issue of sexual harassment. Given the largely intangible nature of workplace sexual harassment, there are a range of complexities involved in responding effectively to workplace sexual harassment complaints. For this reason, external third party/ members on the Complaints Committee/s (from civil society or legal background) should possess the following attributes:

- Demonstrated knowledge, skill and capacity in dealing with workplace sexual harassment issues/complaints;
- 2. Sound grasp and practice of the legal aspects/implications.

Such expertise will greatly benefit Complaints Committees in terms of fair and informed handling of complaints to lead to sound outcomes. These external third party members shall be paid for their services on the Complaints Committees as prescribed.

Criteria for the External Member

A 'person familiar with issues relating to women' would mean such persons who have expertise in issues related to sexual harassment and may include any of the following:

- At least 5 years of experience as a social worker, working towards women's empowerment and in particular, addressing workplace sexual harassment;
- Familiarity with labour, service, civil or criminal law.



3.2.2 Sexual Harassment at Workplace Policy

Employers/District Officers are responsible for complying with prohibition, prevention and redress of workplace sexual harassment. In practice, this means having a policy that: (1) prohibits unwelcome behaviour that constitutes workplace sexual harassment; (2) champions prevention of workplace sexual harassment through orientation, awareness and sensitization sessions; and (3) provides a detailed framework for redress.



3.2.3 Dissemination of Information and Awareness Generation

Employers/ District Officers have a legal responsibility to:

- Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
- 2. Carry out awareness and orientation for all employees.
- 3. Create forums for dialogue i.e. Panchayati Raj Institutions, Gram Sabhas, Women's Groups, Urban Local Bodies or like bodies, as appropriate.
- 4. Ensure capacity and skill building of Complaints Committees.
- 5. Widely publicize names and contact details of Complaints Committee members.

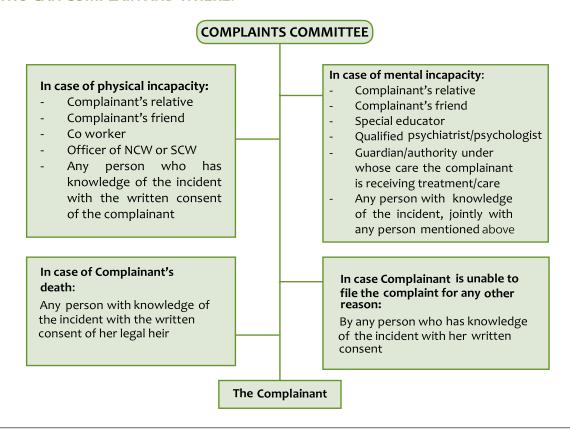
Redress

"...the time has come when women must be able to feel liberated and emancipated from what could be fundamentally oppressive conditions against which an autonomous choice of freedom can be exercised and made available by women. This is sexual autonomy in the fullest degree"

Late Chief Justice J.S. Verma, Justice Verma Committee Report, 2013

his section is about Redress. It provides helpful information on who can complain, to whom, and what a complaint should contain. It also gives information and lays out the steps involved when a complaint has reached the Complaints Committee, in terms of the process, findings and recommendations.

4.1 WHO CAN COMPLAIN AND WHERE?

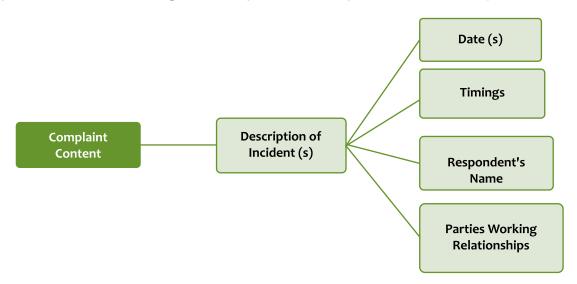




Generally, where there are less than ten workers, any woman employee can complain to the Local Complaints Committee with the support of the Nodal Officer, when required. It is the responsibility of the District Officer to designate a person as the Nodal Officer in every block, taluka and tehsil in rural or tribal areas and wards or municipalities in the urban areas, to receive the complaints of workplace sexual harassment from women. The Nodal Officer will forward all such complaints within seven days of its receipt to the concerned Complaints Committee for appropriate action. In most other workplaces, a woman employee can make a complaint to the Internal Complaints Committee.

4.2 WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.



4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?

When it comes to redress for workplace sexual harassment, employee/worker has a right to expect -a **trained**, **skilled** and **competent** Complaints Committee, a time bound process, information confidentiality, assurance of non-retaliation, counselling or other enabling support where needed and assistance if the complainant opts for criminal proceedings.

4.3 A. RIGHTS OF THE COMPLAINANT

- An empathetic attitude from the Complaints Committee so that she can state her grievance in a fearless environment
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent



- Keeping her identity confidential throughout the process
- Support, in lodging FIR in case she chooses to lodge criminal proceedings
- In case of fear of intimidation from the respondent, her statement can be recorded in absence of the respondent
- Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee

4.3 B. RIGHTS OF THE RESPONDENT

- A patient hearing to present his case in a non-biased manner
- A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
- Keeping his identity confidential throughout the process
- Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee

4.4 KEY RESPONSIBILITIES

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

- Be thoroughly prepared
- Know the Act, Policy and/or relevant Service Rules
- Gather and record all relevant information 3.
- Determine the main issues in the complaint
- Prepare relevant interview questions
- 6. Conduct necessary interviews
- Ensure parties are made aware of the process and their rights/responsibilities within it
- 8. Analyse information gathered
- 9. Prepare the report with findings/recommendations

4.5 KNOWLEDGE, SKILLS, TRAINING

Dealing with workplace sexual harassment complaints is often complex. Hence Complaints Committee/s must possess critical skills/capacity to effectively carry out their role. That includes a sound grasp of the Act, Vishaka Guidelines, applicable Service Rules, relevant laws and an understanding of workplace sexual harassment and related issues. Complaints Committee skills must include an ability to synthesise information i.e. relevant documents, the law and interviews. They should also be able to communicate effectively, write clearly, listen actively and conduct interviews. They should be competent at showing empathy, being impartial and being thorough. They should be able to identify sexual harassment and its impact.



A Complaints Committee/s is required to be trained in both **skill** and **capacity** to carry out a fair and informed inquiry into a complaint of workplace sexual harassment. An absence of such training will lead to unequal and unfair results, which can cost employers, employees, complainants as well as respondents.

FAIR AND INFORMED INQUIRY

Within 6 months of joining The Statesman newspaper, Rina Mukerhjee lost her job. While the company alleged that her work was "tardy" and "lacking in quality" it suppressed Rina's complaint of sexual harassment against the news coordinator, Ishan Joshi. Within her first month of work, Rina had taken her complaint directly to the Managing Director, Ravinder Kumar. Time passed, nothing happened and Rina was fired. In a rare display of social context insight and clarity, the Industrial Tribunal (West Bengal) rejected the Statesman's claim that Rina only referred to "professional" harassment in her complaint to Mr. Kumar. In the Tribunal's view, Mr. Kumar's failure to dig deeper was clearly suspect- "... it becomes clear that there was no Committee on Sexual Harassment, as per the Honb'le Supreme Court's direction in Vishaka vs State of Rajasthan, existing in The Statesman, at that relevant time. ...to expect-the lady workman to file a written complaint and not to believe the same, when it has been filed 'at a later date' is sheer bias." The Statesman was ordered to reinstate Rina and grant her full back wages.

M/s The Statesmen Ltd. and Smt. Rina Mukherjee. Order of K.K. Kumai, Judge, dated 06.02.2013, Fourth Industrial Labour Tribunal (West Bengal)

4.6 DO'S AND DON'TS FOR COMPLAINTS COMMITEE

DO'S

- 1. Create an enabling meeting environment.
- 2. Use body language that communicates complete attention to the parties.
- 3. Treat the complainant with respect.
- 4. Discard pre-determined ideas.
- 5. Determine the harm.

DON'TS

- 1. Get aggressive.
- 2. Insist on a graphic description of the sexual harassment.
- 3. Interrupt.
- Discuss the complaint in the presence of the complainant or the respondent.



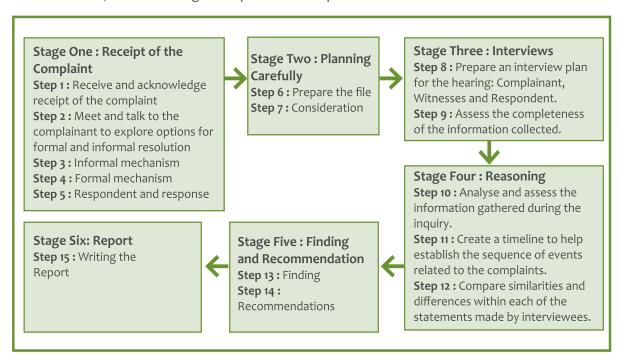


4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS

During a redress process the Complaints Committee/s are required to assure confidentiality, non-retaliation and recommend interim measures as needed to conduct a fair inquiry.

4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS

The Complaints Committee/s needs to have information on the six stages (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment.



STAGE ONE: RECEIPT OF THE COMPLAINT

A fair, prompt, and impartial inquiry process starts with a Complaints Committee capable of creating an environment of trust and confidence throughout the inquiry.

Step 1: Receive and Acknowledge Receipt of the Complaint

The complainant submits a sexual harassment complaint in writing within three months of the last alleged incident to the Complaints Committee or any other person designated by the organization/ District Officer (i.e. Nodal Officer) to receive and manage complaints of sexual harassment.

Training and Skill Building: An Institutional Responsibility

It is important that both the Committee and any other person designated by the organization/ District Officer to receive or otherwise handle a sexual harassment complaint has there quired competency and skill building training formanaging a complaint and/or any concern related to workplace sexual harassment.



Upon receipt, the complaint should be reviewed for:

- 1. In the context of workplace that the sexual harassment complaint is to be met with under the Act, such as, Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
- 2. Clarity in the complaint.
- 3. Additional information needed from the complainant.

The complainant will be notified in writing to acknowledge receipt.

Elements of the Behaviour

The complaint needs to satisfy the following elements:

- The respondent displayed a potentially improper and/or offensive conduct which may come within workplace sexual harassment;
- 2 The behaviour was directed at the complainant;
- The complainant experienced harm.
- The behavior occurred in the workplace or at any location/any event related to work

Step 2: Meet and Talk to the Complainant to Explore Options for Formal and Informal Resolution

The complainant needs to be informed about the ensuing process and the informal or formal options available for the redress.

Step 3: Informal Mechanism

If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route. At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent. Where such an informal process is successful, such resolution is to be recorded by the conciliator and forwarded to the ICC/LCC who in turn will forward the same to the employer/District Officer for further action based on the resolution. Employers/District Officers are responsible for taking steps to ensure that the complainant is not subject to any backlash.

The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.

Step 4: Formal Mechanism

1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.



- 2. Complaints Committee/s members must be free of any conflict of interest with either the concerned parties or with the outcome.
- 3. Ensure that the independent third party member has sound knowledge, skill, and experience in dealing with workplace sexual harassment complaints.

Step 5: Respondent and Response

- 1. As per the procedure provided in the Service Rule; or in absence of the same
- 2. Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
- 3. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.

STAGE TWO: PLANNING CAREFULLY

Step 6: Prepare the File

A sound inquiry relies on sound preparation. This includes taking into account the following steps:

1. Documentation

Create an independent confidential file of the complaint and all subsequent related documentation.

2. Review Law & Policy

Have a clear knowledge and understanding of the Act/Rules as well as the relevant Service Rules, Workplace Policy, Vishaka Guidelines, existing practices and related laws.

3. Make a List

Make a list of all the dates and events relating to the written complaint as well as the names of witnesses, where applicable.

Relevant Witnesses

The complaint may include the names of people believed to have witnessed the alleged incidents or those who may have been aware of other information directly related to the complaint. The respondent may also include the names of witnesses. In addition, the Complaints Committee also has the discretion to call any person as a witness, who it believes, has something to contribute to the inquiry process.

4. Supporting Documents

Obtain and review all supporting documents relevant to the complaint, including those presented by the complainant and the respondent.



5. Act Quickly

Create a plan. This can be used as an initial checklist to ensure that all of the critical elements are covered. It includes:

- a. The names of the parties and witnesses to be interviewed
- b. Any documentary support that needs to be examined
- c. Timeline

Preparing the Plan - Key Elements to Consider

Defining the Issues

What is the complaint

Questions or points that require clarification

2. Determining a violation of the Policy/Act

What information is needed to determine that there has been a violation

3. Logistics

Venue for conducting the interviews. Are special logistics required

Creating timelines for each

4. Critical Information

What documents need to be looked at

Witnesses to be guestioned and in what order

5. Areas of Questioning

Questions for each specific incident and party/witness

Questions for each particular issue

Issues likely to require follow-up

Step 7: Consideration

1. Interim Measures

While a complaint is pending inquiry, a complainant can make a written request for her transfer or the transfer of the respondent, or for leave (upto 3 months). She can also request the Complaints Committee to restrain the respondent from reporting on her work performance or writing her confidential report or supervising her academic activities (in case she is in educational institution). Even in the absence of such a request, the Complaints Committee must take corrective action. It is essential to take these actions in order to prevent potential ongoing sexual harassment.



2. Support

Maintain clear, timely communication with the parties throughout the process. Provide complainants with any specific assistance they may require, such as counselling, addressing health-related concerns or sanctioning of leave.

STAGE THREE: INTERVIEWS

Step 8: Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent

- 1. Based on the results of the previous steps and before conducting interviews, the Complaints Committee should decide which issues need to be pursued for questioning.
- 2. Interviews are meant to obtain information that is relevant to the complaint from individuals.
- 3. Interviews should be conducted with each person separately and in confidence. The complainant and the respondent should not be brought face to face with each other.

Interviewing Tips

1. Introduction

Questioning the parties and witnesses in a situation of workplace sexual harassment is a sensitive task. The Complaints Committee must therefore proceed with empathy, while appreciating at times, a different version of the facts.

2. Questioning

Determine beforehand the following:

- Date, time, place and order of interviews
- · Questions and their order
- Time for each interview

Generally rely on questions related to **who, what, where, when** and how. Remember:

- · Questions ought to be clear and focused.
- Obtain as much information as possible through the interview.
- Do not share information gathered from other sources.

3. Choose an Appropriate Location

To create trust, comfort and openness

4. Explain the Interview Process

Explain how the interview will be conducted and what is expected

5. Records of the Interview

Take notes and explain the need for a proper record

6. Manage the Interview

The Chairperson of the Complaints Committee is responsible for ensuring the interviews are correctly carried out and due process followed

7. Sign Statements

At the conclusion of the interview, have those interviewed, sign and date statements made and recorded before the Complaints Committee



Step 9: Assess the Completeness of the Information Collected

At this stage, the Complaints Committee should review the information gathered and their factual relevance to each aspect of the complaint. This will help determine whether there is enough information to make a finding on the complaint.

STAGE FOUR: REASONING

Step 10: Once the information and review is complete, the Complaints Committee will make its reasoned finding(s), which involves having to:-

- Identify the substance of each aspect of the complaint.
- Determine, whether or not, on a **balance of probability**, the unwelcome sexual harassment took place.
- Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law.
- Comment on any underlying factor(s) that may have contributed to the incident.

Step 11: Create a timeline to help establish the sequence of events related to the complaint.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.

STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Finding

Based on the above, the Complaints Committee must arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.

Provided, where both the parties are employees, before finalising the findings, the ICC/LCC shall share its finding with both the parties and provide them an opportunity to make representation against it before the Committee.

Step 14: Recommendations

Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include:

- 1. Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.
- 2. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.



In case service rules do not exist, recommended action may include:

- Disciplinary action, including a written apology, reprimand, warning, censure;
- Withholding promotion/ pay raise/ increment;
- Termination:
- Counselling;
- Community service.
- 3. The Complaints Committee may also recommend financial damages to the complainant, while deciding the amount they shall take into consideration:
- Mental trauma, pain, suffering and emotional distress caused;
- Medical expenses incurred;
- Loss of career opportunity;
- Income and financial status of the respondent.

If the amount is not paid it can be recovered as an arrear of land revenue.

4. The Complaints Committee can also give additional recommendations to address the underlying factors contributing to sexual harassment at the workplace.

STAGE SIX: REPORT

Step 15: Writing the Report

The Complaints Committee will prepare a final report that contains the following elements:

- A description of the different aspects of the complaint;
- A description of the process followed;
- A description of the background information and documents that support or refute each aspect of the complaint;
- An analysis of the information obtained;
- Findings as stated above;
- Recommendations.

An inquiry must be completed within 90 days and a final report submitted to the Employer or District Officer (as the case may be) within ten days thereafter. Such report will also be made available to the concerned parties. The Employer or District Officer is obliged to act on the recommendations within 60 days. Any person not satisfied with the findings or recommendations of the Complaints Committee or non-implementation of the recommendations, may appeal in an appropriate court or tribunal, as prescribed under the Service Rules or where no such service rules exist, in such manner as may be prescribed.



Given that most workspaces today are gender unequal and male-dominated, it is important that complaints by women be treated fairly and not dismissed. The mere inability to substantiate a complaint or provide adequate proof will not attract legal action against the complainant. However, making a false or malicious complaint or producing a forged or misleading document is an offence.

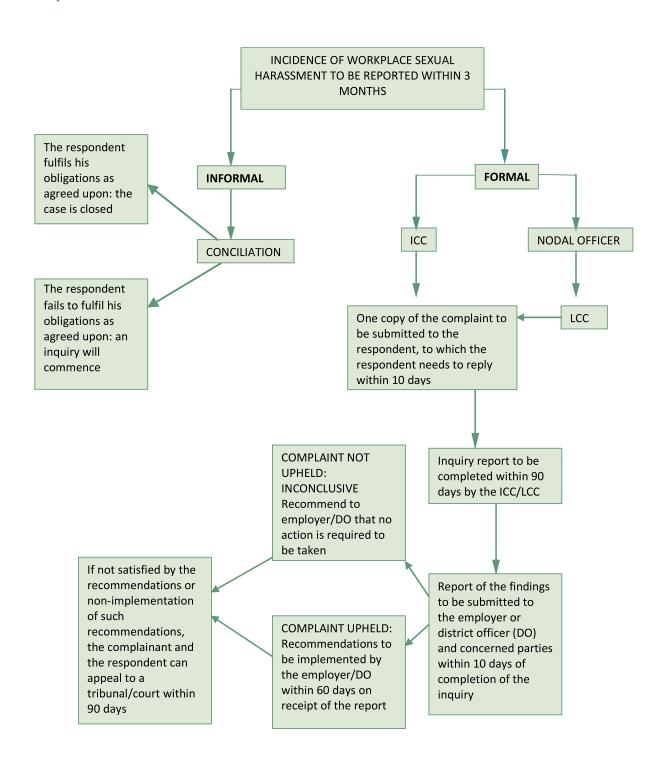
4.9 AT A GLANCE

1) Complaints Committee's Checklist

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.



INQUIRY PROCESS AT A GLANCE





2) Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

3) Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO.

Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses.

Section 4 completes the details of the Complaints Committee process in addressing formal complaints. It serves as a guideline to action in providing appropriate redress. The manner in which a complaint is addressed will make all the difference to the equal rights of working women as well as the kind of workplace culture being promoted.

Monitoring

"Vishaka was a victory for all women" Bhanwari Devi

his section refers to ways in which application of the Act at all workplaces is monitored. Monitoring is a way to ensure compliance of the Act on the ground. As an additional means of monitoring, the Act mandates the submission of Annual Reports with specific information as well as specific consequences where compliance is lacking.

The Act authorizes Appropriate Government to monitor the implementation of the Act. As per the Act, Appropriate Government means:

- i. In relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly
 - a. By the Central Government or the Union Territory administration, the Central Government;
 - b. By the State Government, the State Government;
- ii. In relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

Thus to monitor the Act, the Appropriate Government has the authority to undertake any of the following measures:

5.1 Inspection

In relation to workplace sexual harassment, when it is in the public interest or in the interest of women employees, every employer/District Officer can be ordered by the Appropriate Government i.e. State and Central Government, to make available any information, record or document, including opening its workplace for inspection relating to the same.

5.2 Annual Report

The Appropriate Government is entrusted with the monitoring of the implementation of this Act and for maintaining the data on the number of cases filed and disposed of under it. In particular, the Act mandates submission of an Annual Report by the ICC/LCC to the employer/District Officer.



The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

- a. No. of complaints received;
- b. No. of complaints disposed of;
- c. No. of cases pending for more than 90 days;
- d. No. of workshops/awareness programmes carried out;
- e. Nature of action taken by the employer/DO;

The Report of ICC will be forwarded to the DO through the employer.

5.3 Penalties

An employer can be subjected to a penalty of up to INR 50,000 for:

- Failure to constitute Internal Complaints Committee
- Failure to act upon recommendations of the Complaints Committee; or
- Failure to file an annual report to the District Officer where required; or
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

Where an employer repeats a breach under the Act, they shall be subject to:

- Twice the punishment or higher punishment if prescribed under any other law for the same offence.
- Cancellation/Withdrawal/Non-renewal of registration/license required for carrying on business or activities.

Monitoring is a critical yardstick to measure success in terms of compliance with the Act. Additionally, it highlights those areas, in terms of law and practice, which may require improvement and/or additional information and guidance at both the State as well as the workplace levels.

Global Norms and Good Practices

ncreasing awareness and compliance with international standards is a reminder that we must not lose sight of the goal. Over the years, the international community has developed benchmarks that provide guidance on what the laws around workplace sexual harassment should look like in practice. The key benchmarks are listed below:

- 1. Recognition that workplace sexual harassment is a form of human rights violation.
- 2. Recognition that sexual harassment is a form of gender-specific violence.
- 3. Equality, dignity and worth of a human person must be emphasized.
- 4. Gender-based violence includes sexual harassment and impairs the enjoyment by women of several basic human rights and fundamental freedoms. Some of these rights include:
 - The right to life, the right to liberty and security of the person.
 - The right to equal protection under the law.
 - The right to the highest standard attainable of physical and mental health.
 - The right to just and favourable conditions of work.
- 5. Eliminating violence against women and advancing women's equality includes the right to be free from workplace sexual harassment.
- 6. Legislation on violence against women should define violence to include sexual harassment. Such legislation should also recognize sexual harassment as a form of discrimination and a violation of women's rights with health and safety consequences.
- 7. The International Labour Organization (ILO) has also drawn specific attention to domestic workers, who have a right to "enjoy effective protection against all forms of abuse, harassment and violence." vii

In terms of practice, international law and policy frameworks have an important role to play in encouraging the adoption of an understanding of sexual harassment as a fundamental human right and equality issue, and not just a problem for labour/employment law to solve.

Converting these concepts into practice involves constant monitoring and adapting to changing circumstances. As a start, six simple steps to keep in mind and practice in any workplace should involve the following:



- 1. Make sure there is a policy that has been "effectively" communicated to all workers, irrespective of whether they are paid or volunteers.
- 2. Display details of both informal and formal ways available to a worker to address/complain about workplace sexual harassment.
- 3. Undertake orientation on workplace sexual harassment for all workers in respective organizations, establishments or institutions.
- 4. A Complaints Committee which is trained in terms of skill and capacity is critical for building trust.
- 5. Encourage senior persons/leaders/supervisors or any person who can influence employment-related decisions, to become role models.
- 6. Men and women should be included in building a culture which no longer tolerates workplace sexual harassment.

Legally, workplace sexual harassment can no longer be dismissed as some moral transgression. The Vishaka Guidelines raised that bar, when for the first time it recognized "each incident of sexual harassment" as a violation of the fundamental right to equality. That notion has found its way into the Act, which promotes the right of women as citizens to a workplace free of sexual harassment. Complaints Committees at all workplaces are now charged with the role to ensure that the right remains intact, through a fair, informed, user-friendly process of redress.

Prioritising prevention and establishing a redress mechanism, which comprises of 50 per cent women, a woman chair and an external third party expert, is India's innovative model in responding to working women's experience of sexual harassment. Assuming adequate changes follow, in both law and practice to meet global benchmarks, that model can evolve into an exemplary best practice. To get there, workplaces in India today, must rise to the requirement of promoting gender equality.

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¹ General Recommendation 12 of 1989, Committee on the Elimination of All Forms of Discrimination against Women.

[&]quot; General Recommendation 19 of 1992, Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

[™] Ibid.

^{iv} Article 3, Declaration on the Elimination of Violence against Women, 1993.

^v The Beijing Platform of Action drawn at the United Nations' Women's Conference in Beijing in 1995.

vi United Nations UN Division for the Advancement of Women Handbook for Legislation on Violence Against Women (UN Handbook). http://www.un.org/womenwatch/daw/vaw/handbook/Handbook/20for%20legislation%200n%20violence%20against%20women.pdf

vii Article 5, ILO Decent Work for Domestic Workers Convention, 2011 (No. 189).







PETITIONER: VISHAKA & ORS.

Vs.

RESPONDENT:

STATE OF RAJASTHAN & ORS.

DATE OF JUDGMENT: 13/08/1997

BENCH:

CJI, SUJATA V. MANOHAR, B. N. KIRPAL

ACT:

HEADNOTE:

JUDGMENT:

JUDGMENT

Verma, CJI:

This Writ Petition has been filed for the enforcement of the fundamental rights of working women under Articles 14, 19 and 21 of the Constitution of India in view of the prevailing climate in which the violation of these rights is not uncommon. With the increasing awareness and emphasis on gender justice, there is increase in the effort to guard such violations; and the resentment towards incidents of sexual harassment is also increasing. The present petition has been brought as a class action by certain social activists and NGOs with the aim of focusing attention towards this societal aberration, and assisting in finding suitable methods for realisation of the true concept of 'gender equality'; and to prevent sexual harassment of working women in all work places through judicial process, to fill the vacuum in existing legislation.

The immediate cause for the filing of this writ petition is an incident of alleged brutal gang rape of social worker in a village of Rajasthan. That incident is the subject matter of a separate criminal action and no further mention of it, by us, is necessary. The incident reveals the hazards to which a working woman may be exposed and the depravity to which sexual harassment can degenerate; and the urgency for safeguards by an alternative mechanism in the absence of legislative measures. In the absence of legislative measures, the need is to find an effective alternative mechanism to fulfil this felt and urgent social need.

Each such incident results in violation of the fundamental rights of 'Gender Equality' and the 'Right of Life and Liberty'. It is clear violation of the rights under Articles 14, 15 and 21 of Constitution. One of the logical consequences of such an incident is also the violation of the victim's fundamental right under Article 19(1)(g) 'to practice any profession or to carry out any occupation, trade or business'. Such violations, therefore, attract the remedy under Article 32 for the enforcement of these fundamental rights of women. This class action under Article 32 of the Constitution is for this reason. A writ of

mandamus in such a siltation, if it is to be effective, needs to be accompanied by directions for prevention; as the violation of fundamental rights of this kind is a recurring phenomenon. The fundamental right to carry on occupation, trade or profession depends on the availability of a "safe" working environment. Right to life means life with dignity. The primary responsibility fro ensuring such safety and dignity through suitable legislation, and the creation of a mechanism for its enforcement, is of the legislature and the executive. When, however, instances of sexual harassment resulting in violation of fundamental rights of women workers under Articles 14, 19 and 21 are brought before us for redress under Article 32, an effective redressal requires that some guidelines should be laid down for the protection of these rights to fill the legislative vacuum.

The notice of the petition was given to the State of Rajasthan and the Union of India. The learned Solicitor General appeared for the Union of India and rendered valuable assistance in the true spirit of a Law Officer to help us find a proper solution to this social problem of considerable magnitude. In addition to Ms. Meenakshi Arora and Ms. Naina Kapur who assisted the Court with full commitment, Shri Fali S. Nariman appeared as Amicus Curiae and rendered great assistance. We place on record our great appreciation for every counsel who appeared in the case and rendered the needed assistance to the Court which has enabled us to deal with this unusual matter in the manner considered appropriate for a cause of this nature.

Apart from Article 32 of the Constitution of India, we may refer to some other provision which envisage judicial intervention for eradication of this social evil. Some provisions in the Constitution in addition to Articles 14, 19(1)(g) and 21, which have relevance are:

Article 15:

"15. Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth.

- (1) The State shall not discriminate against any citizen on only of religion, race, caste, sex, place of birth or any of them.
- (2) xxx xxxx
- (3) Nothing in this article shall prevent the State from making any special provision for women and children.
- (4) xxxx xxxx

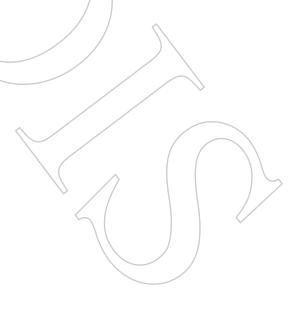
Article 42:

"42. Provision for just and humane conditions of work and maternity relief - The State shall make provision for securing just and humane conditions of work and for maternity relief."

Article 51A:

- "51A. Fundamental duties. It shall be the duty of every citizen of India, -
- (a) to abide by the Constitution and respect its ideals and institutions, ...

xxxx xxxx



XXXX (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic regional or sectional diversities; to renounce practices derogatory to the dignity of women;

xxxx"

Before we refer to the international conventions and norms having relevance in this field and the manner in which they assume significance in application and judicial interpretation, we may advert to some other provisions in the Constitution which permit such use. These provisions are:

Article 51:

"51. Promotion of international peace and security - The State shall endeavour to -

XXXX

xxxx xxxx

respect (C) foster for international law and treaty obligations in the dealings of organised people with one another;

and xxx

XXX

xxx"

Article 253:

for giving effect to international "253. Legislation agreements - Notwithstanding anything in the foregoing provisions of this Chapter, Parliament has power to make any law for the whole or any part of the territory of India for implementing any treaty, agreement or convention with any other country or countries or any decision made at international conference, association or other body."

Seventh Schedule :

"List I - Union List:

xxxx xxxx XXXX

14. Entering into treaties and agreements with foreign countries implementing of treaties, agreements and conventions with foreign countries.

xxx

XXX

xxx"

In the absence of domestic law occupying the field, to formulate effective measures to check the evil of sexual harassment of working women at all work places, the contents of International Conventions and norms are significant for the purpose of interpretation of the guarantee of \gender equality, right to work with human dignity in Articles 14, 15 19(1)(g) and 21 of the Constitution and the safeguards against sexual harassment implicit therein. International Convention not inconsistent with fundamental rights and in harmony with its spirit must be read into these provisions to enlarge the meaning and content thereof, to promote the object of the constitutional guarantee. This is implicit from Article 51(c) and enabling power of the Parliament to enact laws for implementing the International Conventions and norms by virtue of Article 253 read with Entry 14 of the Union List in Seventh Schedule of the Constitution. Article 73 also is relevant. It provides

that the executive power of the Union shall extend to the matters with respect to which Parliament has power to make laws. The executive power of the Union is, therefore, available till the parliament enacts to expressly provide measures needed to curb the evil.

Thus, the power of this Court under Article 32 for enforcement of the fundamental rights and the executive power of the Union have to meet the challenge to protect the working women from sexual harassment and o make their fundamental rights meaningful. Governance of the society by the rule of law mandates this requirements as a logical concomitant of the constitutional scheme. The exercise performed by the Court in this matter is with this common perception shared with the learned Solicitor General and other members of the Bar who rendered valuable assistance in the performance of this difficult task in public interest.

The progress made at each hearing culminated in the formulation of guidelines to which the Union of India gave its consent through the learned Solicitor General, indicating that these should be the guidelines and norms declared by this Court to govern the behaviour of the employers and all others at the work places to curb this social evil.

Gender equality includes protection from sexual harassment and right to work with dignity, which is a universally recognised basic human right. The common minimum requirement of this right has received global acceptance. The International Conventions and norms are, therefore, of great significance in the formulation of the guidelines to achieve this purpose.

The obligation of this Court under Article 32 of the Constitution for the enforcement of these fundamental rights in the absence of legislation must be viewed along with the role of judiciary envisaged in the Beijing Statement of Principles of the Independence of the Judiciary in the LAWASIA region. These principles were accepted by the Chief Justices of the Asia and the Pacific at Beijing in 1995 as those representing the minimum standards necessary to be observed in order to maintain the independence and effective functioning of the judiciary. The objectives of the judiciary mentioned in the Beijing Statement are:

"Objectives of the Judiciary:

- 10. The objectives and functions of the Judiciary include the following:
- (a) to ensure that all persons are
 able to live securely under the
 Rule of Law;
- (b) to promote, within the proper limits of the judicial function, the observance and the attainment of human rights; and
- (c) to administer the law impartially among persons and between persons and the State."

Some provisions in the 'Convention on the Elimination of All Forms of Discrimination against Women', of significance in the present context are:

Article 11:

"1. States Parties shall take all appropriate measures to eliminate discrimination against women in the field of employment in order to ensure, on basis of equality of men and women, the same rights, in



particular:

(a) The right to work as an inalienable right of all human beings;

xxxx

xxxxx

xxxx

(f) The right to protection of health and to safety in working conditions, including safeguarding of the function of reproduction.

xxx XXXXX XXXXX

Article 24:

"States Parties undertake to adopt all necessary measures at the national level aimed at achieving the full realization of the rights recognised in the present Convention."

The general recommendations of CEDAW in this context in respect of Article 11 are :

"Violence and equality

employment: 22. Equality in employment can be seriously impaired when women are

subjected to gender specific violence, such as sexual harassment

in the work place.

23. Sexual harassment includes such unwelcome sexually determined behavior as physical contacts and advance, sexually coloured remarks, showing pornography and sexual demands, whether by words actions. Such conduct can humiliating and may constitute a health and safety problem; it is discriminatory when the woman has reasonable grounds to believe that her objection would disadvantage in connection with employment, including recruiting or promotion, or when it creates a working hostile environment. Effective complaints procedures and remedies, including compensation, should be provided.

24. States should include in their reports information about sexual harassment, and on measures to women from sexual harassment and other forms violence of coercion in the work place."

The Government of India has ratified the Resolution on June 25, 1993 with some reservations which are not material in the present context. At the Fourth World Conference on Women in Beijing, the Government of India has also made a official commitment, inter alia, to formulate and operationalize a national policy on women which will continuously guide and inform action at every level and in every sector; to set up a Commission for Women's Rights to act as a public defender of women's human rights; to institutionalise a national level mechanism to monitor the implementation of the Platform for Action. We have, therefore, no hesitation in placing reliance on the above for the purpose of construing the nature and ambit of constitutional guarantee of gender equality in Constitution.

The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitude to compass all the facets of gender equality including prevention of sexual harassment or abuse. Independence of Judiciary forms a part of our constitutional scheme. The international conventions and norms are to be read into them in the absence of enacted domestic law occupying the fields when there is no inconsistency between them. It is now an accepted rule of judicial construction that regard must be had to international conventions and norms fro construing domestic law when there is no inconsistency between them and there is a void in the domestic law. The High Court of Australia in Minister fro Immigration and Ethnic Affairs vs. Tech. 128 ALR 535, has recognised the concept of legitimate expectation of its observance in the absence of contrary legislative provision, even in the absence of a Bill of Rights in the Constitution of Australia.

In Nilabati Behera vs. State of Orissa 1993(2) SCC 746, a provision in the ICCPR was referred to support the view taken that an enforceable right to compensation is not alien to the concept of enforcement of a guaranteed right', as a public law remedy under Article 32, distinct from the private law remedy in torts. There is no reason why these international conventions and norms cannot, therefore, be used for construing the fundamental rights expressly guaranteed in the Constitution of India which embody the basic concept of gender equality in all spheres of human activity.

In view of the above, and the absence of enacted law to provide fro the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, we lay down the guidelines and norms specified hereinafter for due observance at all work places or other institutions, until a legislation is enacted for the purpose. This is done in exercise of the power available under Article 32 of the Constitution for enforcement of the fundamental rights and it is further emphasised that this would be treated as the law declared by this Court under Article 141 of the Constitution.

The GUIDELINES and NORMS prescribed

herein are as under:-

HAVING REGARD to the definition of 'human rights' in Section 2(d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places enactment of that legislation will take considerable time,

It is necessary and expedient for employers in work places as well as responsible other persons institutions to observe certain guidelines to ensure the prevention of sexual harassment of women:

1. Duty of the Employer or other



responsible persons in work places and other institutions:

It shall be the duty of employer other responsible or persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. Definition:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

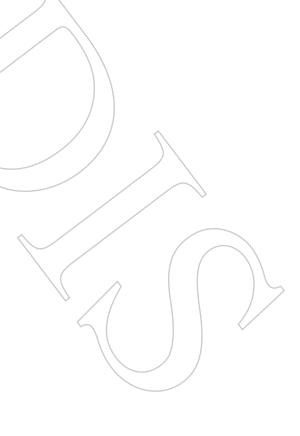
- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) any other unwelcome physical verbal or non-verbal conduct of sexual nature.

Where any these acts lof committed in circumstances where under the victim of such conduct has a reasonable apprehension that to the victim's relation employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may health and safety constitute a problem. It is discriminatory for instance when the woman reasonable grounds to believe that objection would disadvantage her her in connection with employment including or work recruiting or promotion or when it creates a hostile work environment. Adverse consequences might visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps:

All employers or persons in charge of work place whether in the public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector



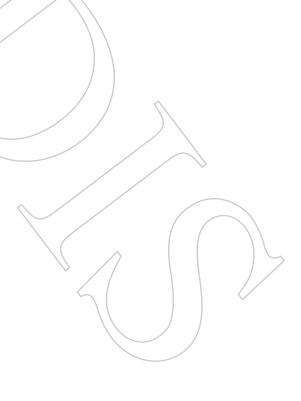
bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.

- (c) As regards private employers steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there ĭs no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
- 4. Criminal Proceedings: Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law the employer shall initiate appropriate action in accordance with law by making complaint with appropriate authority. In particular, it should victims, or ensure that witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option seek to
- their own transfer.

 5. Disciplinary Action:
 Where such conduct amounts to mis-conduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

transfer of the perpetrator or

- 6. Complaint Mechanism: Whether or not such conduct constitutes an offence under law or a breach of service rules, an appropriate complaint mechanism should be created in employer's the organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.
- 7. Complaints Committee:

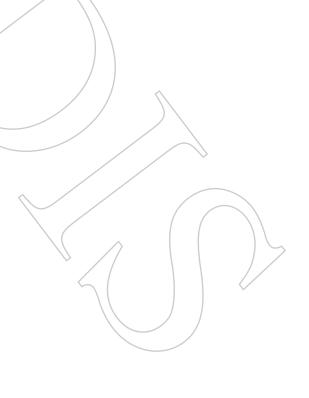


The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

Complaints Committee should be headed by a woman and not less than half of its member should be women. prevent Further, to possibility of any under pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the government department concerned of the complaints and action taken by them. The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

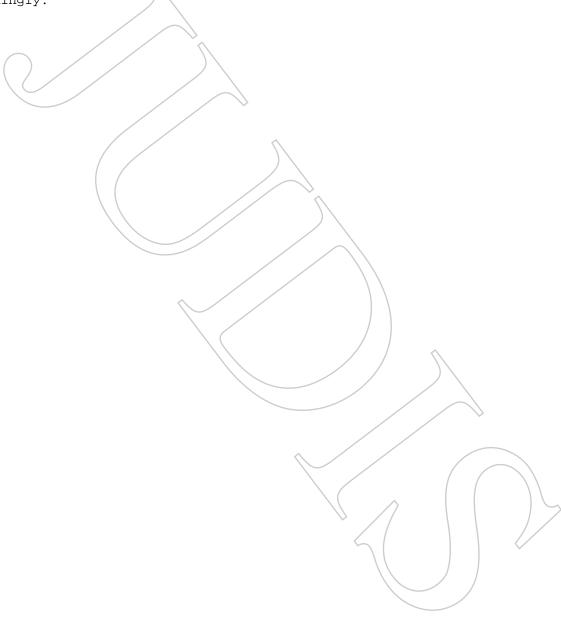
- 8. Workers' Initiative:
 Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.
- 9. Awareness:
 - Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in suitable manner.
- 10. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- 11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines



laid down by this order are also observed by the employers in Private Sector.

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Accordingly, we direct that the above guidelines and norms would be strictly observed in all work places for the preservation and enforcement of the right to gender equality of the working women. These directions would be binding and enforceable in law until suitable legislation is enacted to occupy the field. These Writ Petitions are disposed of, accordingly.



Vishakha Guidelines against Sexual Harassment at Workplace



Laws and Procedures: Sexual Harassment in the Workplace Vishaka Guidelines against Sexual Harassment in the Workplace

Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)

HAVING REGARD to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

1. Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

2. Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:



- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee

D

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.



The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Worker's Initiative

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

- 11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.
- 12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Other legal provisions include filing a criminal case under sections of the Indian Penal Code (IPC), the Indecent Representation of Women (Prohibition) Act and/or filing a civil suit.

The sections of the **Indian Penal Code** that can be applicable to sexual harassment (which makes it a criminal case):

1. * Section 294

'Whoever, to the annoyance of others, (a) does any obscene act in any public place, or (b) sings, recites and utters any obscene songs, ballads or words, in or near any public space, shall be punished with imprisonment of either description for a term that may extend to three months, or with fine, or with both.' This provision is included in Chapter XVI entitled 'Of Offences Affecting Public Health, Safety, Convenience and Morals' and is cognisable, bailable and triable by any magistrate.

2. Section 354

Whoever assaults or uses criminal force on any woman, intending to outrage her modesty or knowing it likely that he will thereby outrage her modesty, shall be punished with imprisonment for a term which may extend to two years, or with fine, or with both.

3. Section 509

(Word, gesture or act intended to insult the modesty of a woman) This is included in Chapter 22 entitled 'Of Criminal Intimidation, Insult and Annoyance', and is cognisable, bailable and triable by any magistrate. It holds: 'Whoever, intending to insult the modesty of

a woman, utters any word, makes any sound or gesture, or exhibits any object, intending that such word or sound shall be heard, or that such gesture is seen by such woman, or intrudes upon the privacy of such woman, shall be punished with simple imprisonment for a term which may extend to one year, or with fine, or with both.'

Under the Indecent Representation of Women (Prohibition) Act (1987) if an individual harasses another with books, photographs, paintings, films, pamphlets, packages, etc. containing the "indecent representation of women", they are liable for a minimum sentence of 2 years. Section 7 (Offenses by Companies) further holds companies where there has been "indecent representation of women" (such as the display of pornography) on the premises, guilty of offenses under this act, with a minimum sentence of 2 years.

Civil case

A civil suit can be filed for damages under tort laws. That is, the basis for filing the case would be mental anguish, physical harassment, loss of income and employment caused by the sexual harassment.

No. 11013/2/2014 Estt (A.III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, Dated the 27th November 2014

OFFICE MEMORANDUM

Subject: Alignment of Service Rules with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

The undersigned is directed to say that the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' { SHWW (PPR) Act } has been promulgated on 22nd April 2013. Further to the Act, the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013' were notified on 9.12.2013. The Act and the Rules framed thereunder provide a redressal mechanism for handling cases of sexual harassment at workplace. The Act and Rules are available at the website of the Ministry of Women and Child Development (wcd.nic.in) under Legislation/Acts.

- 2. The CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 have been amended vide Notifications of even number published as G.S.R. 823(E) and G.S.R.822(E) in the Gazette of India Extraordinary dated 19-11-2014. These are available on this Department's website www.persmin.gov.in
- 3. So far as Central Government employees are concerned, provisions already exist in the CCS (Conduct) Rules 1964 defining sexual harassment. Further, the proviso to Rule 14(2) of the CCS (CCA) Rules 1965 provides that the complaints committee established in each Ministry or Department or office enquiring into such complaints shall be deemed to be the inquiring authority appointed by the disciplinary authority and the committee shall hold the inquiry so far as practicable in accordance with the procedure laid down in those rules. Similar provisions exist in the relevant service rules of the Central Government servants not governed by CCS (Conduct) Rules / CCS (CCA) Rules.

Page 1 of 4

No. 11013/2/2014 Estt (A.III) Dated the 27th November 2014

Sexual harassment as defined rule 3-C of CCS (Conduct) Rules,1964 in has 4. been amended vide Notification of even number dated 19-11-2014 (copy enclosed). The amended rule is as follows:

"Rule 3C - Prohibition of sexual harassment of working women

- (1) No Government servant shall indulge in any act of sexual harassment of any woman at any work place.
- (2) Every Government servant who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation- 1 For the purpose of this rule,

- (a) "sexual harassment" includes any one or more of the following acts or behaviour, (whether directly or by implication), namely:--
 - (i) physical contact and advances; or
 - (ii) demand or request for sexual favours; or
 - (iii)sexually coloured remarks; or
 - (iv) showing any pornography; or
 - (v) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.
- (b) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -
 - (i) implied or explicit promise of preferential treatment in employment; or
 - (ii) implied or explicit threat of detrimental treatment in employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety.
 - "workplace" includes, -
 - any department, organisation, undertaking, establishment, enterprise, (i) institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;

Page 2 of 4

- hospitals or nursing homes; (ii)
- any sports institute, stadium, sports complex or competition or games (iii) venue, whether residential or not used for training, sports or other activities relating thereto;
- any place visited by the employee arising out of or during the course of (iv) employment including transportation provided by the employer for undertaking such journey;
- a dwelling place or a house." (v)
- 5. All Ministries/Departments are advised that the following procedure may be adopted while dealing with complaints of sexual harassment:-
 - Sexual harassment will include any one or more of the Acts or behaviour defined in Rule 3-C of the CCS (Conduct) Rules 1964 read with Sec 3(2) of SHWW (PPR) Act.
 - The Committee constituted in each Ministry/ Department/ office under the CCS (Conduct) Rules, 1964 shall inquire into complaints of sexual harassment in accordance with the provisions of Section 4 of the SHWW (PPR) Act.
 - (iii) The Committee will as far as practicable follow the procedures prescribed in CCS (CCA) Rules 1965 for conduct of the inquiry.
 - (iv) If any complaint is received directly by the committee, the same shall be referred to the appropriate disciplinary authority and the Committee shall inquire into the complaint on the complaint being referred to it by the disciplinary authority.
 - In addition, the Committee will have the powers to recommend to the 6. employer:
 - a) to transfer the aggrieved woman or the charged officer to any other workplace; or
 - b) to grant leave to the aggrieved woman up to a period of three months. (The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled to.)
 - c) to grant such other relief to the aggrieved woman as may be prescribed; or
 - d) to deduct from the salary or wages of the charged officer such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs. Any amount outstanding at the time of cessation of the services of the charged officer due to retirement, death or otherwise may be recovered from

Page 3 of 4

the terminal benefits payable to the officer or his heirs. Such compensation will not amount to penalty under Rule 11 of CCS (CCA) Rules in terms of the Explanation (ix) to Rule 11 inserted vide Notification of even Number dated 19-11-2014.

- 7. It may also be noted that the Committee may recommend action to be taken against the person who has made a complaint, if the Committee arrives at the conclusion that the allegation is malicious or the aggrieved woman or the person making the complaint has made the complaint knowing it to be false or has produced any forged or misleading document. The Committee may also recommend action against any witness if it comes to the conclusion that such witness has given false evidence or produced any forged or misleading document.
- Attention is also invited to the following provisions of SHWW (PPR) Act:
 - Sec 16 & 17: Prohibition of publication or making known contents of complaint, inquiry proceedings and recommendations of the Committee.
 - Sec 19: Duties of employer. This may be read with provisions of Rule
 3(C) (2) of CCS (Conduct) Rules.
 - Sec 21, 22 of SHWW(PPR) Act and Rule 14 of the SHWW (PPR) Rules
 Annual Reports
- 9. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all officers and staff working under them. The Ministries/ Departments are also requested to advise the PSEs /Autonomous Bodies under their administrative control to align their service rules with the SHWW (PPR) Act/ Rules.

Joint Secretary to the Government of India

Tel: 23094276

To

All Ministries/Departments (as per standard list)



असाधारण

EXTRAORDINARY

भाग II--खण्ड 3--उप-खण्ड (i)

PART II—Section 3—Sub-section (i) प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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नई दिल्ली, बुधवार, नवम्बर 19, 2014/कार्तिक 28, 1936

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NEW DELHI, WEDNESDAY, NOVEMBER 19, 2014/KARTIKA 28, 1936

कार्सिक, लोक शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 19 नवम्बर, 2014

सा.का.िन. 822(अ):— संविधान के अनुच्छेद 309 के परंतुक एवं अनुच्छेद 148 के खंड (5) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारतीय लेखा परीक्षा तथा लेखा विभाग में कार्यरत व्यक्तियों के संबंध में भारत के नियंत्रक एवं महालेखापरीक्षक के साथ परामर्श के पश्चात्, राष्ट्रपति, केन्द्रीय सिविल सेवा (वर्गीकरण, नियंत्रण एवं अपील) नियमावली, 1965 में और संशोधन करने के लिए एतदद्वारा निम्नलिखित नियम बनाते हैं, नामत:-

- 1. (1) इन नियमों को केंद्रीय सिविल सेवा (वर्गीकरण, नियंत्रण एवं अपील) तृतीय संशोधन नियमावली, 2014 कहा जाएगा।
 - (2) ये सरकारी राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।
- 2. केंद्रीय सिविल सेवा (वर्गीकरण, नियंत्रण एवं अपील) नियमावली, 1965 के नियम 11 में, स्पष्टीकरण में मद सं. (viii) के पश्चात् निम्नलिखित मद को जोड़ा जाएगा, नामत:
- "(ix) केंद्रीय सिविल सेवा (आचरण) नियमावली, 1964 के नियम 3 ग में अभिप्रेत यौन उत्पीड़न की शिकायतों की जांच हेतु तथा नियम 14 के उप नियम (2) के परंतुक में संदर्भित भारत सरकार के विभाग में बनाई गई शिकायत समिति की सिफारिशों पर दिया गया हर्जाना।"।

[सं. 11013/2/2014-स्था.(क)]

ममता कुंद्रा, संयुक्त सचिव

(1)

4577GI/2014

टिप्पणी: मूल नियम, भारत के राजपत्र में दिनांक 20 नवंबर, 1965 की अधिसूचना सं. 7/2/63 स्था.(क) के तहत प्रकाशित किए गए थे और निम्नलिखित अधिसूचना संख्याओं के तहत संशोधित किए गए थे:-

का.आ.1149, दिनांक 13 अप्रैल, 1966; का.आ.1596, दिनांक 04 जून, 1966; का.आ.2007, दिनांक 09 जुलाई, 1966; का.आ.2648, दिनांक 02 सितम्बर, 1966; का.आ.2854, दिनांक 01 अक्तूबर, 1966; का.आ.282, दिनांक 15 अप्रैल, 1967;	
 का.आ.2007, दिनांक 09 जुलाई, 1966; का.आ.2648, दिनांक 02 सितम्बर, 1966; का.आ.2854, दिनांक 01 अक्तूबर, 1966; का.आ.1282, दिनांक 15 अप्रैल, 1967; 	
 का.आ.2648, दिनांक 02 सितम्बर, 1966; का.आ.2854, दिनांक 01 अक्तूबर, 1966; का.आ.1282, दिनांक 15 अप्रैल, 1967; 	
5. का.आ.2854, दिनांक 01 अक्तूबर, 1966;6. का.आ.1282, दिनांक 15 अप्रैल, 1987;	
6. का.आ.1282, विनांक 15 अप्रैल, 1967;	
7. का.आ.1457, पिनांक 29 अप्रैल, 1967;	
8. का.आ.3253, दिनांक 16 सितम्बर, 1967;	
9. का.आ.3530, दिनांक 07 अक्तूबर, 1967;	
10. का.आ.\$151, दिनांक 25 नवम्बर, 1967;	
11. का,आ.321, दिनांक 09 मार्च, 1968;	
12. का.आ.1441, दिनांक 27 अप्रैल, 1968;	
13. का.आ.1870, दिनांक 01 जून, 1968;	
14. का.आ.3423, विनांक 28 सितम्बर, 1968;	
15. का.आ.5008, दिनांक 27 दिसम्बर, 1969;	
16. का.आ.397, दिनांक 07 फरवरी, 1970;	
17. का.आ.3521, दिनांक 25 सितम्बर, 1971;	
18. का.आ.249, दिनांक 01 जनवरी, 1972;	
19. का.आ.990, दिनांक 22 अप्रैल, 1972;	
20. का.आ.1600, दिनांक 01 जुलाई, 1972;	
21. का,आ.2789, दिनांक 14 अक्तूबर, 1972;	
22. का.आ.929, दिनांक 31 मार्च, 1972;	
23. का.आ.1648, दिनांक 06 जुलाई, 1974;	
24. का.आ.2742, दिनांक 31 जुलाई, 1976;	•
25. का.आ.4664, दिनांक 11 दिसम्बर, 1976;	
26. का.आ.3062, दिनांक 08 अक्तूबर, 1977;	
27. का.आ.3573, दिनांक 26 नवस्वर, 1977;	
28. का.आ.3574, दिनांक 26 नवस्वरं, 1977;	
29. का.आ. 3671, दिनांक 03 दिसम्बर, 1977;	
30. का.आ.2464, दिनांक 02 सितम्बर, 1978;	
31. का.आ.2465, दिनांक 02 सितम्बर, 1978;	
32. का,आ.920, दिनांक 17 फरवरी, 1979;	
33. का,आ.1769ं दिनांक 05 जुलाई, 1980;	
34. का.आ.264, दिनांक 29 जनवरी, 1981;	
35. का.आ.2126, दिनांक 08 अगस्त, 1981;	
36. का.आ.2203, दिनांक 22 अगस्त, 1981;	
. 37. का.आ.2512, दिनांक 03 अक्तूबर, 1981;	
38. का.आ.168, दिनांक 23 जनवरी, 1982;	
39. का.आ.1535, दिनांक 12 मई, 1984;	
40. अ.सं.11012/15/84-स्था.(क), दिनांक 05 जुलाई, 1	985
41. अ.सं.11012/05/85-स्था.(क),दिनांक 29 जुलाई, 1	985;

42.	अ.सं.11012/06/85-स्या.(क), दिनांक 06 अगस्त,			
	1985;			
43.	का.आ.5637, दिनांक 21 दिसम्बर, 1985;			
44.	का.आ.5743, दिनांक 28 दिसम्बर, 1985;			
45.	का.आ.4089, दिनांक 13 दिसम्बर, 1986;			
46.	अ.सं.11012/24/85-स्था.(क), दिनांक 26 नवम्बर,			
	1986;			
47.	का.आ.830, दिनांक 28 मार्च, 1987;			
48.	का.आ.831, दिनांक 28 मार्च, 1987;			
49.	का.आ:1591, दिनांक 27 जून, 1987;			
50.	का.आ.1825, दिनांक 18 जुलाई, 1987;			
51.	का.आ.3060, दिनांक 15 अक्तूबर, 1988;			
52.	का.आ. 3061, दिनांक 16 अक्तूबर, 1968;			
53.	का.आ.2207, दिनांग 16 सितम्बर, 1989;			
54.	का.आ.1084, दिनांक 28 अप्रैल, 1990;			
55.	का.आ. 2208, दिनांक 25 अगस्त, 1990;			
56.	का.आ.1481, दिनांक 13 जून, 1992;			
57.	सा.का.नि. 289, दिनांक 20 जून, 1992;			
58.	सा.का.नि.589, दिनांक 26 दिसम्बर, 1992;			
59.	ता.का.नि.499, दिनांक 08 अक्तूबर, 1994;			
60.	सा.का.नि.276, दिनांक 10 जून, 1995;			
61.	ता.का.नि.17, दिनांक 20 फरवरी, 1996;			
62.	सा.का.नि. 125, दिनांक 16 मार्च, 1996;			
63.	सा.का.नि. 417, दिनाक 05 अक्तूबर, 1996;			
64.	सा.का.नि. 337, दिनांक 02 सितंबर, 2000;			
65.	सा.का.नि. 420, दिनांक 28 अक्तूबर, 2000;			
66.	सा.का.नि. 211, दिनांक 14 अप्रैल, 2001;			
67.	सा.का.नि. 60, दिनांक 13 फरवरी, 2002;			
68.	सा.का.नि. 2, दिनांक 03 जनवरी, 2004;			
69.	सा,का,नि. 113, दिनांक 10 अप्रैल, 2004;			
70.	सा.का.नि. 225, दिनांक 10 जुलाई, 2004;			
71.	सा.का.नि. 287, दिनांक 28 अगस्त, 2004;			
72.	सा.का.नि. 1, दिनांक 20 दिसंबर, 2004;			
73.	सा.का.नि. 49, दिनांक 29 मार्च, 2008;			
74.	सा.का.नि. 12, दिनांक 07 फरवरी, 2009;			
75.	का आ. 946, दिनांक 09 अप्रैल, 2009;			
76.	का.आ.1762 (ई), दिनांक 16 जुलाई, 2009;			
77.	सा.का.नि. 55 (ई), दिनांक 02 फरवरी, 2010;			
78.	का.आ. 2079(ई), दिनांक 01 जनवरी, 2014 और			
79.	सा.का.नि. 769(ई), दिनांक 31 अक्तूबर, 2014			

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS (Department of Personnel and Training) NOTIFICATION

New Delhi, the 19th November, 2014

G.S.R.822 (E).— In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Classification, Control and Appeal) Rules, 1965, namely:—

- (1) These rules may be called the Central Civil Services (Classification, Control and Appeal) Third Amendment Rules, 2014.
 - (2) They shall come into force on the day of their publication in the Official Gazette.
- 2. In the Central Civil Services (Classification, Control and Appeal) Rules, 1965, in rule 11, in the Explanation, after item (viii), the following item shall be inserted namely:—
 - "(ix) any compensation awarded on the recommendation of the Complaints Committee referred to in the proviso to sub-rule (2) of rule 14 and established in the Department of the Government of India for inquiring into any complaint of sexual harassment within the meaning of rule 3 C of the Central Civil Services (Conduct) Rules, 1964.".

[No.11013/2/2014-Estt. (A)] MAMTA KUNDRA, Jt. Secy.

Note: The principal rules were published in the Gazette of India vide notification number 7/2/63. Estt.(A), dated the 20th November, 1965 and subsequently amended vide notification numbers:—

1	20	1140	deted the	13th	April.	1966:

- 2. S.O. 1596, dated the 4th June, 1966;
- 3. S.O. 2007, dated the 9th July, 1966;
- 4. S.O. 2648, dated the 2nd September, 1966;
- 5. S.O. 2854, dated the 1st October, 1966;
- 6. S.O. 1282, dated the 15th April, 1967;
- 7. S.O. 1457, dated the 29th April, 1967;
- 8. S.O. 3253, dated the 16th September, 1967;
- 9, S.O. 3530, dated the 7th October, 1967;
- 10. S.O. 4151, dated the 25th November, 1967;
- 11, S.O. 321, dated the 9th March; 1968;
- 12. S.O. 1441, dated the 27th April, 1968;,
- 13. S.O. 1870, dated the 1st June, 1968;
- 14. S.O. 3423, dated the 28th September, 1968;
- 15, S.O. 5008, dated the 27th December, 1969;
- 16. S.O. 397, dated the 7th February, 1970;
- 17. S.O. 3521, dated the 25th September, 1971;
- 18. S.O. 249, dated the 1st January, 1972;
- 19. S.O. 990, dated the 22nd April, 1972;
- 20. S.O. 1600, dated the 1st July, 1972;
- 21, S.O. 2789, dated the 14th October, 1972;
- 22. S.O. 929, dated the 31st March, 1973;
- 23. S.O. 1648, dated the 6th July, 1974;
- 24. S.O. 2742, dated the 31st July, 1976;
- 25. S.O. 4664, dated the 11th December, 1976;
- 26. S.O. 3062, dated the 8th October, 1977;
- 27. S.O. 3573, dated the 26th November, 1977;
- 28. S.O. 3574, dated the 26th November, 1977;

- 29. S.O. 3671, dated the 3rd December, 1977;
- 30. S.O. 2464, dated the 2nd September, 1978;
- 31. S.O. 2465, dated the 2nd September, 1978;
- 32. S.O. 920, dated the 17th February, 1979;
- 33. S.O. 1769, dated the 5th July, 1980;
- 34. S O. 264, dated the 24th January, 1981;
- 35. S.O. 2126, dated the 8th August, 1981;
- 36. S.O. 2203, dated the 22nd August, 1981
- 37. S.O. 2512, dated the 3rd October, 1981;
- 38. S.O. 168, dated the 23rd January, 1982;
- 39. S.O. 1535, dated the 12th May, 1984;
- 40. Notification No.11012/15/84-Estt.(A), dated the 5th July, 1985;
- 41. Notification No.11012/05/85-Estt.(A), dated the 29th July, 1985;
- 42. Notification No.11012/06/85-Estt.(A), dated the 6th August, 1985;
- 43. S.O. 5637, dated the 21st December, 1985;
- 44. S.O. 5743, dated the 28th December, 1985;
- 45. S.O. 4089, dated the 13th December, 1986;
- 46. Notification No.11012/24/85-Estt.(A), dated the 26th November, 1986;
- 47. S.O. 830, dated the 28th March, 1987;
- 48. S.O. 831, dated the 28th March, 1987;
- 49. S.O. 1591, dated the 27th June, 1987;
- 50. S.O. 1825, dated the 18th July. 1987;
- 51, S.O. 3060, dated the 15th October, 1988;
- 52. S.O. 3061, dated the 16th October, 1988;
- 53. S.O. 2207, dated the 16th September, 1989;
- 54. S.O. 1084, dated the 28th April, 1990;

55. S.O. 2208, dated the 25th August, 1990;

56. S.O. 1481, dated the 13th June, 1992;

57. G.S.R 289, dated the 20th June, 1992;

58. GS.R. 589, dated the 26th December, 1992;

59. G.S.R. 499, dated the 8th October, 1994;

60. G.S.R. 276, dated the 10th June, 1995;

61. G.S.R. 17, dated the 20th February, 1996;

62, G.S.R. 125, dated the 16th March, 1996;

63. G.S.R. 417, dated the 5th October, 1996;

64, G.S.R. 337, dated the 2nd September, 2000;

65. G.S.R. 420, dated the 28th October, 2000; 66 G.S.R. 211, dated the 14th April, 2001;

67. G.S.R. 60, dated the 13th February, 2002;

68. GS.R. 2, dated the 3rd January, 2004;

69. GS.R. 113, dated the 10th April, 2004;

70. G.S.R. 225, dated the 10th July, 2004;

71. GS.R. 287, dated the 28th August, 2004;

72. GS.R. 1, dated the 20th December, 2004;

73. G.S.R. 49, dated the 29th March, 2008;

74. GS.R. 12, dated the 7th February, 2009;

75. S.O. 946, dated the 9th April, 2009;

76. S.O. 1762(E), dated the 16th July, 2009;

77. G.S.R. 55(E), dated the 2nd February, 2010;

78. S.O. 2079(E), dated the 1st January, 2014 and

79. G.S.R. 769(E), dated the 31st October, 2014.

अधिस्चना नई दिल्ली, 19 मवम्बर, 2014

सा.मा.नि. 823(ज).- संविधान के अनुच्छेद 309 के परंतुक एवं अनुच्छेद 148 के खंद (5) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा भारतीय लेखा परीक्षा और लेखा विभाग में कार्यरत व्यक्तियों के संबंध में भारत के नियंत्रक एवं महालेखापरीक्षक के साथ परामर्श के पश्चात, राष्ट्रपति, केन्द्रीय सिविल सेवा (आचरण) नियमावली, 1964 में और संशोधन करने के लिए एतदद्वारा निम्नलिखित नियम बनाते हैं, नामत:-

ু (1) इन नियमों को केन्द्रीय सिविल सेवा (आचरण) द्वितीय संशोधन नियमावली, 2014 कहा जाएगा।

(2) ये सरकारी राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।

2. केन्द्रीय सिविल सेवा (आचरण) नियमावली, 1964 में नियम 3-ग के लिए निम्नलिखित प्रतिस्थापित किया जाएगा,

'3-ग - कामकाजी महिलाओं के लैंगिक उत्पीड़न पर प्रतिबंध,- (1) कोई भी सरकारी सेवक किसी भी कार्यस्थल पर किसी भी महिला के लैंगिक उत्पीड़न संबंधी किसी कार्य में लिप्त नहीं होगा।

(2) प्रत्येक सरकारी सेवक, जो कार्यस्थल का प्रभारी है, अपने कार्यस्थल पर किसी भी महिला का लैंगिक उत्पीड़न रोकने के लिए समुचित कदम उठाएगा।

स्पष्टीकरण - (1) इस नियम के प्रयोजनार्थ,-

- (क) "लैंगिक उत्पीड़न" के अंतर्गत निम्नलिखित में से कोई एक या अधिक निंदनीय कार्य या व्यवहार (चाहे प्रत्यक्ष रूप से या तात्पर्यित) सम्मिलित है; अर्थात -¹
 - (i) शारीरिक संपर्क और फायदा उठाना; या
 - (ii) लैंगिक पक्षपात की मांग या अनुरोध करना; या
 - (iii) हैंगिक अर्थ वाली टिप्पणियां करना; या
 - (iv) अश्लील साहित्य दिखाना; या
 - (v) वैंगिक प्रकृति का कोई अन्य निंदनीय शारीरिक, शाब्दिक या गैर-शाब्दिक आचरण करना।
- (ख) अन्य परिस्थितियों के साथ ही निम्नलिखित परिस्थितियों को, यदि तैंगिक उत्पीड़न के किसी कार्य या आचरण के संबंध में उत्पन्न होती हैं या विद्यमान है या उससे संबंधित है, तैंगिक उत्पीड़न माना जा सकेगा:-
 - (i) उसके नियोजन में अधिमानी व्यवहार का अंतर्निहित या स्पष्ट वचन देना; या
 - (ii) उसके नियोजन में अहितकर व्यवहार का अंतर्निहित या स्पष्ट धमकी देना; या
 - (iii) उसकी वर्तमान या भावी नियोजन के प्रास्थिति के बारे में अंतर्निहित या स्पष्ट धमकी देना; या
 - (iv) उसके कार्य में हस्तक्षेप करना या उसके लिए अभित्रासमय या आपराधिक या शत्रुतापूर्ण कार्य वातावरण सजित करना; या
 - (v) उसके स्वास्थ्य या सुरक्षा को प्रभावित कर सकने वाला अपमानजनक आचरण करना।
- (ग) "कार्यस्यल" में निम्नलिखित शामिल हैं-

3

- (i) ऐसा कोई विभाग, संगठन, उपक्रम, स्थापन, उद्यम, संस्था, कार्यालय, शाखा या यूनिट जो केन्द्रीय सरकार द्वारा स्थापित, उसके स्वामित्वाधीन, नियंत्रणाधीन या पूर्णतः या भागतः उसके द्वारा प्रत्यक्ष रूप से या अप्रत्यक्ष रूप से उपलब्ध कराई गई निधियों द्वारा वित्तपोषित की जाती है;
- (ii) अस्पताल या परिचर्या गृह;
- (iii) प्रशिक्षण, खेलकूद या उससे संबंधित अन्य क्रियाकलापों के लिए प्रयुक्त, कोई खेलकूद संस्थान, स्टेडियम, खेलकूद काम्प्लेक्स या प्रतिस्पर्धा या क्रीड़ा का स्थान, चाहे आवासीय हो या नहीं;
- (iv) नियोजन से प्रोदभूत या उसके प्रक्रम के दौरान कर्मचारी द्वारा भ्रमण किया गया कोई स्थान, जिसके अंतर्गत ऐसी यात्रा के लिए नियोजक द्वारा उपलब्ध कराया गया परियहन भी है;
- (v) कोई निवास-गृह या कोई गृह।"।

[सं. 11013/2/2014-स्था.(क)]

ममता कुंद्रा,संयुक्त सचिव

टिप्पणी- मूल नियम, भारत के राजपत्र के भाग II, खंड 3, उप-खंड (I) में दिनांक 12 दिसंबर, 1964 की का.आ. सं. 4177 के तहत प्रकाशित किए गए थे और बाद में निम्नलिखित के तहत संशोधित किए गए थे:-

क्र.सं.	अधिसूचना सं.	दिनांक	भारत के राजपत्र के माग II, खंड 3, उप-खंड (i) प्रकाशित का.आ. सं.	
` 1.	25/23/68-एया(क)	3 फरवरी, 1970	482	14 फरवरी, 1970
2.	25/11/72-स्था(क)	24 अक्तूबर, 1972	3643	4 नवंबर, 1972
 3.	25/57/64-स्था(क)	5 जनवरी, 1973	83	13 जनवरी, 1973
4.	11013/12/75-स्था(क)	13 फरवरी, 1976	846	28 फरवरी, 1976
5.	25/19/74-स्था(क)	30 जून, 1976	2563 .	17 जुलाई, 1976
è.	11013/19/75-स्था(क)	6 जुलाई, 1976	5691	24 जुलाई, 1976
7.	11013/06/75-स्या(क)	24 नवंबर, 1976	4663	11 दिसंबर, 1976
8.	11013/4/76-स्था(क)	24 अगस्त, 1977	2859	17 सितंबर, 1977
9.	11013/03/78-स्था(क)	22 सितंबर, 1978	2859	30 सितंबर, 1978
10.	11013/12/78-स्था(क)	20 दिसंबर, 1978	3	6 जनवरी, 1980
11.	11013/3/80-स्था(क)	24 अप्रैल, 1980	1270	,10 जून, 1980
12:	11013/21/84-स्था(क)	3 अक्तूबर, 1985	4812	19 अक्तूबर, 1985
13.	11013/6/85-स्था(क)	21 फरवरी, 1986	935	8 मार्च, 1986
14.	11013/11/85-स्था(क)	7 मार्च, 1986	1124	22 मार्च, 1986
15.	11013/5/86-स्था(क)	4 सितंबर, 1986	3159	20 सितंबर, 1986
16.	11013/16/85-स्था(क)	10 सितंबर, 1986	3280	27 सितंबर, 1986
17.	11013/1/87-स्था(क)	27 जुलाई, 1987	1965	8 अगस्त, 1987
18.	11013/19/87-स्या(क)	19 अप्रैल, 1988	1454	14 जून, 1988
19.	11013/18/87-स्था(क)	18 सितेंबर, 1990	2582	6 अस्त्वर, 1990
20.	11013/20/91-स्था(क)	9 दिसंबर, 1992	3231	6 दिसंबर, 1992
21.	11013/4/93-स्था(क)	12 जुलाई, 1995	सा.का.नि. 355	29 जुलाई, 1995
22.	11013/4/93-स्था(क)	16 अगस्त, 1996	सा.का:निं. 637	31 अगस्त, 1996
23.	11013/10/97-स्था(क)	13 फरवरी, 1998	सा,का.नि. 49	7 मार्च, 1998
24.	11013/5/97-स्या(क)	14 अक्तूबर, 1999	सा.का.नि. 342	23 जक्तूबर, 1999
25.	11013/6/2001-स्था(क)	15 दिसंबर, 2003.	सा.का.ति: 458	27 दिसंबर, 2003
26.	11013/7/2005-स्था(क)	18 अक्तूबर, 2005	सा.का.नि. 376	18 अम्तूबर, 2005

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27.	11013/12/2008-स्या(क)	27 जनवरी, 2009	सा.का.नि. 8	27 जनवरी, 2009
28.	11013/8/2009-स्था(क)	9 मई, 2011	सा.का.नि. 370(अ)	9 मई, 2011
29.	11013/3/2013-स्था(क)	4 मार्च, 2014	सा.का.नि. 149(अ)	4 मार्च, 2014

NOTIFICATION

New Delhi, the 19th November, 2014

G.S.R.823 (E).— In exercise of the powers conferred by the provise to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation: to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Conduct) Rules, 1964, namely:-

- 1. (1) These rules may be called the Central Civil Services (Conduct) Second Amendment Rules, 2914.
 - (2) They shall come into force on the day of their publication in the Official Gazette.
- 2. In the Central Civil Services (Conduct), Rules, 1964, for rule 3C, the following rule shall be substituted, namely:-
- '3C. Prohibition of sexual harassment of working women, (1) No Government servant shall indulge in any act of sexual harassment of any woman at any work place.
- (2) Every Government servant who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at the work place.

Explanation. - (I) For the purpose of this rule, -

- (a) "sexual harassment" includes any one or more of the following acts or behaviour (whether directly or by implication) namely: -
 - (i) physical contact and advances; or
 - (ii) a demand or request for sexual favours; or
 - (iii) making sexually coloured remarks; or
 - (iv) showing pornography; or .
 - (vi) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.
- (b) the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:
 - (i) implied or explicit promise of preferential treatment in employment; or
 - (ii) implied or explicit threat of detrimental treatment in employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety.
- (c) "workplace" includes,-
 - any department, organisation, undertaking, establishment, enterprise, institution, office, branch
 or unit which is established, owned, controlled or wholly or substantially financed by funds
 provided directly or indirectly by the Central Government;
 - (ii) hospitals or nursing homes;
 - (iii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
 - (iv) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
 - (v) a dwelling place or a house.'.

[No.11013/2/2014-Estt. (A)]

MAMTA KUNDRA, Jt. Secy.

Note:- The Principal rules were published in the Gazette of India, Part II, Section 3, Sub-section (i), vide S.O. No. 4177 dated the 12th December, 1964 and subsequently amended by -

S. No.	Notification No.	Date		the Gazette of India Part II Section (i), S.O. No.
	A MARCIER TO ALL CAN	3rd February, 1970	482	The 14th February, 1970
1.	25/23/68-Estt.(A)	24th October, 1972	3643	The 4th November, 1972
2.	25/11/72-Estt.(A)	5th January, 1973	83	The 13th January, 1973
3.	25/57/64-Estt.(A)		846	The 28th February, 1976
4.	11013/12/75-Estt.(A)	13th February, 1976	2563	The 17th July, 1976
5.	25/19/74-Estt.(A)	30th June, 1976	5691	The 24th July, 1976
6.	11013/19/75-Estt.(A)	6th July, 1976	4663	The 11th December, 1976
7.	11013/06/75-Estt.(A)	24th November, 1976		The 17th September, 1977
8.	11013/4/76-Estt.(A)	24th August, 1977	2859	
9.	11013/03/78-Estt.(A)	22nd September, 1978	2859	The 30th September, 1978
10.	11013/12/78-Estt.(A)	20th December, 1978	3	The 6th January, 1980
11.	11013/3/80-Estt.(A)	24th April, 1980	1270	The 10th June, 1980
12.	11013/21/84-Estt.(A)	3rd October, 1985	4812	The 19th October, 1985
13.	11013/6/85-Estt.(A)	21st February, 1986	935	The 8th March, 1986
14.	11013/11/85-Estt.(A)	7th March, 1986	1124	The 22nd March, 1986
15	11013/5/86-Estt.(A)	4th September, 1986	3159	The 20th September, 1986
16	11013/16/85-Estt.(A)	10th September, 1986	3280	The 27th September, 1986
17.	11013/1/87-Estt.(A)	27th July, 1987	1965	The 8th August, 1987.
18.	11013/19/87-Estt.(A)	19th April, 1988	1454	The 14th June, 1988
19.	11013/18/87-Estt.(A)	18th September, 1990	2582	The 6th October, 1990
20.	11013/20/91-Estt.(A)	9th December, 1992	3231	The 26th December, 1992
21.	11013/4/93-Estt.(A)	12th July, 1995	GSR 355	The 29th July, 1995
22.	11013/4/93-Estt.(A)	16th August, 1996	GSR 637	The 31st August, 1996
23.	11013/10/97-Estt.(A)	13th February, 1998	GSR 49	The 7th March, 1998
24.	11013/5/97-Estt.(A)	14th October, 1999	GSR 342	The 23rd October, 1999
25.	11013/6/2001-Estt.(A)	15th December, 2003	GSR 458	The 27th December, 2003
26.	11013/7/2005-Estt.(A)	18th October, 2005	GSR 376	The 18th October, 2005
27.	11013/12/2008-Estt.(A)	27th January, 2009	GSR 8	The 27th January, 2009
28.	11013/8/2009-Estt.(A)	9th May, 2011	GSR 370(E)	The 9th May, 2011
29.	11013/3/2013-Estt.(A)	4th March, 2014	GSR 149(E)	The 4th March, 2014



DINABANDHU ANDREWS COLLEGE

(Government Sponsored) Estd. 1956

William.	
Ref. No	Date

Screenshot of the College Website showing the Grievances tab. (For the teachers)





NEW | Study Materials | Code of Conduct | Recognition | Online Admission | Online Fees Payment | Administrative ERP | Employee ERP | Student ERP | Quick Links | Events | NIRF | Feedback



Dinabandhu Andrews College

Estd: August 1956. Affiliated to University of Calcutta

Add on/VAC/ Certificate Course

Mission

ISO & Vision Certified

Grievance Redressal

Employee Login

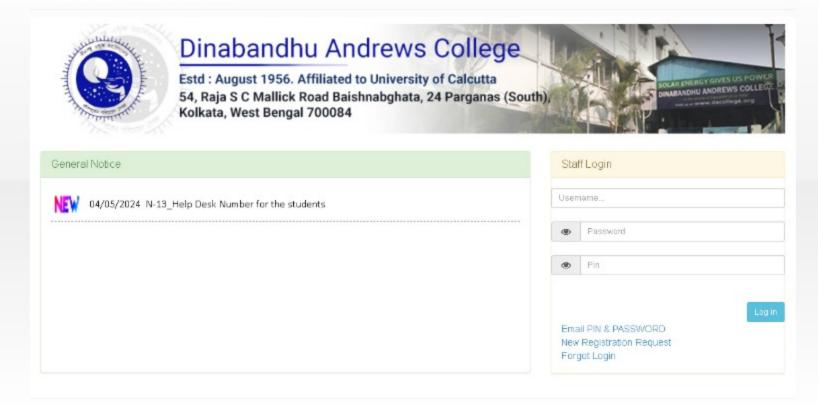
Alumni Registration Contact

ABOUT US GOVERNANCE ACADEMICS FINANCIAL IQAC SEMINAR ACTIVITIES SCHOLARSHIPS LIBRARY FACILITIES DOWNLOADS COLLABORATIONS BEST PRACTICES

Employee ERP

1.	Employee Login	CLICK HERE
2.	Academic Calender	CLICK HERE
3.	Leave Application	CLICK HERE
4.	Feedback	CLICK HERE
5.	Learning Management System	CLICK HERE
6.	Grievance & Support	CLICK HERE
7.	Library Books	CLICK HERE
8.	Faculty Notice 96	CLICK HERE

8

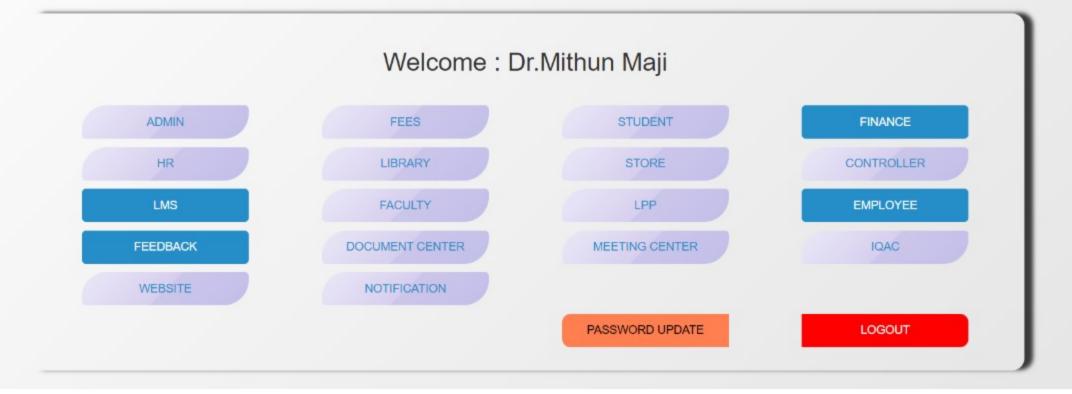






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DINABANDHU ANDREWS COLLEC











Support Cell

Create Subject Topic

Create Subject Topi

Leave & Attendance

Store

Finance

Liberro

Library

Feedback

Appraisal Form

Notice List IN/Out Bound Document

Entry

Alumni Approval

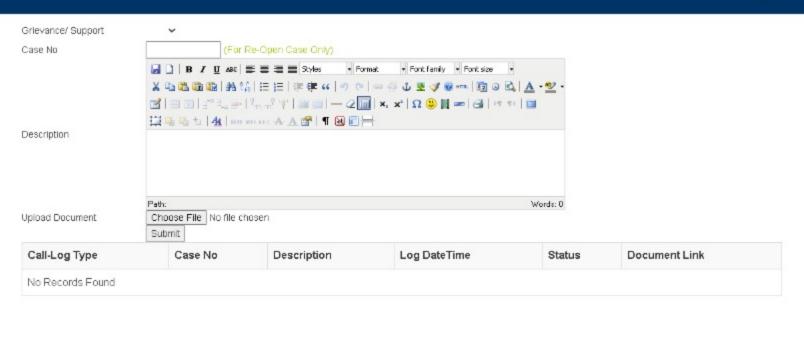
IQAC

WELCOME TO EMPLOYEE MANAGEMENT

Notice Board

Dinabandhu Andrews College Design & Development by Infotech Lab







DINABANDHU ANDREWS COLLEGE

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Ref. No	Date

Screenshot of the College Website showing the Grievances tab. (For the students)



NEW Study Materials | Code of Conduct | Recognition | Online Admission | Online Fees Payment | Administrative ERP | Employee ERP | Student ERP | Quick Links | Events | NIRF | Feedback



Add on/VAC/ Certificate Course

Mission & Vision ISO Certified Grievance Employee Redressal

Alumni Registration Contact

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Student ERP

1.	Student Login	CLICK HERE
2.	Academic Calender	CLICK HERE
3.	Feedback	CLICK HERE
4.	Learning Management System	CLICK HERE
5.	Grievance & Support	CLICK HERE
6.	Library Books	CLICK HERE
7.	Student Notice	CLICK HERE
8.	Online Payment Link 102	CLICK HERE



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reas Payment
Learning HUB
Attendance
Feedback
Support
Exam

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Notice		Login
28/06/2024 N-42_Check list and CU Form Fill Up>Sem-IV and Part-I & Part-II		Enter Student ID
16/03/2024 N-243_CU Form Fill Up_Ext. of dat	e	Forgot Password? HELPDESK NO: 7003019646 (FROM 10AM TO 7PM ON WORKING DAYS) Sign In Enter your Student ID and Password & Login If you do not remember your password click on "Forgot Password" option
	FIND DETAILS	
Select Course Enter Name	All Courses	SHOW
Online Payment Schedule	New Student Registration Request	

SOLAR ENERGY GIVES US POWER DINABANDHU ANDREWS COLLEGE





Name AGANTUK NASKAR StudentID 20212882 Course BOTANY(H) URegno 052-1112-0249-21

Student Panel

PAY EXAM AND CASUAL

FEES Fees Transaction

Learning Center

Library

PAY FEES

VIEW J UPDATE PROFILE

Document Upload

Print Form View Subject

Exam Form Fillup

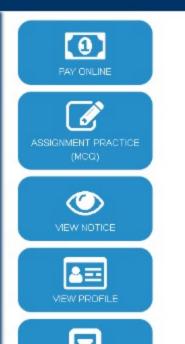
Grievance / Support Cell

Covid Update

Feedback.

Apply Migration

Update ABC Id



DOCUMENT UPLOAD









URegno 052-1112-0249-21 Student Panel

Course BOTANY(H)

PAY EXAM AND CASUAL

FEES Fees Transaction

Learning Center

PAY FEES

VIEW/UPDATE PROFILE

Document Upload

Print Form View Subject

Library

Exam Form Fillup

Feedback

Grievance / Support Cell

Covid Update

Apply Migration

Update ABC Id

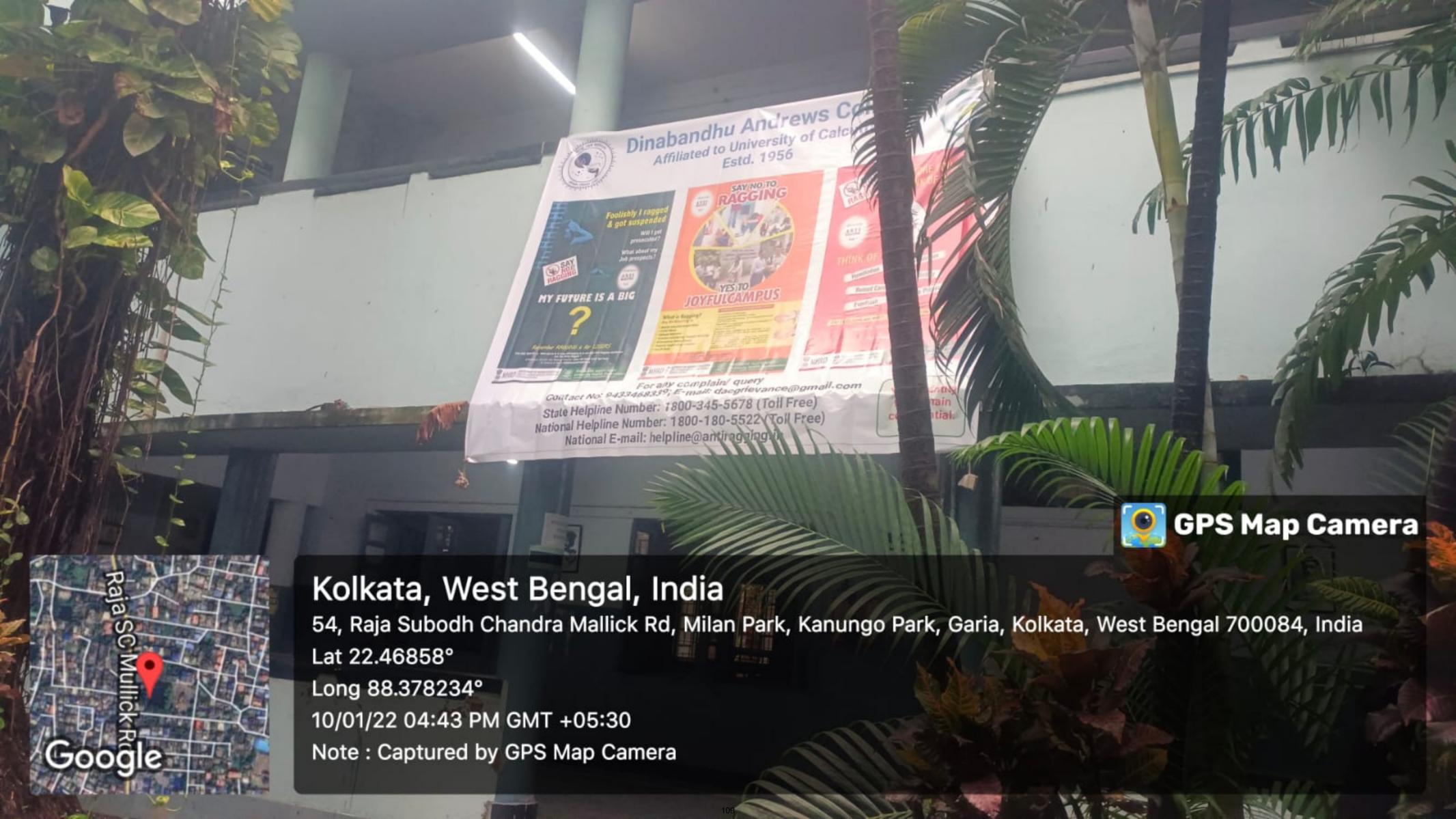




Geo-tagged Photographs of Zero Tolerance & Ragging Free Campus Posters













ONE DAY STATE LEVEL WEBINAR ON GENDER SENSITIZTION

THE STATE OF THE S

DINABANDHU ANDREWS COLLEGE

NAAC Accredited (Government Sponsored) Estd. 1956

Ref. No	Date

- 1. NAME OF THE PROGRAMME: ONE DAY STATE LEVEL WEBINAR ON GENDER SENSITIZTION
- 2. DATE: 07/02/2021
- **3. VENUE:** KANYASHREE COMMITTEE & IQAC,DINABANDHU ANREWS COLLEGE
- 4. RESOURCE PERSON: DR. KABERI CHAKRABARTI

DR. PRATHAMA CHAUDHURI

4. OBJECTIVE

The objective of the ONE DAY STATE LEVEL WEBINAR ON GENDER SENSITIZATION could be to:

- 1. Raise awareness about gender issues and inequalities prevalentin society.
- 2. Educate participants about the importance of gender sensitivity and its role in promoting equality and inclusivity.

5. OUTCOME

- 1. Increased awareness among participants about gender-related issues, biases, and inequalities prevalent in society.
- 2. Enhanced understanding of the importance of gender sensitivity in promoting equality, inclusivity, and diversity.

KEY NOTE

During COVID-19 period, a webinar on "Gender Sensitization" was organized by the Kanyashree Committee in collaboration with the Internal Quality Assurance Cell of Dinabandhu Andrews College on 7 February, 2021, using the virtual platform Zoom and YouTube. Two eminent speakers, Dr. Kaberi Chakrabarti, Associate Professor, Political Science, University of Calcutta and Dr Prathama Chaudhuri, Professor of Psychiatry, West Bengal Medical Education Service, Consultant Psychiatrist, Fortis and AMRI Hospitals. Kolkata graced the occasion with their auspicious presence. Dr Kaberi talked about political and legal aspect of gender sensitization while the psychological aspect of gender sensitization was discussed by Dr. Prathama. The programme was very successful as a number of faculty members and students from various disciplines of our college participated and interacted with great enthusiasm. Everybody thanked the Kanyashree Committee for its efforts and interest to organize the event in this crucial period of COVID-19.Ecertificate was issued to each participant. The programme ended by a vote of thanks, given by the Nodal Officer and Convener, Kanyashree. YouTube link of the event available in the college website: https://www.youtube.com/watch?v=uJivQGdpLIE



SPEAKERS:

Dr. Kaberi Chakrabarti

Associate Professor, Department of Political Science University of Calcutta

(Topic: Political and legal aspect of gender sensitization)

Dr. Prathama Chaudhuri

Professor of Psychiatry, West Bengal Medical Education Service. Consultant Psychiatrist attached to Fortis and AMRI Hospitals, Kolkata.

(Topic: Psychological aspect of gender sensitization)

ORGANIZING COMMITTEE:

Chief Patron: Dr. Somnath Mukhopadhyay, Principal

IQAC Coordinator: Dr. Amitabha Roy

Programme Coordinator: Dr. Sharmistha Sarkar & Dr. Rupa Chakraborty

Joint Programme Convener: Dr. Joy Sarkar & Smt. Banani Bindhani Organizing Members: Smt. Mandrita Bhattacharya Aich, Smt. Sumana Dutta. Smt. Chandana Pramanik, Dr. Jhumur Sengupta, Smt. Moumita Nandi, Dr. Dipanwita Das, Dr. Debamita Banerjee, Dr. Manik Das, Ms. Ruksa Nur, Dr. Maitreyee Mondal, Dr. Satarupa Datta, Smt. Silpa Sinha, Smt. Munna Dutta Ghose, Smt. Ipsita Chakraborty, Smt. Tamali Dasgupta, Smt. Arpita Barua, Smt. Mira Manna Dhar

ONE DAY STATE LEVEL WEBINAR ON GENDER SENSITIZTION RGANIZED BY KANYASHREE COMMITTEE IN **COLLABORATION IQAC OF DINABANDHU ANREWS COLLEGE**



DINABANDHU ANDREWS COLLEGE

(NAAC ACCREDITED)

🏥 7" February 2021 🕒 3.00 p.m.





Dr. Kaberi Chakrabarti

Associate Professor, Department of Political Science University of Calcutta

(Topic: Political and legal aspect of gender sensitization)

Dr. Prathama Chaudhuri

Professor of Psychiatry, West Bengal Medical Education Service. Consultant Psychiatrist attached to Fortis and AMRI Hospitals, Kolkata. (Topic: Psychological aspect of gender sensitization)

Organizing Committee

Chief Patron: Dr. Somnath Mukhopadhyay, Principal

IQAC Coordinator : Dr. Amitabha Roy Programme Coordinator : Dr. Rupa Chakraborty Joint Programme Convener : Dr. Joy Sarkar & Smt. Banani Bindhani

Organizing Members: Dr. Sharmistha Sarkar, Smt. Mandrita Bhattacharya Aich, Smt. Sumana Dutta, Smt. Chandana Pramanik, Dr. Jhumur Sengupta, Smt. Moumita Nandi, Dr. Dipanwita Das, Dr. Debamita Banerjee, Dr. Manik Das, Smt. Ruksa Nur, Smt. Silpa Sinha, Smt. Munna Dutta Ghose, Smt. Ipsita Chakraborty, Smt. Tamali Dasgupta, Sri. Raj Makal, Smt. Arpita Barua.

Registration

Free Registration Link: <Click here for Registrations

Webinar Platform: 😄 🎫 📴 🚾 📥

Last Date of Registration: 4th February 2021

or Scan



General Instructions

- 1. E- Certificates will be issued to the registered participants after submission of the duly filled in feedback form.
- Meeting link / id will be sent through email after registration.
- For any query contact: <u>bindhanibanani@qmail</u>









Gender Sensitization



Dinabandhu Andrews College (Kanyashree Committee) in collaboration with IQAC (NAAC accredited)

DATE-FEBRUARY 7,2021 TIME - 10.00 AM

Timestamp	Email Address	Name with salutation	Phone number (Preferabl	Designation	Name of the Institution/ O	State	Country
1/27/2021 20:34:19	drrupachakraborty@gmal	Rupa Chakraborty	09903176267	Assistant Professor	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 15:58:52	Arpitabaruafeb1989@gm	SMT ARPITA BARUA	9836003015	Non-teaching Staff	DINABANDHU ANDREW	WEST BENGAL	INDIA
1/30/2021 16:55:14	cmkdac1961@gmail.com	Mr. CHAUDHURI MAFIJU	9477457231	Librarian	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 19:03:46	theplyal@gmail.com	PIYAL CHAKRABORTY	7699818593	Student	DINABANDHU ANDREW	West Bengal	India
1/30/2021 19:05:46	swamalisahoo07@gmail.	Swarnall sahoo	9932143480	Student	Dinabandhu Andrews coll	West Bengal	India
1/30/2021 19:11:01	madhurimakarmakar2019	Madhurima Karmakar	9836943479	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 19:14:09	dassayani1510@gmail.co	Miss Sayani Das	8335972059	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 19:38:50	malatidutta1975@gmail.c	MISS ANISHA DUTTA	9123053688	Student	JOGAMAYA DEVI COLLE	WEST BENGAL	INDIA
1/30/2021 19:40:47	snehasis1218@gmail.com	Mr. Snehasis Das	6289075349	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 19:42:48	vishalvicky1211@gmail.co	Vishal Agarwal	09804214151	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 19:58:54	sohinisikdar8@gmail.com	Sohini Sikdar	8116641710	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 20:12:43	mousumis721@gmail.com	Miss Mousumi sarkar	9051897983	Student	Dinabandhu Andrew's col	West Bengal	India
1/30/2021 20:43:31	mondaisudipta084@gma	Sudipta mondal	9477963121	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 20:44:41	satarupadatta10@gmail.c	DR.SATARUPA DATTA	08420162802	Assistant Professor	DINABANDHU Andrews o	West bengal	India
1/30/2021 20:44:47	vivekanandaroy 133@gm	VIVEKANANDA ROY	8617789145	SACT	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 20:51:12	raya.bhattachariya82@gr	Ms.RAYA BHATTACHARY	8617756376	SACT	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 21:31:43	kdas750@gmail.com	mr.krishnendu das	8777399487	SACT	dinabandhu andrews colle	west bengal	India
1/30/2021 21:32:14	skpootree@gmail.com	Madhumita Chakrabarti G	9433440242	Associate Professor	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 21:39:03	monomitsarkeri@gmail.c	Mr. Monomit Sarker	9830311799	Student	Dinabandhu Andrews' Co	West Bengal	India
1/30/2021 21:39:37	samadritapaul28@gmail.	Samadrita Paul	9836087953	Student	DINABANDHU ANDREW	WEST BENGAL	India
1/30/2021 21:39:56	ghoshpoulom/57@gmail.o	Poulomi Ghosh	08582857773	Student	Dinabandhu Andrews coll	West bengal	India
1/30/2021 21:40:36	mimimitra142@gmail.com	Miss Shreya Mitra	6289157493	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 21:40:49	ambikapramanik5@gmai	Miss. Ambika Pramanik	8327891205	Student	Dinabandhu Andrews coll	West Bengal	India
1/30/2021 21:40:54	sr(Itmandal46@gmail.com	Mr. Srijit Kumar Mandai	9073663756	Student	Dinabandhu Andrews Col	West Bengal	India
1/30/2021 21:42:42	chatterjeeparamita90@gr	Paramita chatterjee	6290374379	Professor	Dinabandhu andrews coli	West Bengal	India
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1/30/2021 21:47:16	munmunmondal0802200	Miss Munmun Mondai	6289702526	Student	Dinabandhu Andrews Col	West bengal	Kolkata
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1/30/2021 21:49:00	mandirac788@gmail.com	Mandira Chatterjee	9051300916	Student	Dinabandhu Andrew's col	West Bengal	India
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1/30/2021 21:55:30	arjamachakraborty590@g	Arjama Chakraborty	6289827422	Student	Jogamaya Devi College	West Bengal	India
1/30/2021 21:56:22	mdtausitzn456@gmail.co	Md tausif	8420495666	Student	Bangobasi	West bengal	India
1/30/2021 21:57:08	abhlitbiswas142001@gm	Mr. Abhilit Biswas	7439308362	Student	Dinabandhu Andrews coll	West Bengal	India
1/30/2021 21:57:27	bhattacharjeesuman966¢	Suman Bhattacharlee	8583876447	Student	Dinabandhu Andrews Col	Westbengal	India

'imestamp	Email Address	Name with salutation	Phone number (Preferabl)	Designation	Name of the Institution/ O	State	Country
1/31/2021 20:47:14	chowdhuryanamika50@g	Anamika Chowdhury	8276881466	Student	Dinabandhu Andrews coll	West Bengal	india
1/31/2021 20:47:45	dibyenduhaider301@gma	Dibyendu Halder	6289542651	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:47:45	shewantka@gmall.com	Ms. Shewantika Das	7001894564	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:48:16	swamajithaider41@gmail	Swarnajit Haldar	09641045034	Student	Ueuebdb	West Bengal	india
1/31/2021 20:49:29	srishtimalty87@gmail.com	Miss Brishti Maity	9830007721	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:49:56	dmoull600@gmail.com	Miss. Moul Das	6289948094	Student	Dinobandhu Andrews	West Bengal	India
1/31/2021 20:51:07	hazratanmoy40@gmail.co	Shri Tanmoy Hazra	7719158051	Student	Dinabandu Andrew's colla	West Bengal	India
1/31/2021 20:51:25	chaudhurl.deepta@gmail.	Deepta Chaudhurl	7001816848	Ex-student	Dinabandhu Andrews Col	WEST BENGAL	India
1/31/2021 20:51:55	priyanjanabose5@gmail.c	Miss priyanjana Bose	7439441647	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:52:37	sifatara2000@gmail.com	Sifatara Khan B.S	8336051901	Student	Garia Dinabandhu Andrev	West Bengal	India
1/31/2021 20:52:59	mahapatrapayel287@gm	Miss Payel Mahapatra	8017839782	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:54:02	sdas8017591738@gmail.	Mr. Subhajt Das	8017591738	Student	Dinabandhu Andrews Col	West bengal	India
1/31/2021 20:54:04	pritamagni1858@gmail.co	PRITAM SARDAR	7365804228	Professor	Dinabandhu Andrews coll	West bengal	India
1/31/2021 20:54:26	sukritmishra2002@gmail	Srl Sukriti Misra	9635400743	Student	Dinabandhu andrews	West Bengal	India
1/31/2021 20:55:29	rajives434@gmail.com	Rajive Sharma	7003406499	Student	Dinabandhu andrews	West Bengal	India
1/31/2021 20:55:39	monalisamanna44@gma	Monalisa manna	6290913067	8 cientist	Dinabandhu Andrews coll	West bengal	India
1/31/2021 20:58:16	jayasri2001das@gmail.co	Miss Jayasri Das	8535839968	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 20:58:49	shanu98sardar@gmail.co	MISS SHANTI SARDAR	6289813232	Student	DINABONDHU ANDREW	WEST BENGAL	INDIA
1/31/2021 20:59:03	malikamit0310@gmai.co	Mr Amit Mailik	8327546518	Student	Dinabondhu Andrews coll	West Bengal	India
1/31/2021 21:00:35	riyapramanik0412@gmali	Miss Riya Pramanik	7501499010	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 21:01:25	ishamondal071201@gma	Miss Isha Mondal	6289511974	Student	Dinabandhu Andrew's Co	West Bengal	India
1/31/2021 21:02:46	bodhakswapna@gmail.co	Miss Swapna Bodhak	8420745527	Research Scholar	Dinabandhu Andrews Co	24 pgs(s)	Kolkata
1/31/2021 21:04:36	baldurjyaparla16@gmail.e	Baldurjya Parla	8777571838	Student	Dinabandhu Andrews Col	West Bengal	Indian
1/31/2021 21:06:07	bswatt339@gmail.com	Swattlekha Bhattacharya	8478886473	Ex-student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 21:08:31	martinachakraborty62345	Miss Martina Chakraborty	8017317057	Student	Dinabondhu Andrews Col	West Bengal	India
1/31/2021 21:11:20	robiui11427@gmail.com	Robiul Reja	8389940191	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 21:12:52	dasshreyasi48@gmail.co	Miss Shreyasi Das	9330118331	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 21:13:09	123soumili@gmail.com	Soumili Das	9800714797	Student	Dinabandhu andrews coll	West bengal	India
1/31/2021 21:16:29	subhradipa "ha@gmail.co	Subhradipa Jha	7076544136	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 21:18:48	sohel9saha@gmal.com	Mis Sohell Saha	9748156461	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 21:24:17	pritamagni1858@gmail.co	PRITAM SARDAR	7365804228	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 21:27:19	saharulpurkalt8768@gma	Mrs-Baharul purkait	9064805414	Student	Dinubandhu Andrews coll	West Bengal	India
1/31/2021 21:28:14	roytanusri2016@gmail.co	TANUSRI ROY	9903459515	Student	DINABANDHU ANDREW	WEST BENGAL	INDIA
1/31/2021 21:28:35	riyahaider150@gmail.con	Ankita Haider	9674150186	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 21:29:23	tunalsaha9762@gmail.co	Mis.Sudipta Saha	8001807680	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 21:31:28	amikaustuv@gmail.com	Dr Kaustuv Bhattacharvva	9831836535	Assistant Professor	Erstwhile David Hare Trail	WEST BENGAL	India

lmestamp	Email Address	Name with salutation	Phone number (Preferabl)	Designation	Name of the Institution/ O	State	Country
1/31/2021 12:20:17	mondalmadhabi422@gm	8mt. Madhurima Mondal	8777322721	Student	Dinabandhu andrews coll	West bengal	India
1/31/2021 12:45:20	roykoyena22@gmail.com	Koyena Roy	6290725044	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 13:22:48	riya78881@gmail.com	Miss Riya Mondal	9875546259	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 13:22:52	biswas.pratyusha8@gma	Pratyusha Biswas	9073588012	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 13:28:20	joyeeta2425@gmail.com	Ms. Joyeeta Sahoo	8902279509	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 13:58:37	sarkarmohona9@gmail.c	Mohona Sarkar	8697959857	Student	Dinobondhu Andrews	West Bengal	India
1/31/2021 14:04:02	madhu22may2000@gma	Madhusmita Goswami	6290737300	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 14:17:45	mishraanwesha033@gm	Ms. Anwesha Mishra	8961729995	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 14:44:02	shima.datta177@gmail.c	Ms Shima Datta	9433468339	Associate Professor	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:29:21	dasshreya@gmail.com	Shreya Das	6291020868	Student	Andrews	West bengal	India
1/31/2021 20:29:28	kanikaghoshal60033@gn	Miss Kanika Ghoshal	9647192616	Student	Dinabandhu Andrews Col	West bengal	India
1/31/2021 20:29:59	indrajitdas0011@gmail.co	Indrajit Das	6291079268	Student	Dinabandhu Andrews Col	Kolkata	India
1/31/2021 20:30:09	pratyasha.bakshl24@gm	Pratyasha Bakshi	7278640388	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 20:31:14	shreyasardar287@gmail.	Shreya Sardar	9330461504	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:31:40	sonalisdas9@gmail.com	Sonali Das	9748094930	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:32:33	gayendebansu2002@gm	N/A	7044924022	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:32:50	duttashreya0808@gmail.	Ms. Shreya Dutta	7450995604	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:33:05	degantaghosh20@gmail.	Mr. Deganta Ghosh	7478390477	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:33:23	mozumderswaddheyl@g	8waddheyl Mozumder	6291430986	Student	Dinabnadhu Andrews Col	West Bengal	India
1/31/2021 20:34:51	mukherjeebig20@gmall.o	Mrityunjoy Mukherjee	7384381009	Ex-student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:35:22	ronakdas2000@gmail.co	Akash Das	9748712932	Student	Dhinabandu Andrews Col	West Bengal	India
1/31/2021 20:36:31	baidyank@gmail.com	Mr. Anik Baidya	8017127725	Ex-student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:37:19	smrttimondal723@gmail.	Smriti Mondal	7044294428	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:37:34	akashbotany25@gmail.co	Akash Sarkar	9874833975	Student	Dinabandhu Andrewese C	West Bengal	India
1/31/2021 20:38:54	rlabanerjee979@gmail.co	Ms	8017901078	Student	Lady Brabourne College	WB	India
1/31/2021 20:39:31	indrani.kgp.bank@gmail	Miss. Indrani Banik	9635696664	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:39:33	rudraniisengupta20@gm	Mr. Rudranii Sengupta	6289551820	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:39:56	rajdipnaskar67@gmail.co	Rajdip Naskar	9477928211	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 20:41:44	dasdibyendu170@gmail.	Dibyendu Das	8017712029	Student	Denobondhu Andrews Co	West Bengal	India
1/31/2021 20:42:18	bsourav938@gmail.com	Mr Sourav Biswas	8609212123	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:43:00	avinabasaha7921@gmai	Mr. Avinaba Saha	7278636634	Ex-student	Ramakrishna Mission Viv	West Bengal	India
1/31/2021 20:43:19	sanjana.ghosh2018@gm	SANJANA GHOSH	8902227516	Research Scholar	St Xavier's College (Autor	West Bengal	India
1/31/2021 20:45:58	dasriya9012001@gmail.c	Riya Das (B.8C Botany h	8583973654	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:46:03	manishakhatua2000@gm	Manisha khatua (B8c. Bo	7407926302	Student	Dinabandhu Andrews coll	West Bengal	India
1/31/2021 20:46:16	shreyashidas6789@gma	Shreyashi Das (BSC.Bot	9064664918	Student	Dinabandhu Andrews Col	West Bengal	India
1/31/2021 20:46:26	pradeepswcdu@gmail.co	Dr. Pradeep Kumar	9818039311	Assistant Professor	Satyawati college, Univer-	Delhi	India



PSYCHOLOGICAL ASPECTS OF GENDER SENSITISATION

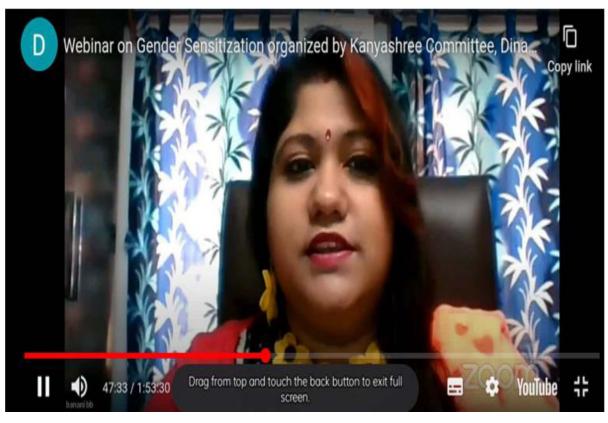
Dr Prathama Chaudhuri

Professor of Psychiatry, WBengal

Medical Education Service

AMRI & Fortis Hospitals

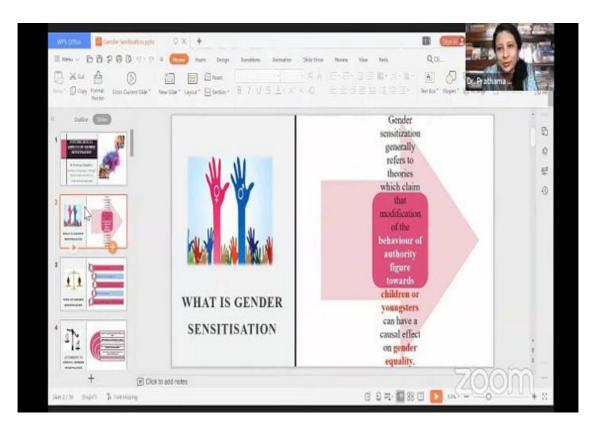












WEBINAR PARTICIPATION **CERTIFICATE**



DINABANDHU ANDREWS COLLEGE

(NAAC Accredited) Affiliated with University of Calcutta Kolkata-700084, WB, India

Cértificate of Participation

of has attended
the One day State Level Webinar on Gender Sensitization
held on 7th February 2021 at 10 a.m.(duration for 4 hrs.)
organised by Kanyashree Committee in Collaboration
with Internal Quality Assurance Cell (IQAC)

This is to Certify that

Smt. Banani Bindhani

Sarkar Ruga Chakraborty Dr. Joy Sarkar

Dr. Rupa Chakraborty

Amitalha Poj

Programme Convener

Programme Convener

Programme Coordinator

Programme Coordinator

IQAC Coordinator

Dr. Sharmistha Sarkar Dr. Amitabha Roy Dr. Somnath Mukhopadhyay

A SEMINAR ON CLINICAL PSYCHOLOGY

THE STATE OF STATE OF

DINABANDHU ANDREWS COLLEGE

NAAC Accredited (Government Sponsored) Estd. 1956

Ref. No	<i>Date</i>

1. NAME OF THE PROGRAMME: A SEMINAR ON CLINICAL PSYCHOLOGY

2. DATE: 07/12/22

3. VENUE: DINABANDHU ANDREWS COLLEGE

4. OBJECTIVE

The objective of a seminar on clinical psychology is to provide participants with a rich learning experience that combines theoretical knowledge, practical skills, critical thinking, professional development opportunities, networking possibilities, and personal growth insights in the field of clinical psychology.

5. OUTCOME

Some common outcomes of a seminar on clinical psychology may include:

- 1. Increased Knowledge: Participants gain a deeper understanding of key concepts, theories, research findings, and best practices in clinical psychology.
- 2. Enhanced Skills: Participants develop practical skills in conducting clinical assessments, formulating diagnoses, designing treatment plans, and implementing evidence-based interventions.

A SEMINAR ON CLINICAL PSYCHOLOGY ON 7TH DECEMBER, 2022

2/16/24, 10:03 AM

Great - Request for organizing seminar on Cinical psychology



Dr. Joy Sarkar <jsarkar80@gmail.com>

Request for organizing seminar on Clinical psychology

Tinni Choudhury -choudhury.tinni@gmail.com> To: jsarkar80@gmail.com

Wed, Dec 7, 2022 at 1:40 PM

Dear Ma'am'Sr.

Kindly accept our greetings.

We The Gayatri Chetna Foundation under Centre of Collaborative Program Training and Research, MAKAUT in association with George Group of Colleges would like to conduct a session on Clinical Psychology as a Career in the present day. Our objective is to promote awareness regarding clinical psychology as a field to explore by the students. Mental Health is of immense concern in the present scenario especially post covid. There has been a surge in mental health issues and so is the need for clinical psychologist. Hence, the session will help to increase professionals and encourage students to pursue the sector.

George Group of Colleges is a part of the George Telegraph Training Institute, one of the trusted names in the education segment in Eastern India. George Group of Colleges conducts Bachelors and Masters degree courses affiliated to Maulana Abul Kalam Azad University of Technology formerly known as West Bengal University of Technology.

In this regard, we would like to request you to grant us permission to conduct the interactive session with the

We can assure you that this event will be an enriching experience for the students and will help them in future endeavours.

Hope you understand the need and accept our proposal soon for the same.

With Thanks & Regards

Tinni Choudhury



George Group of Colleges (Units of George Telegraph Group) Contact: - 9830731155 / 9674981649 Website - www.georgecollege.org











ONE DAY STATE LEVEL WEBINAR ON GENDER SENSITIZATION

THE STATE OF THE S

DINABANDHU ANDREWS COLLEGE

NAAC Accredited (Government Sponsored) Estd. 1956

Ref. No	Date

1. NAME OF THE PROGRAMME: GENDER SENSITIZATION PROGRAMME

2. DATE: 04/01/2024

3. VENUE: DINABANDHU ANDREWS COLLEGE

4. OBJECTIVE

The objective of the ONE DAY STATE LEVEL WEBINAR ON GENDER SENSITIZATION could be to:

- 1. Raise awareness about gender issues and inequalities prevalentin society.
- 2. Educate participants about the importance of gender sensitivity and its role in promoting equality and inclusivity.

5. OUTCOME

- 1. Increased awareness among participants about gender-related issues, biases, and inequalities prevalent in society.
- 2. Enhanced understanding of the importance of gender sensitivity in promoting equality, inclusivity, and diversity.

Dinabandhu Andrews College

Students' Week (2nd to 7th January, 2024)

One day Seminar

Organized by
IQAC in collaboration with
Women's Cell, Kanyashree Committee &
NCC

Topic: Gender Sensitization

Speaker Sobhan Mukherjee

(Padman of West Bengal)

Date: 04.01.2024 Time: 11 a.m.

Dinabandhu Andrews College A report on the Seminar on the topic: Gender

Sensitization Speaker

Sobhan Mukherjee (Padman of West Bengal)

Date: 04.01.2024 Time: 11 a.m.

In connection with Students' Week (2nd to 7th January, 2024), The IQAC in collaboration with Women's Cell, Kanyashree Committee & NCC of Dinabandhu Andrews College organized a one day Seminar on the topic "Gender Sensitization" on 4th January 2024 at 11 am. The objectives of the seminar are, to create awareness about gender sensitive behavior among the youth and to inculcate an egalitarian behavior to foster gender equality. It aims to rethink our engagements from a gender lens and deconstruct gender stereotypes to pave the way towards a gender sensitive and inclusive environment. Sri Sobhan Mukherjee (Padman of West Bengal), was the resource person for the session. He spoke about gender, gender equality and inequality, problems of gender inequality, major reasons for gender discrimination, sexual harassment at workplace, sexual harassment prevention training etc. The session was deliberated using power point presentations followed by interactive sessions. A total of 132 participants including faculty members and students attended the programme. Resource person addressed and clarified the questions posed by the participants. It was very successful as the participants shared their personal experiences.

Acknowledging that gender equality is a fundamental human right and a prerequisite for building a peaceful, prosperous and sustainable society, the seminar underscores the importance of dismantling gender stereotypes starting with our individual behaviors, and it seeks to deliver the various ways in which protective and redressal mechanisms at the institutional level can be accessed in times of distress.





SI NO	Name	Department	Contact Number	Signature
1-	SUBHASREE ROY	MICROBIOLOGY	9038043070	Dy. 1.24.
2.	Maitregee Mondal	Microbiology		@ba1124
3.	Munna Data Ghose	Stectionics	9932933892	90101/24 -
4.	Sharmisthe Sarkar	Bengali	9830472330	- ZNOBY 4/1/24
5.	Ranjini Lahin	Economies	9830373447	Anhii 4/1/23
6.	Wondrita Phattachouse	Philosophy	9830328892	Bhotholayofich 124
7.	Rupa Challead only-	Botany	9903176267	Rupe challeabouts 4/1/24
8.	All the second s	HISTORY	9933019665	Po 411124
7.		Chemistry	9831160130	Das 04/1/24
10.	JAYANTI GUHA RAY	Holecular Asidogy		Dew 4/1/24
	CHOUDHURY	HISTORY	9463162545	Inter Charley.
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Attendance for Teachers		NAME OF THE PROGRAM	DATE:	
SI NO	Name	Department	Contact Number	Signature
1	Dola Debrath	Bengali	9830440463	tola televath.
2	CHOUDHURY	HUTORY	9 433162545	but Che
3	JAYANTI GUHA RAY	Holeanlar Biology	9830167439	Ev
4	TANYA DAS	Chemistry	9831160130 -	Das
5	BARNALI BARNAN	HISTORY	9933079665	Bo
6	Mandrida Chattacharya	Hilmophy	9830328892	St. 04.01.24
7	Sharmiestha Sarkar.	Bengali	9830472330	- Lugaro 4/1/24
8	Ranjini Lahin	Economica	9830373447	Anhii 4/1/24
9	Maitregee Mondal	Microbiology	9836703035	@haT1 24
10	Subhasnu Poy	Mirohology	9038043070	24. 24.
11	Meura Dalta Ghas	Electronics	9931933872	
12	Rupa Chaurelati-	Bolany	9903176267	Rupa Challerebals 4/1/2
13	Jannay Glash.	Mirrolionsy.	9732188279	Gholo. 4.1.24.
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SI	Name	Designation	Semester	Department	Contact Number	Signature
01.	BANASREE PAL	STUDENT	ist	CONHERCE	2017 6966 56	Bonatree Pal.
02.	ANAM SAVEED	STUDENT	1st	COMMERCE	9163904226	Aram Sager 8.
03	TAHIRA CSIDDIKA	STUDENT	Ist	BOTANY	7437624514	taline Sindila.
4>	DISHA NASKAR	STUDENT	7	BOTANY	FIREFFF 100E	Dish-Norte
5>	PRIYA MAL	STUDENT	I	BOTANY	810015523	8 Priza Mal
6)	Romit Routh	STUDENT	1st	Botany	+980504	418 abla
47	ARPAN TONGA	Student	154	Betam	936917421	to stopan tinger
8)	GOURDIPTA DEY	STUDENT	1st	Botany	933052797	77 Gourdipta Dey
9)	SASTIKAKARMAKA	RSTUDENT	13+	BA-GA	N 7439899	3653 Sastika kurmaka
10.	shinjoni saha	STUDENT	154	Benga	Lo 95476638	anoc inoprinte 10
11.	Oxharher Das	Student	1st	HE COURT DO	lay 62915149	
12.	Atreyee Banuyie	Gudent	14	Mioutio	Logy 74398437	151 Abreyce Barneryke
13.	Stayeri Jana	Student	100	Microbi	3708PF 88010	3766 Shayeri Jane
14.	Kankana Celosh	Student	12t	Histo	wt 749931	9647 Kankana Gho

,	Name	Designation	Semester	Department	Contact Number	Signature
5.	Madhumela nay a	STUDENT	131	BA-GEN	8100198583	Madhymela
16	Tammu Khafum	STUDENT	15-	BA-GEN	9330468418	Temmuktatum
17.	Prija malakan	STUDENT	134	B.A- OLEN	6283375695	Priyamalakan
18		STUDENT	1st		N 60904534	Kabita Das
10	- Emstichaknabonty	STUDENT	152		CE 828420 80 828	
20	. Uronii Roy	STUDENT	1251	Pol-Som	74397-4761	8 Utomi Roy
श	Swatti ka Achenya	Student	3rd	BSC - Minro bi	3	Sware George
2.1	NHike Ramante	Smant	312 .	B. St.	-	1 10
23	Santhadeep Had	ro Student	jet		- 8/00218321	That.
20	Swiati Das	Student	3rd	Micrebiel	PG 83358Q42	s southours.
2	5 Mholish migro	student	15	B.A. Int	N 86092909	31 @myes
ix	& Sania Mistry	oltudent	Lst	BA(Pal	Sch) 629060 Z3	44 Barria Missey
	3) Sheha Saha	Student	- Set-		se.H) 74397951	
2	8) Bilan Magumdase	student	15+	NCB A	(oss) 95935110	54 Silve Najurda

SI	ttendance for students Name	Designation	Semester	Department	Contact Number	Signature
29		Student	101-	MCBA(4)	6290180 245	Sent
30	and the same of th	student	156	MeBA(H)	8420192422	-to-Paul
31	Layan Mondal	student	100	MCBA(H)	8653871757	The state of the s
32		Student	3 rd	MCBAN	9330087717	Mintung of Boyd
33	THE RESIDENCE IN COLUMN 2 IN C	Student	101	Polithand Science	6289590658	Dojal Das
34	Sagandas	Student	28+	Pa38	7980622402	Sajaradas
35.	1000	Student	154	General	8100449948	Suthern Samon for
	Salil Islam darker	trobute	134	West (A)	विश्वश्चात्रम्य	Salid galamodel
3-1		student	124	B. Com(H)	9163746723	
38	Debola Halder	Chedert	141-	B. com (4)	9644852519	Ah .
39.	Nasiya mondal	Saudena	15+	B. com(H)	9230068416	N-M
40.		Student	1st	BCom. (H)	9175692292	3.N.
11-	Megha Roy	Student	784	B.Com (H)	6291962518	negy
42	Sabita Panda	Student	144	History How	9038172284	S. Konda.

SI NO	Name	Designation	Semester	Department	Contact Number	Signature
43.	Bonoshrae Shower	Student	Ist	BA-Gen	9330269159	Borosbree Dena
44.	Rida Barik	Student	3rd	BA-Gen	6299026003	Rija Banik
45	Psiya Seth	Student	15+	Bac-Gen	9883322140	Poriya Seth
46	Neles board	Student	424	B.com - Hon	628974073	Nitu Prosod
47	Porijanka Roy	Student	1st	B.Com - He	8100253429	Brigante Rog
48	Soome chardhary	Gludent	124	12.5c - 46	033036035	3 Sange Under
49	Manasi Chatterge	Student	3ndh			151 Manasi Chattey
50	Ahana Chakraborty	Student	319	BSc (How	(5) 6290688220	Ahana Chakrabo
51	SOHAN DEY	Student	5th		\$ 824055774	
52	Tamaghna Maitr	a student	5 th	BA Ho	ms 744962951	61 Tamoghnochain
53	Saib Harden	Student	lst	B.A. Hen	NS 87774131	120 Soils Holder
54	Sneha Halder	Student	1st	Zoolog		the second second
55	1 1 1	Student	18t	zoolo	94 89814110	08 Appilla Bag
56	0 1 0 11 1 3	u studen	t 1st	B.A H	ons. 700348	0249 Pyeli Bhatta

SI NO	Name	Designation	Semester	Department	Contact Number	Signature
57	Priganta Mondal	student	13+	B.A. G.	4644481183	Porganta Mondel
5e	Sumati Mondal	Student	184	B.A.9	75 00 00 10 00 T	Scorate Mondel
59	Savita Holdan	student	1st	B-A-H	7003156210	Sarifa Holder
60	Swama Mondal	Student	1st	B.A.H	7003028164	Sufanna Mondo
61	Angola Sankar	Student-	3rd	NCBA	9143027018	Augita Ranka.
62	Showetha Mait	Student	3rd	MCBA	7001384863	Showti
63	Saleb Mendel	Student	15t	B.A. H	9073843767	Salvob Mendal
64	Debit Nouvara	Student	ist	Zeology(N)	THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	Desit Name
	Shumanil Mishra	Student	132	2001000(H)	990383633	Surroriel Misson
CE	Sulagna Mondal		_ist	Polse H		Sulagnetionole
67>	Nabarun Butta	Student	344	MCBA	7439051916	Nasarun Butta
68>	Sayani Naskan	Student	3nd	MCBRO	9123891646	Sayani Naskan
	Sayan Naskan	Student	3010	MeBA(H	9874196011	Jayan Naskari
69) 701	Arateika Ghosh	Student	3rd	MCBA(H	861776596	Aratika Geles L

SALL	endance for students	SEMINAR ON C	SENDER SENSITIZATION	ON		DATE: 04.01.2023
SI NO	Name	Designation	Semester	Department	Contact Number	Signature
716	Chhandasik Dasgupta	Student	3rd	MCBA(H)	7980731893	C.Dasgupta.
72)		Student	III	MCBA(H)	7687848947	Utralo De
43		Student	15	Bot (4)	8335944359	Shoeta Single.
74.	Proph Pal	Student-	1st	Postany Hous	7459547754	frogt ful.
45.	Sayani Dey	Student	T	Borany (H)	4499912488	Soyan Day
76	Mandiva Cas	Hudent	161	M.Se Zoology	8348227079	Mandina Das
77.	1	A 1	Bold	B Com Hons	6290554875	Psiganka Bronk
72.		Student	3rd	B.A. (Hons)	2439453914	Disha Mondal
79.	Robertos Mondal	student	3nd	BA- (H)	7439498977	Jojashne Aprilo
77.	7	Student	3nd	B.A (H)	6290 80 31 60	Rupsa Gayen.
10	Rupsa Gayen.	grudent	ist	-	6271079516	Rakesh Phamail
31.	Rakesh Proamanik	Student	1st Sem	B. A Beng		Rima Does
32.	Alma Stas			D. A Beng.	8944809971	Visiona Das
THE REAL PROPERTY.	Asima sos	student	154 sem.	History (H	7318943462	Rupali Sorkar
84	Repall Gorkor	Choracin	1000			

attend	ance for students	SEMINAR ON GE	ENDER SENSITIZA	TION		DATE: 04.01.2023
4	Name	Designation	Semester	Department	Contact Number	Signature
5.	Burni Kom	Stadont	I	Bengali(H)	7939778119	Sami Kopa
66	Summa Nestan	Student	act vem	History Horans	907334454	Solicker and
	Sucharita Pol	Stutent	1 str sen	History	9831456250	Selvite Rl
88	Survajit Rang	Student	III	Ben Hown	7439517103	Surofit Rang
99	Pisush Mordal	Student	200	Bengality)	9193719110	Pijosh Mondal
		Student	P	General	8697965329	
20.	Dipankan Shikani	- Control of the Cont	I	POL SCIENC	P 74 306 0726	
24	Aritra Das	Studen?	7	Pol carene	E 88104 51238	e sominan Roy
92	sommen Doy	Student	1	Pol-Scie	e 983635147	
93	Akash pramanik	Student	1	Pol. Seis	403 03 11	3 Supmetin
	Sypnation Murmu	student		honer	5	a musimu
95		Student	十工	B.A. Gener	M 8100 H776	02 Somia 1k
	. Mousumi achoch	ctudent	2			ous Mousemi Gel 62 Houmite Cha
96	Houmita challeriee	student	1	English	ALCOHOLD STREET	9535 Swaha Hald

T	Name	Designation	Semester	Department	Contact Number	Signature
-	Ineka Rhallochanjes.	"Student"	IIL	HICRO BROLOGY	9831554877	Irehe Bhattschonger.
	Mayuri Der	student	I	microbiology	8420077401	mayari for
	Pratanu Das	student	I	Microbidge	7139075652	Pratone Das
	Savia Das	student	2	English	990862309	Santadan
	Nibedita Mondal	student	T	English	6291504864	Nibedita Mendal
	Dian Banesiee	Student	I	English	700 330691	2 Dianeriae Bidisha
	Bitishe Date	Student	TIL.	MCBA	862 201202	David
	Neha Sorkar	Student	V	HISA	93301780	GI Neha sortico
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Mental Health Survey on the Prevalence of Non-Suicidial Self Injury among adolescence and adult students



THE GAYATRI CHETNA FOUNDATION

Corporate Office: 136, B.B. Ganguly Street, Kolkata - 700012



Unit of The George Telegraph Group

To,

Subject: Permission for Data Collection

Respected Madam/Sir,

This is to inform you that **Ms. Swarnali Nath**, student of the Department of Clinical Psychology, The Gayatri Chetna Foundation, CCPTR MAKAUT WB, is pursuing her 2-year Master Degree in Clinical Psychology. She wants to visit your esteemed academic institution to collect data for her Dissertation Topic: **The Prevalence of Non-Suicidal Self Injury among Adolescents and Adults in West Bengal** under the supervision of Ms. Rajeswaree Basu, Assistant Professor, The Department of Clinical Psychology, The Gayatri Chetna Foundation for partial fulfilment of her course. Hence, we humbly request you to allow Swarnali Nath to collect data for the fulfilment of her work. The data will be strictly used for thesis purposes only.

Regards,

The Gayatri Chetna Foundation

CCPTR, MAKAUT, WB

Kolkata NOTAL NOTAL



Ref. No.

DINABANDHU ANDREWS COLLEGE

(Government Sponsored) Estd. 1956

Date

TO WHOM IT MAY CONCERN

This is to certify that Ms. Rajeswaree Basu, Assistant Professor, Psychologist and Course Coordinator at The Department of Clinical Psychology, George Group of Colleges, MAKAUT has supervised and conducted a project for NAAC on Mental Health Survey of the students of Dinabandhu Andrews College.

[Dr. Somnath Mukhopadhyay]

Principal

Dinabandhu Andrews College

Garia, Kolkata- 700084

Dinabandhu Andrews Co., Baishnabghata, P.O. - Garia Dist. 24 Parganas (S), Kolkata - 700 084



(Government Sponsored) Estd. 1956

Date

TO WHOM IT MAY CONCERN

This is to certify that Ms. Swarnali Nath, student of M. Sc in Clinical Psychology Department, has been a part of datacollection and report making for the NAAC project on Mental Health Survey of The Students of Dinabandhu Andrews College, under the supervision of Ms. Rajeswaree Basu, Assistant professor, Psychologist and Course Coordinator at The Department of Clinical Psychology, George Group of Colleges, MAKAUT.

[Dr. Somnath Mukhopadhyay]

Principal

Dinabandhu Andrews College

Garia, Kolkata- 700084

Principal
Dinabandhu Andrews College
Baishnabghata, P.O. - Garia
Dist. 24 Parganas (S), Kolkata - 700 084







help among students of Dinabandhu Andrews College.

This current survey has been done by Swarnali Nath, student of MSc in Clinical Psychology, The Gayatri Chetna Foundation College, CCPTR MAKAUT, under the guidance of Assistant Professor & RCI Registered Psychologist Ms Rajeswaree Basu, to find out the prevalence of Non-Suicidal Self Injurious (NSSI) behaviours, the level of academic stress, anxiety, depression, psychological stress, interpersonal competency and barriers to seek psychological

In March 2024, 120 students participated in our study. They ranged in age from 18-24 years and were enrolled in bachelor's degree programs at the time of this survey. The findings of the prevalence of NSSI among them and their mental health well-being have been presented here.



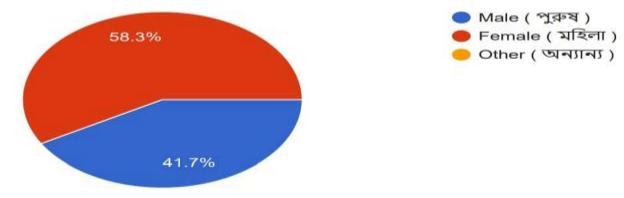
A Google form with Demographic schedule, the level of academic stress, anxiety, depression, psychological stress, interpersonal competency and barriers to seek psychological help, was circulated among the students, in March , 2024. Responses were recorded, scored individually and an overall report has been prepared according to the responses. All data were self-reported. The data have been stored securely and handled with utmost privacy.



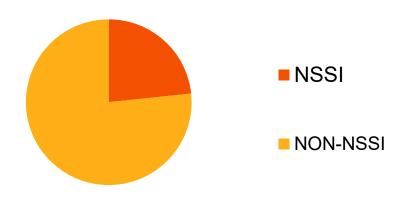
Finding out the prevalence of NSSI, the level of academic stress, anxiety, depression, psychological stress, interpersonal competency and barriers to seek psychological help among students of Dinabandhu Andrews College.



•Total 120 students participated in this survey, among them 50 are Males (41.7%) and 70 are Females (58.3%).

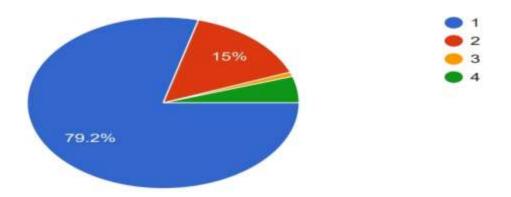


•Total 28 students, i.e. 23.33% students have attempted NSSI one or several times.

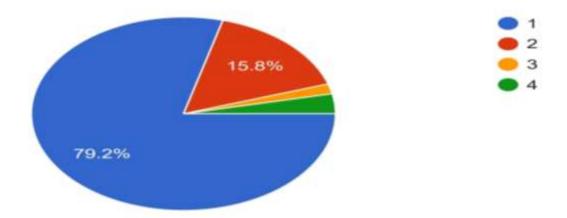


•Out of 28 students also some of the students used NSSI as a practice or step to attempt suicide.

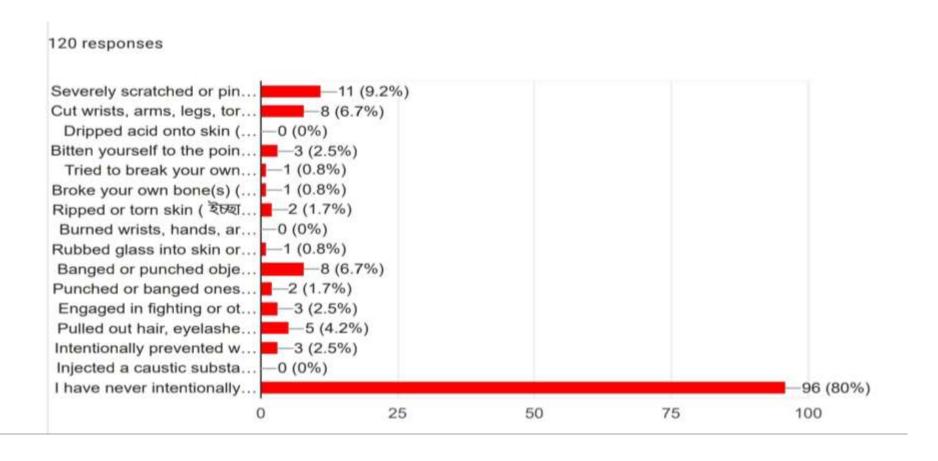
as a way to practice suicide (আত্মহত্যা অনুশীলন করার উপায় হিসাবে) responses



as an attempt to commit suicide (আত্মহত্যার পদক্ষেপ হিসাবে) responses



•Out of 28 students attempting NSSI, 20 students are Females and 8 students are Males.



Graph: Different ways in which students attempted NSSI

FINDINGS:-

- Out of 28 students attempting NSSI, 20 students are Females and 8 students are Males
- Out of 120 students, 42 students, who didn't have any NSSI history have reported symptoms of stress, anxiety and depression at mild- extremely severe levels.
- Out of 120 students, 36 students with no-NSSI history have no/normal range of Stress, Anxiety and Depression
- Out of 120 students, 14 students with no-NSSI history have normal range of stress, anxiety and depression, although, they have reported some problems such as, difficulty in concentration, Memory issue, nervousness, headache, loss of sleep, lack of appetite, lack of interest, lack of confidence and other specific issues.



RECOMMENDATIONS:-

- On the basis of the results, it can be concluded that further assessment can be done for a proper psychological profile of each student to identify the key factors of mental health issues. The psychometric evaluation will help in diagnosing the areas of mental health problems.
- Some of the students who have been identified with NSSI and other mental health issue are provide with intervention techniques and recommendations for improving their mental health. Some of the intervention techniques suggested are DBT, CBT, mindfulness exercises such as JPMR, raisin exercise, relaxation techniques such as deep breathing Journaling, SFBT.

CONCLUSION:-

From the survey it has been found that the prevalence of NSSI among the students is 23.33% and the female students are more prone to NSSI than the male students. Also found that 35% students with no NSSI history students have reported symptoms of stress, anxiety and depression at mild to extremely severe levels.

However, the sample size is very less and hence it can not be generalized. Therefore, further assessment is required along with proper psychological counselling services to be provided for the mental wellbeing of the students.

MENTAL HEALTH SURVEY REPORT OF THE STUDENTS OF DINABANDHU ANDREWS COLLEGE



Sl No.	Gender	Name	Age	Course	Class	Academic Year	Average Academic Performance (%)	NSSI	AS				<u>IC</u>			<u>s</u>	<u>A</u>	<u>D</u>	<u>BSPH</u>	Problems shared by Students	Results/ Overall Impression	Recommendations
										D 1	D 2	D 3	D 4	D 5	TOTAL							
1	Female	Shreya Barui	21	BSc Geography (H)	5 th Sem	2021	58%	32	22	19	14	19	29	28	109	20	16	15	68		She has tendency of harming berself without suicidal intention and she has successfully attempted several times. She has above average academic stress, with extremely severe stress, anxiety and depression. She has near average interpersonal competency and above average barriers in seeking psychological help.	Practice Jacobson's Progressive Muscular Relaxation Exercise Behavioural Activation Worksheet can be used
2	Female	Shilpi Sen	19	BSc Geography (H)	3 rd Sem	2022	70%	46	25	22	20	20	29	26	117	9	9	9	51	Υ.	She has tendency of harming herself without suicidal intention. She has above average academic stress, with mild stress, severe anxiety and moderate depression. She has near average interpersonal competency and average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Admixidual Counseling required Thought restructuring on be applied Jounnaling suggested Engage in physical activities Hingage in physic
3	Male	Dhruvajyoti Saha	20	BSc Physics (H)	6 th Sem	2023-2024	72%	0	5	18	16	24	24	28	110	3	0	3	35	E	He has very low academic stress, although, he has reported some problems such as forgets easily, feels inferior, feels failure, worry about parents' expectations, therefore, further assessment can be done for proper psychological profile. He has normal range of stress, anxiety and depression. He has near average interpersonal competency and below average barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: *Solution Focused Brief Therapy can be applied *Try mnemonics for better memorization
4	Male	Krishnendu Neogi	19	BSc Bio (G)	3 rd Sem	2023- 2024	62%	0	0	40	31	32	40	40	183	2	0	0	34	E	He has no academic stress, with normal range of stress, anxiety and depression. He has near high interpersonal competency and below average barriers in seeking psychological help.	Further assessment can be required for proper Psychological profile. Recommendation: - Practice Yoga and Meditation - Maintaina healthy diet
5	Male	Moken Loyi	20	Sericulture	6 th Sem	2021	7.6	0	10	24	24	24	24	24	120	2	0	0	51	E	He has below average academic stress, with normal range of stress, anxiety and depression. He has above average interpersonal competency and average barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: **Make routines for your study time- Time management gtechniques **Practice deep breathing **Engage in physical activities
6	Male	Aditya Lahiri	20	BSc Botany (H)	3 rd Sem	2023- 2024	82%	0	0	8	8	8	8	8	40	2	0	0	17		He has no academic stress, with normal range of stress, anxiety and deep row harles in seeking lop winterpersonal competency or deep row for the stress seeking the stress of the stress seeking the stress of the s	Social Skill training can be applied

7	Male	Subhankar Mondal	18	BSc (G)	1 st Sem	2024	0	0	16	19	17	15	22	21	94	7	0	6	39		He has average academic stress, with normal range of stress, anxiety and mild depression. He has below average interpersonal competency and low barriers in seeking psychological help.	•Make proper study time routine- time management techniques need to practiced
8	Female	Sneha Naskar	20+	BSc Geography (H)	3 rd Sem	2023	72%	44	23	21	27	32	40	28	148	8	7	3	40		She has tendency of harming herself without suicidal intention and she has successfully attempted once. She has above average academic stress, with mild stress, moderate anxiety and normal depression. She has above average interpressond competency and below average barriers in seeking psychological help.	Thought restructuring can be helpful Set small achievable goals
9	Female	Ishita Pradhan	21+	BSc Botany (H)	6 th Sem	2023- 2024	NA	0	0	26	26	26	25	23	126	2	0	0	17		She has no academic stress, with normal range of stress, anxiety and depression. She has above average interpersonal competency and very low barriers in seeking psychological help.	
10	Female	Shreya Mondal	22	BA English (H)	6 th Sem	2024	6.8	37	20	32	23	26	38	28	147	10	15	7	30	Depression and sadness from betrayal in friendship	She has tendency of harming berself without suicidal intention and she has successfully attempted once. She has above average academic stress, with moderate stress, extremely severe anxiety and moderate depression. She has above average interpersonal competency and below average barriers in seeking psychological help.	Guided Imagery can be helpful Functional Behavioral Analysis can be applied
11	Female	Sana Mukherjee	19+	BA English (H)	4 th Sem	2024	6.6	0	3	29	24	38	37	36	164	7	0	0	17	E	She has very low academic stress, with normal range of stress, anxiety and depression. She has high above average interpersonal competency and very low barriers in seeking psychological help.	Practicedeep breathing exercise
12	Female	Bidisha Ghosh	20	BA English (H)	4 th Sem	2023- 2024	62.50%	0	24	26	35	24	37	25	147	11	11	10	34	E	She has high academic stress, with moderate stress, extremely severe anxiety and moderate depression. She has high above average interpersonal competency and below average barriers in seeking psychological help.	
13	Female	Sumita Dutta	19	ВА	4 th Sem	2024	71.13%	20	2	21	13	13	11	12	70	5	1	0	17	E	and she has successfully attempted once. She has very low academic stress, although, she has reported some problems such as forgets easily, difficult to concentrate. She has normal range of stress, anxiety and depression, although, she tends to over-react, feels nervous, gest agitated, finds it difficult to relax, feels herself	Solution Focused Brief Therapy may be helpful Interpersonal Therapy is suggested Practice deep breathing exercise Attention modification tasks such as backward counting, Raisin exercise can be
14	Female	Priyanka Mondal	18	BA English (H)	3 rd Sem	2023- 2024	80%	0	1	30	13	22	38	30	133	7	0	0	27		She has very low academic stress, with normal range of stress, anxiety and depression. She has high above average interpersonal competency and low barriers in seeking psychological help.	

15	Male	Ranjit Das	19	BA English (H)	3 rd Sem	2022-23	6.4	0	0	32	19	29	28	29	137	2	0	0	17		He has no academic stress, with normal range of stress, anxiety and depression. He has high above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: -Practice Mindful listening exercise -deep breathing exerciseshould be practiced regularly -Maintain a healthy diet
16	Female	Kavita Rai	20+	BA English (H)	6 th Sem	2021	65.70%	44	24	24	21	17	40	32	134	13	17	18	52	Mental and emotional issues regarding herfamily doesn't accepther relationship. She has reported that sucidal thoughts come in her mind during arguments with family.	She has tendency of harming herself and she has successfully attempted severeral times, even some of them are as an attempt to commit suicide to some extent. She has high academic stress, with severe stress, extremely severe amixiety and etremely severe depression. She has above average interpersonal competency and above average barriers in seeking psychological help.	Existential Therapy may be suggested also Practice Mindful listening exercise Guided imagery techniques may be helpful
17	Female	Priyadarshini Roy	19	BA English (H)	4 th Sem	2024	68.75%	0	2	22	8	22	16	24	92	11	3	8	66		She has very low academic stress, with moderate stress, normal anxiety and moderate depression. She has below average interpersonal competency and above average barriers in seeking psychological help.	Dialectical Benaviour I nerapy is suggested
18	Male	Riddhibrata Maity	21	BA Bengali (H)	6 th Sem	2021- 2024	62%	0	14	26	26	37	40	40	169	3	0	0	17		He has average academic stress, with normal range of stress, amixiety and depression. He has high above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be required for proper Psychological profile. Recommendation: Solution Focused Brief Therapy is suggested «Use memonics for better memorization *Practice yog and meditation *Practice with the sum of the
19	Male	Sanjay Singh	21	BA Bengali (H)	6 th Sem	2021	50%	0	3	30	26	16	32	12	116	5	3	0	44	E	He has very low academic stress, yet, he has reported that he feels loss of sleep,doesn't like to talk to anyone, doesn't feel to come in college. He has normal range of stress, anxiety and depression. Although, he finds it hard to relax, feels scared without good reasons,becomes nervous, gets agitated and tends to overreact to some extent. Therefore, further assessment can be done. He has above average interpersonal competency and below average barriers in seeking psychological help.	-Solution Focused Brief Therapy is suggested -Avoid digital gadgets before 1-2 hours of sleep -Try to avoid doing other tasks sitting on the same bed where you sleep
20	Female	Manaswita Jana	21	BSc (H)	6 th Sem	2023- 2024	50%	78	6	14	27	32	38	33	144	6	2	2	23	F	She has high tendency of harming herself and she has successfully attempted several times. But, she has repoted that she has attempted both to avoid committing suicide and as a way to practice and as an attempt to commit suicide. Also she has reported that her primary intention was not committing suicide. Therefore, further assessment is required for a proper psychological profile. She has low academic stress, with normal stress, anxiety and depression, although, she has reported that he finds it hard to wind down, gets neorvous, agitated to some extent and overneatts most of the time. She has above average interpersonal competency and below average barriers in seeking psychological help.	elidinistianisminisminisminisminisminisminisminis
21	Female	Sharmistha Mondal	18+	BSc (G)	3 rd Sem	2022	50%	0	13	30	22	17	18	32	119	2	0	8	24	E	She has average academic stress, with normal range of stress, anxiety and moderate depression, although she has reported that she has feels of hopelessness, worthlessness and difficulty in initiating tasks to some extent, therefore further assessment can be done. Bits has high above average interpersonal complemey and low barriers in seeking psychological help.	Cognitive Behavioral Therapy is suggested Solution Focused Brief Therapy can be suggested Practice deep breathing exercise

22	Female	Anindita Das	20	BA English (H)	6 th Sem	2023-24	60%	0	22	18	19	25	25	24	ш	13	7	11	37		She has above average academic stress, with severe stress, moderate anxiety and severe depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Individual Counseling required Cognitive Behaviour Therapy is suggested Exposure Therapy is required Interpersonal Therapy may be required Phracice Raisin exercise Infinity of the County of the
23	Female	Sambrita Halder	20	BSc Chemistry	1 st Sem	2023-24	86.60%	0	21	23	19	17	23	24	127	10	15	10	56		She has above average academic stress, with moderate stress, extremelysevere anxiety and moderate depression. She has above average interpersonal competency and above average barriers in seeking psychological help.	
24	Female	Sudeshna Majumder	20	BSc Geography (H)	5 th Sem	2021	62%	0	25	26	22	13	36	31	128	14	12	18	55		She has above average academic stress, with severe stress, extremelysevere anxiety and extremely severe depression. She has above average interpersonal competency and above average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -6Solution Focused Brief Therapy is suggested -4Dialectical Behaviour Therapy is also suggested -4Practice deep breathing exercise -6Guided imagery techniques will be helpful -6Socratic questioning can also be applied -4Make a proper time management plan -5Set small achievable goals with positive reinforcement -4Practice Journaling -Fatture Implications: -Professional help required
25	Female	Anasuya Sardar	21	BA Bengali (H)	6 th Sem	2021-2024	70%	0	0	28	29	36	39	40	172	2	0	0	17		She has no academic stress, with normal range of stress, anxiety and depression. She has high above average interpersonal competency and very low barriers in seeking psychological help.	Destina Vana and Maditation
26	Female	Anwesha Das Podder	21	BSc (H)	1 st Sem	2023-2024	NA	0	3	24	17	17	25	25	108	4	2	0	39		She has very low academic stress, with normal range of stress, anxiety and depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: *Practice Yogs and Meditation *Maintain a healthy diet
27	Male	Tamaghna Maitra	21	HISA	6 th Sem	2021-2024	69%	0	11	20	28	33	24	33	138	5	17	15	68		He has below average academic stress, with normal range of stress, extremely severe anxiety and depression. He has above average interpersonal competency and above average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Cognitive Behavioral Therapy is suggested -Practice deep breathing exercise -Minfalfi eating should be practiced -Practice attention enhancing tasks such as backward counting -Group Therapy may be helpful -Behavioral Activation Worksheet should be maintained Future Implications: -Professional help required
28	Female	Rageshree Chowdhury	21	BSc Microbiology (H)	5 th Sem	2024	82.50%	38	21	21	25	31	32	30	139	9	6	14	45		and she has attempted successfully several times and also is very likelyto hurt herself again. She has above average academic	Cognitive restructuring is also required Practice Body Scanning Practice deep breathing exercise
29	Male	Pratap Mistry	22	BSc Math (H)	4 th Sem	2023-24	62%	0	19	22	16	17	22	30	107	7	9	3	36	E	He has above average academic stress, with normal range of stress, severe anxiety and normal level of depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Cognitive Behavioral Therapy is suggested Hetterpersonal Therapy is also suggested Exposure Therapy can also be applied Social skill training can be helpful Practice yog and meditation Jacobson's Progressive Muscle Relaxation Exercise should be practiced Encourage to movelo in a positive support group Future Implications: Professional help required

30	Female	Sanchita Maity	19	BSc boi (G)	3 rd Sem	2022	60%	34	25	19	25	15	30	24	113	12	5	8	50	E	She has tendency of harming herself without suicidal intention and has also performed successfully several times. She has high academic stress, with moderate stress, anxiety and depression. She has above average interpersonal competency and average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Oblicational Behavioural Therapy is suggested Solution Focused Brief Therapy is also suggested Psidace and the management plan Sets small achievable goals Practice deep breathing exercise regularly Practice tops partname grave bre required Future Implications: Professional help required
31	Female	Supriya Mondal	18	BA English (H)	4 th Sem	2024	12.4	0	7	32	22	36	39	40	169	8	5	3	29	E	She has very low academic stress, althogh she has reported problems such as difficulty to concentrate, hesitation in asking, orry about parent's expectations, headache, nervousness, getting bored easily and feeling sleepy. She has mild	Further assessment is required for proper Psychological profile. Recommendation: Cognitive Behavioural Therapy is suggested Practice Mindful listening exercise stdeep breathing exercise should be practiced Matantain a healthy diet Handrividual counseling is required Social skill training can be helpful Future Implications: Professional help required
32	Female	Sarmi Ghosh	21+	BSc (H)	6 th Sem	2021-2024	72.67%	0	2	33	20	29	39	30	151	2	7	0	18		She has very low academic stress, with normal level of stress,moderate anxiety and normal level of depression. She has	Further assessment is required for proper Psychological profile. Recommendation: «Cognitive restructuring is required »Practice: Yoga and Meditation -Deep breathing exercises should be practiced »Maintain a healthy diet Future Implications: Professional help required
33	Male	Antar Dey	18	BSc Zoology (H)	1 st Sem	2023-24	80%	0	22	17	17	27	30	19	110	13	3	8	18	Lack of confidence and tension about future	He has above average academic stress, with moderate stress, mild anxiety and moderate depression. He has above average interpersonal competency and very low barriers in seeking	Further assessment is required for proper Psychological profile. Recommendation: -Solution Focused Brief Therapy is suggested -Behavioral Activation Worksheet should be practiced -Practice Raisin exercise -Waisic Therapy is suggested -Color Therapy can also be helpful -timerpersonal Therapy is required -Future Implications: -Professional help required
34	Female	Shreetikana Aich	21	BA (H)	6 th Sem	2022	60%	42	21	23	26	28	38	32	147	12	6	8	51		She has tendency of harming herself without suicidal intention and shehas successfully attempted for several times. She has above average academic stress, with moderate stress, antiety and depression. She has above average interpersonal competency and average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Individual Courseling is required -Cognitive Behavioural Therapy is suggested -Practice Mindful Islening exercise -tdeep breathing exercise should be practiced -Social skill training can be helpful -fingage yourself in enjoyable activities -Family counseling may be required -Future Implications: -Professional help required
35	Male	Avijit Shankhari	21+	HISA	6 th Sem	2024	55%	0	8	21	25	24	20	30	120	14	12	9	46		depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Solution Focused Brief Therapy is suggested Practice Jacobson's Progressive Muscle Relaxation Exercise Mindful listening will be helpful
36	Female	Urmi Das	20	BSc (G)	3 rd Sem	2024	67%	0	0	11	9	8	8	8	44	0	0	0	17	4	He has no academic stress, with normal level of stress, anxiety and depression. He has very low interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: Practice Yoga and Meditation Maintain a healthy diet
37	Male	Suraj Biswas	20	HISA	3 rd Sem	2021	60%	0	0	8	8	8	8	8	40	0	0	0	34	F	He has no academic stress, with normal level of stress, anxiety and depression. He has very low interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: -Practice: Yoga and Meditation -Maintain a healthy diet
38	Female	Moumita Jana	20	BSc Botany (H)	6 th Sem	2021-2024	80%	0	0	13	9	23	16	10	71	3	4	9	20	E	She has no academic stress, with normal level of stress, mild anxiety and moderate depression. She has below average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation:

39	Female	Piu Mondal	20	BA History (H)	6 th Sem	2021	75%	0	11	36	29	23	39	22	149	2	0	0	57	E	She has near average academic stress, although she has reported problems such as difficulty in concentration, forgets easily, worry about parents' expectations, headache, nervousness, less desire to eat, loss of sleep, first heart beats, helplessness and gets irritated with everyone. She has normal level of stress, anxiety and depression. She has above average interpersonal competency and above average barriers in seeking psychological help.	Practice Yoga and Meditation Practice sleep hygiene, such as avoiding using digital gadgets 1-2 hours before bed time Socratic questioning can be helpful
40	Male	Arkaprabha Mallik	19	BSc Microbiology (H)	1 st Sem	2023-24	NA	0	25	13	20	8	40	32	113	20	21	11	17		He has high academic stress, with extremely severe stress, anxiety and severe depression. He has above average interpersonal competency and very low buriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Admixidual Councilleg is required Cognitive Behavioral Therapy is suggested Practice Jacobson's Progressive Muscle Relaxation Exercise Practice Mindful eating Vivo Vitro techniques can be applied Hatterpersonal Therapy is required Social skill training may be required Professional help required
41	Male	Swagata Surya Mahapatra	21	BSc Zoology (H)	5 th Sem	2023-24	72.56%	0	2	19	16	22	32	28	117	4	3	0	19		He has very low academic stress, with normal level of stress, anxiety and depression. He has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: - Practice: Voga and Meditation - Maintain a healthy diet - Interpersonal Therapy is suggested
42	Female	Dona Mondal	20	BA (H)	6 th Sem	2021	60%	20	6	24	23	21	35	24	127	3	4	1	28		She has tendency of harming herself without suicidal intention. She has very low academic stress, yet, she has reported problems suchas day dreams a lot, difficulty in problem solving, besitate in asking, not feeling like tailing to like to stay alone and lack of interest, she has normal level of stress, mild anxiety and normal depressions. She has above alove average interpersonal competency and low barriers in seeking psychological help.	Existential Therapy is suggested Practice relaxation techniques such as Meditation, Yoga Practice deep breathing exercise
43	Female	Rishika Halder	20	BSc Zoology (H)	5 th Sem	2024	80.05%	0	12	26	35	39	32	32	164	16	6	8	31		She has below average academic stress, with severe stress, moderate anxiety and depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Individual Counseling is required -Cognitive Behavioural Therapy is suggested -Practice deep breathing exercise -Practice physical activities regularly -Minfald listening is suggested -Family counseling may be required -Future Implications: -Professional help required
44	Female	Anumita Das	21	BSc Zoology (H)	6 th Sem	2021-2024	8.2	0	23	14	12	8	39	33	106	14	8	18	91		She has above average academic stress, with severe stress, anxiety and extremely severe depression. She has above average interpersonal competency and high barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: - Individual Counseling is required - Cognitive Behavioural Therapy is suggested - Interpenoual Therapy is suggested - Practice Jacobson's Progressive Muscle Relaxation Exercise - Practice Mindful listering exercise - Maintain journaling - Guided Imagery techniques may be helpful - Physical exercises regularly - Future Implications: - Professional help required
45	Female	Supriti Halder	20+	BA History (H)	6 th Sem	2021-2024	80.38%	0	17	9	10	8	26	30	83	12	15	8	53	E	She has above average academic stress, with moderate stress, extremely severe anxiety and moderate depression. She has low average interpersonal competency and above average barriers in seeking psychological help.	Practice deep breathing exercise
46	Male	Mritunjoy Bagchi	20	BSc Microbiology (H)	3 rd Sem	2022-23	7.9	0	5	29	23	22	32	24	130	9	9	5	22	E	He has very low academic stress, with mild stress, severe anxiety and mild depression. He has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: - Individual commendation: - Cognitive restructuring is required - Practice deep breating exercise - Practice Lacobson's Progressive Muscle Relaxation Exercise - Colour Therapy is suggested Future Implications: - Professional help required

47	Male	Ankur Das	21	BSc Zoology (H)	6 th Sem	2021-24	72%	0	7	29	23	22	32	24	130	7	7	3	40	E	He has low academic stress, although she has reported problems such as difficulty in concentration, hestiation in asking, feeling under pressure, worry about parents' expectations, feeling sad, likes to stay alone and he	Further assessment is required for proper Psychological profile. Recommendation: Cognitive Behavioral Therapy is suggested Practice 5 senses relaxation exercise Ordided imagery techniques may be helpful Practice yoga and meditation Social skill training may be required Future Implications: Professional help required
48	Female	Moumita Karmokar	20	BA English (H)	4 th Sem	2024	65%	0	3	24	13	38	38	35	148	3	0	4	36		She has very low academic stress, with normal level of stress, anxiety and depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: Practice deep breathing exercises Maintain a healthy diet
49	Male	Akash Das Gupta	20+	BSc Zoology (H)	6 th Sem	2021-24	6	0	0	22	24	22	35	30	133	4	1	1	17		He has no academic stress, with normal level of stress, anxiety and depression. He has above average interpersonal competency and very low barriers in seeking psychological help.	
50	Female	Sumaiya Gazi	20	BA History (H)	3 rd Sem	2022-23	68%	0	16	11	17	12	28	14	82	11	5	10	57		She has below average academic stress, with moderate stress, anxiety and depression. She has below average interpersonal competency and above average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: - Cognitive Behavioral Therapy is suggested - IT is required - Practice deep breathing exercise - Mindful listening will be helpful - Group Therapy may be required - Future Implications: - Professional help required
51	Female	Dona Mandal	20	BSc Zoology (H)	6 th Sem	2024	73.88%	0	9	20	16	26	26	22	110	7	1	1	40	Severe confusion about career choice and planning 2)She liked one person very much who is now married, she cam't get out of it and also cann't share with her parents	She has low average academic stress, yet, she has reported problems like difficulty to concentrate, day dreams a lot, feels under pressure, worny about parents' expectations, feels sad, gets headache, gets nervou, helplessness and likes to stay alone. She has normal stress, anxiety and depression. She has above average interpersonal competency and below average barriers in seeking psychological help.	Practice deep breathing Practice physical exercise regularly
52	Male	Avinava Halder	20	BA History (H)	6 th Sem	2023-24	63%	0	3	30	29	35	26	24	144	0	0	0	17		He has very low academic stress, with normal level of stress, anxiety and depression. He has above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: Plantice yoga and meditation Maintain a healthy diet
53	Female	Archita Ghosh	19+	BA History (H)	4 th Sem	2022-23	60%	0	28	12	10	10	36	33	101	4	10	16	45		She has high academic stress, with normal stress, extremely severe anxiety and depression. She has average interpersonal competency and below average buriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: **Idm/vidual Counseling is required **Cognitive Behavioral Therapy is suggested **Behabiour modification can be applied **Phractice deep beating exercise **Music Therapy may be helpful **Practice Moder Bill Islening exercise **Idmorphoroal Therapy is required **Social skill training can be applied **Future Implications:* Professional help required
54	Female	Swastika Acharya	20	BSc Microbiology (H)	3 rd Sem	2023	8.1	60	24	17	14	27	24	22	104	16	17	18	43	She feels she need help because of her difficulties in interpersonal relationships and confusion whether she's anxious or depressed	She has tendency of harming herself without suicidal intention and she has lisce/se stutty attempted. She saveral film eaden is stross of the saveral strong	-Anger management daming required -Interpersonal Therapy required -Practice Mindful listening exercise
55	Female	Debolina Das	19+	BA History (H)	3 rd Sem	2022	75%	0	3	35	22	36	32	33	158	13	5	0	28	Very much tension about success and career	She has very low academic stress, with severe stress, moderate anxiety and normal level of depression. She has above average interpersonal competency and low average barriers in seeking psychological help.	*Practice Observer's meditation

56	Female	Antara Mondal	19	BSc	4 th Sem	2022-23	75%	39	20	22	20	17	24	28	111	10	12	7	31	Fear of examination	She has tendency of harming herself without suicidal intention and she has successfully attempted or several times. She has above average academic stress, with moderate stress, severe matiety and moderate depression. She has above average interpersonal competency and below average barriers in seeking psychological help.	-Systemate descrission is suggested -Reframing is required -Practice deep breathing exercise -Systemate relaxation techniques can be helpful
57	Male	Shovon Paul	21	BSc Zoology (H)	5 th Sem	2024	78.60%	0	3	13	12	18	24	25	92	0	0	0	65		He has very low academic stress, with normal level of stress, amxiety and depression. He has below average interpersonal competency and above average barriers in seeking psychologica help.	Further assessment can be done for proper Psychological profile. Recommendation: -Practice Y toga and Meditation -Maintain a healthy diet
58	Male	Souvik Saha	18	BSc Microbiology (H)	1 st Sem	2023-24	NA	0	5	34	29	34	26	30	153	10	4	V -	47		He has very low academic stress, with moderate stress, mild anxiety and normal level of depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Solution Focused Brief Therapy is suggested "Practice Raisin enting mindfulness exercise "Practice deep breathing Social skill training can be helpful "Music Therapy can be applied "Yog and meditation should be practiced Future Implications:- Professional help required
59	Female	Anwesha Majee	20	BSc Math (H)	4 th Sem	2022-25	6	30	17	12	18	28	36	21	115	3	1	1	20		She has tendency of harming herself without suicidal intention and she has also successfully attempted once. She has average academic stress, with normal level of stress, anticy and depression. She has above average interpersonal competency and low barriers in secking psychological help.	Practice body scanning Practice Jacobson's Progressive Muscle Relaxation Exercise
60	Female	Prity Biswas	21	HISA	6 th Sem	2021-2024	60%	0	0	8	8	8	8	8	40	0	0	0	34		She has no academic stress, with normal stress, anxiety and depression. She has very low interpersonal competency and below average barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: -IT is required -Practice yogs and meditation -Maintain a healthy diet -Pamily conseling may be required -Future Implications: -Professional help required
61	Male	Soham Brahmachary	23+	BA History (H)	6 th Sem	2023-24	65.78%	0	6	15	8	8	11	11	53	3	5	2	18		He has very low academic stress, although, she has reported some problems such as worry about parents' expectations, loss o sleep, helplessess, lack of interest, and does most liketogo to college. He has normal level of stress, moderate amxiety and normal level of depression. He has low interpersonal competency and very low barriers in seeking psychological help.	Practice deep breathing exercise Engage yourself in physical activities regularly Practice sleep hygiene
62	Male	Akash Kumar Sah	21	BSc Botany (H)	5th Sem	2021-2024	63%	64	6	38	28	21	28	25	140	4	5	1	25		He has tendency of harming himself without suicidal intention and he has successfully attempted once as a way to practice committing suicide. He has very low academic stress, with normal level of stress, moderate anxiety and normal depression. He has above average interpersonal competency and low barrier in seeking psychological help.	Social skill training is required Practice Body Scanning Mindful listening will be helpful
63	Female	Rupanjali Bhattacharjee	20	BSc Math (H)	3rd Sem	2024	60%	0	29	9	8	8	8	8	41	4	6	4	29	6	She has high academic stress, with normal stress, moderate anxiety and normal depression. She has very low interpersonal competency and below average barriers in seeking psychologica help.	Further assessment is required for proper Psychological profile. Recommendation: -Individual Counseling is required -Cognitive Behaviour Therapy is suggested -Make a proper time management plan -Set small achievable goals with positive reinforcement -Vivo, Vitro techniques may be required -Interpenoual Therapy is required -Social skill training is required -Practice deep breating exercise -Future Implications: -Professional help required

64	Female	Supama Mondal	20	BA English (H)	NA	2023-24	80%	0	0	13	11	14	31	12	81	6	1	1	35	E	She has no academic stress, with normal stress, anxiety and depression. She has below average interpersonal competency and below average barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: *Practice Mindful listening exercise* *Maintain a healthy diet *IT is required*
65	Male	Soumya Ghosal	20	Physics Major	1st Sem	2023-27	79%	49	19	16	10	34	22	35	117	13	2	8	48	E	He has tendency of harming himself without suicidal intention and he hassuccessfullyattempted for several times. He has above average academic stress, with severe level of stress, normal anxiety and moderate depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Dialectical Behavioral Therapy is suggested Practice yoga and meditation Solution Focused Brief Therapy may be required
66	Male	Saheb Mondal	18	Pol Sc. (H)	1st Sem	2023-24	NA	0	15	23	20	21	17	24	105	7	9	8	41	5	He has average academic stress, with normal stress, severe anxiety and moderate depression. He has above interpersonal competency and very low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Individual Counseling is required Hadrividual Counseling is required Helistiential Therapy is suggested Helistiential Therapy is suggested Helistiential Counseling in Helistiential Helistiential Helistiential Helistiential Helistiential Helistiential Helistiential Helistiential Helistiential Helistiential Helistientia
67	Female	Nafesha Mondal	19	Pol Sc. (H)	6th Sem	2024-25	7.34	0	12	25	19	16	16	33	109	14	3	5	69		She has near average academic stress, although she has reported problems such as, with severe stress, normal anxiety and mild depression. She has average interpronal competency and above average barriers in seeking psychological help.	•Music Therapy may be helpful
68	Female	Bristi Chakraborty	18+	Pol Sc. (H)	1st Sem	2024	60%	34	14	24	25	21	36	29	135	13	15	16	52	Overthinking , hopelessness, afraid o everything	She has tendency of harming herself without suicidal intention and she has successfully attempted once. She has average academic stress, with severe stress, anxiety and depression. She has above average interpersonal competency and above average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: Cognitive Behavioral Therapy is required 40 latestical Behavioral Therapy may be suggested also Practice you and meditation *Anger management training may be helpful *Practice Mindful lisening exercise *Practice Mindful lisening exercise *Practice Colorn Therapy may be helpful Future Implications: Professional help required
69	Female	Sncha Saha	18+	Pol Sc. (H)	1st Sem	2023-24	NA	45	19	15	19	20	22	21	97	11	8	11	57		She has tendency of harming herself without suicidal intention and she has successfully attempted for several times. She has above average academic stress, with moderate stress, severe anxiety and depression. She has below average interpersonal competency and above average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: - Individual Counseling is required - Cognitive Behavioral Therapy is suggested - Anger management training - Interceptoand Therapy is required - Practice Cobserver's meditation - Practice Cobserver's meditation - Practice Cobserver's meditation - Practice deep breathing exercise - Journaling will be helpful - Guided imagery may be helpful as well - Make proper study routine - Shapping and Chaining can be applied - Future Implications: - Professional help required
70	Male	Baibhab Roy	19	Pol Sc. (H)	NA	2023	NA NA	0	8	8	8	8	8	8	40	8	8	6	57		He has low academic stress, although, he has reported problems such as fast heart beats, helplessness, not feels like talking to, likes to stray alone, lack of interest anddess not like to come in college. He has mild stress, severe anxiety and mild depression. He has very low interpersonal competency and above average barriers in seeking psychological help.	Practice Jacobson's Progressive Muscle Relaxation Exercise Practice Body Scanning Mindful listening may be helpful

71	Male	Supratim Murmu	19	Pol Sc. (H	1st Sem	2023-24	NA	0	24	17	24	22	27	29	119	12	10	16	55	Confusion about he mightbe trans	He has high academic stress, with moderate stress, extremely severe anxiety and extremely severe depression. He has above average interpersonal competency and above average barriers in seeking psychological help.	
72	Female	Tithi Mondal	21	GISA	6th Sem	2021	60%	0	0	16	16	16	16	16	80	0	0	0	37	-	She has no academic stress, with normal stress, anxiety and depression. She has below average interpersonal competency an below average barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: Practice yoga and meditation Maintain a healthy diet
73	Male	Bipin Mondal	21	Pol Sc	6th Sem	2021	65%	0	7	26	19	19	20	20	104	0	0	4	52	E	He has very low academic stress, with normal stress, anxiety and depression. He has average interpersonal competency and average barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: -Practice yog and meditation -Maintain a healthy diet
74	Female	Jayashree Routh	22	BA Bengali (H)	5th Sem	2021-22	30%	0	0	40	40	40	40	40	200	0	0	0	17	K	She has no academic stress, with normal stress, anxiety and depression. She has very high interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: *Practice yoga and meditation *Maintain a healthy diet
75	Male	Avi Sardar	22+	BA Bengali (H)	6th Sem	2020-21	45%	52	18	18	29	33	37	34	151	10	13	14	58		He has tendency of harming himself and he has made a successful attempt as a way to practice suicide. He has above average academic stress, with moderate level of stress, extremely severe articity and depression. He has above average interpersonal competency and above average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Individual Counseling required -Exposure Therapy is suggested -Exposure Therapy is suggested -Dialectical Behaviour Therapy may be helpful y-Practice deep breathing exercise -Practice Jacobon's Progressive Muscle Relaxation Exercise -Make a proper time management plan -Interpersonal Therapy is suggested -Future Implications: -Professional help required
76	Male	Sourav Naskar	21	BA (H)	4th Sem	2022	66%	0	3	21	17	8	36	16	98	0	0	0	17		He has very low academic stress, with normal stress, anxiety and depression. He has below average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: Practice yogs and meditation Maintain a healthy diet
77	Male	Saheb Mondal	18	Pol Sc (H)	1st Sem	2023-24	NA	40	14	24	24	24	24	23	119	7	7	7	44		He has tendency of harming himself without suicidal intention. He has average academic stress, with normal level of stress, moderate anxiety and depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Individual Counseling required -Dialectical Behaviour Therapy is suggested -Anger management training can be applied -Practice yoga and meditation -Colour Therapy may be helpful Future Implications: -Professional help required
78	Female	Priyanka Mondal	21+	BA Bengali (H)	4th Sem	2022	58%	0	0	32	32	32	32	32	160	0	0	0	17		She has no academic stress, with normal stress, anxiety and depression. She has above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: "Puractice yog and meditation "Maintain a healthy diet
79	Male	Supratik Maji	18	Pol Sc	1st Sem	2023	NA	0	2	12	12	25	36	20	105	0	0	4	23		He has very low academic stress, with normal stress, anxiety an depression. He has average interpersonal competency and very low barriers in seeking psychological help.	
80	Female	Paromita Purkait	21	BA	6th Sem	2021-24	60%	0	5	31	21	31	32	26	141	10	3	0	24		She has very low academic stress although, she has reported problems such as does not answer, lack of interest, doesn't like to come in college and worny about parents' expectations. She has moderate stress, promoting a more proposition of the average interpersonal competency and very low barriers in seeking psychological help.	-Practice deep oreaning exercise
81	Male	Arghya Saha	21	Pol Sc (H)	6th Sem	2021	65%	0	1	23	19	19	48	25	134	0	2	2	38	į.	He has very low academic stress, with normal stress, anxiety and depression. He has average interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: - Practice yog and meditation - Maintain a healthy diet

82	Female	Athena Nath	20+	Pol Sc (H)	6th Sem	2021	72%	0	4	34	30	36	37	30	167	3	0	3	20		She has very low academic stress, with normal stress, anxiety and depression. She has above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for proper Psychological profile. Recommendation: -Practice yog and meditation -Maintain a healthy diet
83	Female	Riya Dutta	18	BA Bengali (H)	1st Sem	2023-24	NA	0	18	18	16	21	30	22	107	15	9	9	28	E	She has above average academic stress, with severe stress, anxiety and moderate depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: *Cognitive Behaviour Therapy is suggested *Guided Imagery techniques are suggested *Slame attacking may be helpful *Practice deep breathing exercise *5 senses relaxation techniques should be practiced *Make a proper time management plan *Encourage to involve in a positive support group *Behavioural Activation Worksheet can be used Future Implications: Professional help required
84	Female	Snehasree Chakraborty	19+	BA Bengali (H)	1st Sem	2023-24	70%	0	0	40	40	40	40	40	200	0	0	0	17	F	She has no academic stress, with normal stress, anxiety and depression. She has very high interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation: -Practice Yoga and Meditation -Maintain health diet
85	Female	Pallabi Sardar	21	Pol Sc (H)	6th Sem	2021	65%	0	22	8	10	9	25	23	75	11	4	11	36	E	She has high academic stress, with moderate stress, mild anxiety and severe depression. She has below average interpersonal competency and below average barriers in seeking psychological help.	•Interpersonal Therapy is suggested
86	Female	Pragya Biswas	22	BSc Bio (G)	3rd Year	2023	65.70%	0	12	31	15	26	33	22	127	15	0	12	38		She has below average academic stress, with severe stress, normal anxiety and severe depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: - - - - - - - - - - - - -
87	Male	Bapan Sardar	21	BSc (G)	5th Sem	2021-24	75%	0	0	13	12	14	16	16	71	4	3	7	24		He has no academic stress, with normal stress, anxiety and moderate depression. He has below average interpersonal competency and very low barriers in seeking psychological help	Further assessment is required for proper Psychological profile. Recommendation: -dindividual Counseling is required -fingage yourself in enjoyable activities -fination of the proper state of the proper
88	Male	Krishnendu Neogi	19	BSc Bio (G)	3rd Sem	2023-24	60%	0	0	32	32	32	32	32	160	0	0	0	17		He has no academic stress, with normal stress, anxiety and depression. He has above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation: -Practice Yoga and Meditation -Maintain health diet
89	Female	Anuswa Mukherjee	18	BSc Bio (G)	1st Sem	2023-24	NA	0	1	20	24	25	24	24	117	10	12	8	47		She has very low academic stress, with moderate stress, extremely severe arxiety and moderate depression. She has above average interpersonal competency and below average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: (Cognitive Behaviour Therapy is suggested Éxposure Therapy can be applied Journaling can be practiced Vivo and Vitro techniques are suggested Practice deep breating exercise \$ senses relaxation exercise can be applied Future Implications: Future Implications:
90	Female	Sneha Halder	19+	BSc Bio (G)	1st Sem	2023-24	69%	50	26	24	16	9	21	29	99	16	19	12	42		She has tendency of harming herself without suicidal intention andshe has madea successful attempt. She has high academic stress, with severe stress, cutranely severe anxiety and severe depression. She has below average interpersonal competency and below average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -individual Counseling required -blatectical Behaviour Therapy is suggested -practice Jacobon's Progressive Muscle Relaxation Exercise -dusic Therapy may be helpful -flower consequence on the applied

91	Female	Arpita Kabishekhar	21	Botany(H)	5th Sem	2024	75.80%	0	1	21	19	27	25	25	117	2	6	1	20		She has very low academic stress, with normal stress, moderate anxiety and normal depression. She has above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Practice Yoga and Meditation -Processive States Mindfilness excretice can be practiced -Cognitive Restructuring may be suggested -Practice sleep hygiene such as proper sleep routine -Maintain healthy diet -Future Implications: -Professional help required
92	Female	Jeenat Sardar	19	Botany (H)	1st Sem	2023-24	NA	0	18	10	19	30	38	25	122	5	2	12	38	Feelings of insecurities with her existence and lifeevents	She has above average academic stress, with normal stress, anxiety and severe depression. She has above average interpersonal competency all obo barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Individual Counseling required -Cognitive Behavioral Therapy is suggested -Particice Journal -Particice Jacobson's Progressive Muscle Relaxation Exercise -Particice Body-Scanning -Family Counseling may be required -Acceptance and Commitment Therapy can be applied -Future Implications: -Professional help required
93	Male	Shimul Nandi	21	Botany (H)	3rd Sem	2022-25	54%	0	17	21	26	38	32	32	149	6	7	9	27	E	She has above average academic stress, with normal stress, moderate anxiety and depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: - didividual Counseling required - solution Focused Brief Therapy is suggested - Make small achievable goals - Practice Yoga and meditation - Engage in physical activities regularly - Engage youned in enjoyable activities - Practice Mindful listening exercise Future Implications: - Professional help required
94	Female	Sharwari Natke	21	Sericulture	1st Sem	2023-24	NA	0	22	30	31	19	23	20	123	17	16	14	49	E	She has high academic stress, with extremely severe stress, anxiety and depression. She has above average interpersonal competency and below average barriers in seeking psychological help.	Observer's meditation should be practiced Family Therapy may be suggested Future Implications:-
95	Female	Koyel Mondal	18	Sericulture	1st Sem	2023	85%	0	-	23	16	13	15	12	79	6	9	2	23	E	She has very low academic stress, with normal stress, severe anxiety and normal depression. She has below average interpersonal competency and very low barriers in seeking psychological help.	Professional help required Further assessment is required for proper Psychological profile. Recommendation: Cognitive Behavioral Therapy is suggested *Interpersonal Therapy is suggested *Practice Voga and Meditation *Practice Journaling *Music Therapy can be helpful Future Implications: *Professional help required
96	Female	Poulami Nath	20	BSc Bio (G)	1st Sem	2023-24	60%	0	0	20	19	23	23	23	108	0	0	0	34		She has no academic stress, with normal stress, anxiety and depression. She has average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation:-
97	Female	Chandreyee Das	19	BSc Bio (G)	1st Sem	2023-24	60%	0	0	20	20	23	23	23	109	0	0	0	34		She has no academic stress, with normal stress, anxiety and depression. She has average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation- +Practice yoga and meditation +Make a proper diet plan
98	Male	Suman Naskar	20	BSc Bio (G)	5th Sem	2023	65%	0	0	24	24	24	24	24	120	0	0	0	17		She has no academic stress, with normal stress, anxiety and depression. She has average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation: Practice yoga and meditation Make a proper diet plan
99	Male	Agantuk Naskar	22	BSc Botany (H)	6th Sem	2021-24	60%	0	25	8	12	12	8	8	48	0	0	0	21		She has high academic stress, with normal stress, anxiety and depression. She has very low interpersonal competency and very low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation:
100	Male	Ranik Malick	17	BSc Bio (G)	1st Sem	2023-24	NA	0	0	29	26	17	32	29	133	3	0	0	34		She has no academic stress, with normal stress, anxiety and depression. She has above average interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation: Practice yoga and meditation Make a proper diet plan

101	Female	Ankita Das	19	BSc Botany (H)	3rd Sem	2022-25	6.116	23	21	14	20	11	35	30	110	7	7	12	47		She has tendency of harming berself without suicidal intention and she has made successful attempt once. She has high academic stress, with normal level of stress, moderate anxiety and severe depression. She has above average interpersonal competency and below average barriers in seeking psychological help.	Make Small achievable goals
102	Female	Sneha Hajari Barman	20	Sericulture	3rd Sem	2022	75%	48	21	32	24	11	34	30	131	3	17	3	52		She has tendency of harming herself without suicidal intention and she has made successful attempt for several times. She has high academic stress, with normal level of stress, extremely severe anxiety and normal depression. She has above average interpersonal competency and average barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Individual Counseling is required -Dialectical Behaviour Therapy is suggested
103	Female	Salma Khatun	20	BSc Botany (H)	5th Sem	2021-24	50%	21	6	12	16	14	18	22	82	3	1	1	72	4	She has tendency of harming berself without suicidal intention and she has made successful attempt for several times. She has very low academic stress, with normal level of stress, anxiety and depression. She has below average interpersonal competency and above average burriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: «Individual Counseling is required «Interpersonal Therapy is required «Make a proper sleep routine «Avoide direital cadects before 1-2 hours of bed time
104	Male	Subhasis Das	19	BSc Bio (G)	6th Sem	2023-24	80%	25	0	18	23	24	24	24	113	17	3	0	20	merel	She has tendency of harming berself without suicidal intention and she has made successful attempt for several times. She has no academic stress, with extremely severe stress, normal anxiety and depression. She has above average interpressonal competency and very low barriers in seeking psychological help.	Anger management training can be helpful
105	Female	Mitra Satpati	20	BSc Bio (G)	5th Sem	2021	76%	0	3	13	11	9	15	15	63	7	1	3	25	1 5	She has very low academic stress, with normal stress, anxiety and depression. She has low interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation- *Practice yoga and meditation *Make a proper diet plan
106	Male	Neelanjan Chakraborty	20	BSc Botany (H)	3rd Sem	2023	55%	0	6	36	28	24	40	35	163	3	0	5	37	E	He has very low academic stress, with normal stress, anxiety and mild depression. He has above average interpersonal competency and very low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation: *Practice Voga and Meditation *Maintain a healthy lifestyle
107	Male	Sayan Ghosh	21	BSc Botany (H)	6th Sem	2024	60%	0	6	35	34	24	25	26	144	10	7	3	60		He has very low academic stress, with moderate stress, anxiety and normal depression. He has above average interpersonal competency and above average buriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: - «Exposure Therapy is suggested - Practice deep breathing exercise - Practice Physical exercise regularly - Cognitive Reversal is suggested - Future Implications: - Professional help required
108	Male	Anurag Chattopadhyay	20	BSc Botany (H)	6th Sem	2021-24	60%	35	5	9	24	21	40	40	134	5	1	0	29		He has tendency of harming himself without suicidal intention and has made successful attempt for several times. He has very low academic stress, with normal level of stress, axiety and depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Encourage to involve in a positive support group
109	Female	Tania Banik	19	BSc Botany (H)	3rd Sem	2022	60%	0	1	24	22	24	32	27	129	1	0	0	30		She has very low academic stress, with normal stress, anxiety and depression. She has low interpersonal competency and low barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation: -Practice Voga and Meditation -Maintain a healthy lifestyle

110	Male	Anuj Baidya	19	BSc Bio Minor	1st Sem	2023	70%	0	12	27	27	31	33	25	143	12	2	1	43		He has near average academic stress,although he has reported problems such as,difficult to concentrate, forgets easily, difficult in problem solving,does not answer, feels under pressure,feels and nervous, fash hear heats, helplessenses, difficult to complete lessons, and feels sleepy. Therefore, further assessment can be done for a proper psychological profile. She has moderate stress, anxiety and mild depression. She has above average interpersona competency and below average barriers in seeking psychological help.	Break down your syllabus into small achievable goals Practice Mindful listening exercise Practice Mindful listening exercise Practice posta activities regularly Practice deep breathing exercise
111	Male	Yash Mandal	21	BSc Bio(G)	3rd Sem	2023	B+	55	23	16	16	13	24	20	89	16	17	14	66		He has tendency of harming himself without suicidal intentionle and has made successful attempt for several times. He has high academic stress, with severe stress, extremely severe anxiety and depression. He has below average interpersonal competency and above average barriers in seeking psychological help.	Practice Jacobson's Progressive Muscle Relaxation Exercise
112	Male	Sourav Middya	19	BSc Botany (H)	3rd Sem	2022-23	55%	0	2	24	14	12	30	27	107	3	2	0	34		He has very low academic stress, with normal stress, anxiety and depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation-
113	Male	Utsab Naskar	22	BSc Botany (H)	6th Sem	2024	NA	0	14	12	17	22	30	27	108	2	3	3	45	E	He has average academic stress, although he has reported problems such as, difficult to concentrate, forgets easily, difficulty in problem solving, doubts his ability, hesitates in asking, feels under pressure, feels faiture, lack of confidence, worny with normal stress, anxiety and depression, feels sad, headache, less desire to cal, likes to slay alone and feels to discontinue. Therefore, further assessment can be done for a proper psychological profile. He has above average interpersonal competency and below average buriers in seeking psychological help.	Principe Raisin exercise in ratingly as suggested. Exposure Therapy can be applied et small entirely and payled Shame attacking can be applied Practice year and meditation
114	Female	Anwesha Bera	20	BSc Botany (H)	3rd Sem	2022-25	71.50%	0	7	25	22	23	31	23	124	2	4	0	32	E	She has below average academic stress, with normal stress, anxiety and depression. She has above average interpersonal competency and below average barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation- Practice Yoga and Meditation *Maintain a healthy lifestyle
115	Male	Bikramjit Sardar	20	BSc Botany (H)	3rd Sem	2023-24	5.6	0	4	34	18	36	36	34	158	6	3	2	32	E	He has very low academic stress, with normal stress, anxiety and depression. He has above average interpersonal competency and below average barriers in seeking psychological help.	Further assessment can be done for Psychological profile. Recommendation- Practice Yoga and Meditation *Maintain a healthy lifestyle
116	Male	Shombit Bhattacharya	20	BSc Bio (G)	3rd Sem	2024	52%	44	21	п	= 189	12	14	17	65	12	13	15	53	Depression and mental pressure from failure in examination, anxiety and confusion about whether he'll pass the examination.	He has tendency of harming himself without suicidal intention and the has made successful attempt for srever, attemety. He was high acades successful attempt for srever, attemety, He was arrived and depression. He has below average interpersonal competency and above average barriers in seeking psychological help.	Yoga and Meditation should be practiced Group Therapy may be helpful to build their confidence Behaviour Activation Worksheet can be used
117	Female	Bipasa Roy	18	BSc Bio (G)	1st Sem	2023-24	50%	0	5	26	35	13	9	12	95	11	13	8	30		She has very low academic stress, with moderate stress, extremely severe anxiety and moderate depression. She has below average interpersonal competency and low barriers in seeking psychological help.	Further assessment is required for proper Psychological profile. Recommendation: -Cognitive Restructuring is suggested -Vacceptance and Commitment Therapy can be applied -Practice Jacobson's Progressive Musicle Relaxation Exercise -Interpersonal Therapy can be applied -Music Therapy can be applied -Five senses relaxation exercise can be practiced -Future Implications: -Professional help required

118	Female	Shreya Sardar	20	BSc Botany (H)	3rd Sem	2023-25	58%	0	13	11	14	28	30	25	108	6	11	2	59		Cognitive Behavioral Therapy can be applied - Journaling can be practiced Group Therapy can be applied - Mindful listening can be practiced - Practice sleep hygiene
119	Female	Rima Das	21	BSc Bio (G)	6th Sem	2021	75%	0	12	16	19	19	24	20	98	7	4	2	36	She has near average academic stress, although she has reported problems such as, forgets easily, difficulty in problem solving, besintes in asking, lack of confidence, worry about parents' expectation, feels sad, gets headache, gets nervous, less desire to eat, loss of sleep, helplessness and difficulty to complete lessons, she has normal stress, mild anxiety and normal depression. Therefore, further assessment can be done for a proper psychological profile. She has below average interpersonal competency and below average barriers in seeking psychological help.	**Existential Therapy is suggested **Socialis All Therapy can be applied **Social skill training can be given **Jacobson's Massle Relaxation Exercise can be practiced **Engage yourself in regular physical activities **Practice sleep hygiene **Deep breathing exercise can be practiced
120	Male	Soumyadip Mondal	20+	BSc Botany (H)	3rd Sem	2022-23	50%	0	13	21	23	24	24	24	116	0	0	0	27	problems such as hesitates in asking, lack of confidence, feel failure, worry about parents' expectations, feels sad gets nervous, heart beats fast, likes to stay alone, not feeling like talking to, lack of interest, gets bored easily and feels to discontinue, he has	Cognitive Behavioral Therapy is suggested Break your tasks into achievable goals

INDEX

ITEMS	DESCRIPTION
NSSI	Non-Suicidal Self Injury
AS	Academic Stress
IC	Interpersonal Competency
D	Depression
A	Anxiety
S	Stress
BSPH	Barriers in Seeking Psychological Help
	NSSI
	Non-NSSI





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Zero Discrimination Day Awareness Programme



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Date

Event: Students' Seminar on Zero Discrimination Day Awareness

Programme

Venue: College classroom

Dates: 18.04.2023

Speaker: Dr. Joy Sarkar Associate professor, Department of botany

Prof. Srabani Mitra, SACT, Department of Geography

Objective: The Zero Discrimination Day is an opportunity to bring attention to the disparities that restrict individuals from leading full and productive lives and call on governments to fulfil their pledges and duties to eradicate all kinds of discrimination.

Outcome: Zero Discrimination Day highlights how people can become informed about and promote inclusion, compassion, peace and, above all, a movement for change. Zero Discrimination Day is helping to create a global movement of solidarity to end all forms of discrimination.



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Ref. No	Date

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA

DATE: 18.04.2023. VENUE: College Class Doom. TIME: 12.00 P.M.
STUDENTS ATTENDANCE SHEET

SL NO.	NAME/ SIGNATURE OF THE STUDENTS	SL NO.	NAME/ SIGNATURE OF THE STUDENTS
	Weelsoman charrabay		Sudip Naskara
	Uttam Singh		piyari Saha
_	Sayani Jana		Solingradi P - Mondal
	Tania Banik		Rapita Dey
_	apsita saha		utpal Bhomsac
	UTPal Bhanja		Smoon Das
	Anwosha Bora		Koushik Das
	Abir Sandara		Abir Sanday
	Sayari Jana		Kousik Das
	Adopa chamaborly		Subh Barryok Sack
	Shreya ahosh		Shoura Whosh
	Tania Banik		Suman Naskan
	Shimul Wandi		Simran pas
	Syman Naskara		Asya Saukaon
	Abir - Bardar.		Madhubanti Chababooty



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Ref. No	Date

Anti Ragging Classes



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Ref. No	Date

EVENT REPORT

Event: Anti Ragging Classes

Venue: College campus

Dates: 23.08.2022

Objective: To educate and sensitize students, particularly freshmen, about the harmful effects of ragging, promoting a culture of respect, empathy, and inclusivity and ensuring a safe and welcoming environment for all.

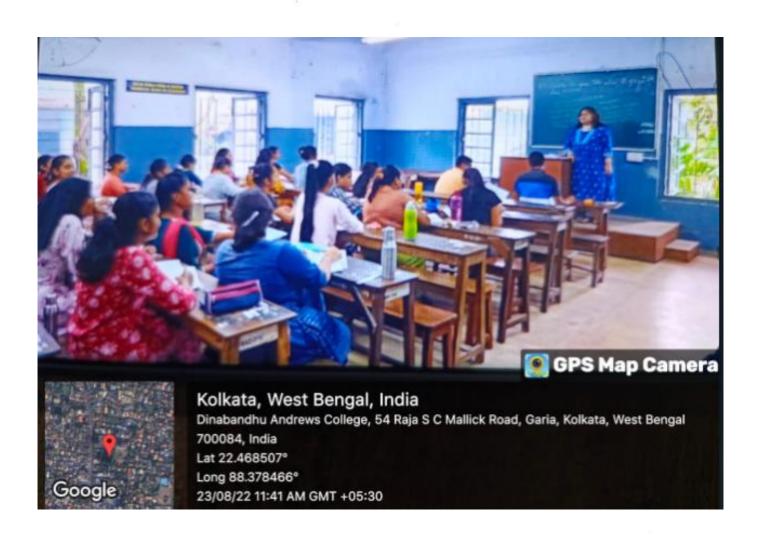
Outcome: The anti-ragging classes aimed to empower students to recognize and resist ragging, fostering a sense of responsibility & accountability and encouraging them to become active bystanders, thereby creating a ragging-free campus where students can learn, grow, and thrive without fear of harassment or intimidation.



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Ref. No	Date

DINABANDHU ANDREWS COLLEGE GARIA, KOLKATA

Attendance List for Anti-Ragging Class

Venue: Room No. 315

Date: 23.08.2022

SI No.	Name of the Student	Signature of the Student
1.	soumatio Manday	Soumodip Mondal
2.	Romit Routh	Routh
3	Sourry drowdhury	Soumyon chauchung
4)	Sayani Dey	Sayani Dey
5	Irenat Sardar	Jeenst Sordan
6.	Sumita Barua	Sumita Barua
7,		
8.	Propt Pol Shweta Singh.	Shweta Singh.
	Sumana Mondel.	Sumana Mondal.
10	. Disha Naskon	Disha Nanley
n-	Talina Siddika	Tahisa Siddika.
12)	Tannoy Halden	humay Halden
-	Oipa Patroa	Dipa Bloa
	Gourdipta Dey	Gourdipita Dey



(Government Sponsored) Estd. 1956

Ref. No	Date

DINABANDHU ANDREWS COLLEGE GARIA, KOLKATA

Attendance List for Anti-Ragging Class

Venue: Room No. 315 Date: 23.08.2022

SI No.	Name of the Student	Signature of the Student
15.	Shwrasiel Mighra	Shannanil Mishna
16.	Samuildha Nath	Samonilatha Wath
17.	Anfar Deg.	Antan Dey.
16-	Sagn Row	Sagn Roy.
19.	Junzakanta Bena	Atian Berg.
20.	Soumyadeep Jarodar	Sourmyaddep Sardan
21.	Arnob Nowher	Annob Norkan
,22.	sayon Ghosh	Sayan Ghosh
,23	Asindam Thakevia	Anindam Thakere
24	AMark Mandal	Arach mondal.
25.	Sanket Jana	Sanket Janon
26-	120	
27.	Roham Bhaltachosia	Rohan Bhattachons
28.		Mursad Sordar



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Ref. No	Date
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GARIA, KOLKATA

Attendance List for Anti-Ragging Class

Venue: Room No. 315

Date: 23.08.2022

SI No.	Name of the Student	Signature of the Student
31>	Gneha Haldon.	Gneha Halder
32>	Particular and Control of the Contro	Rima Saha.
337	Priiti & Munda	Proiti Munda
34)	Sabita biri	Sakita Givi
	Exeyorni ahosh	Boyani anon
36>	Ayushi Sardan.	Ayushi Sardan.
D	Ampita Day	Appita Das
38)	Surstika Halder	Swartika Halden
30)	Riya Haskan	Riya Nashan
40)	Ayushi Sardar.	Ayushi Sandar.
41)	Anushka Mogka	Anuslika Maye a
427	Sugatika Gazi	Swastilla Gini
13)	Shown Sulfates.	Shapen Sullana
44)	Taniva Ghosh	Tanixa Glosh



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Ref. No	Date

DINABANDHU ANDREWS COLLEGE GARIA, KOLKATA

Attendance List for Anti-Ragging Class

Venue: Room No. 315

Date: 23.08.2022

	Vender noom nor 515	Date: 25:00:1						
SI No.	Name of the Student	Signature of the Student						
	Reshove Mondal	Reshove Mondal						
34.	Mairak Mondal	Mairok Mondal						



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Annual Awareness Programme on Code of Conduct



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Ref. No	EVENT REPORT

Date					*			
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Event: Annual Awareness Programme on Code of Conduct

Venue: College campus

Dates: 03.05.2023

Time: 11:00 am

Objective: To educate and remind students, faculty, and staff about the college's Code of Conduct, emphasizing the importance of academic integrity, ethical behavior, and responsible actions, and promoting a culture of accountability and respect.

Outcome: The annual awareness programme aimed to reinforce the college's values and expectations, ensuring that all members of the college community understand their roles and responsibilities in upholding the Code of Conduct and fostering a positive and inclusive learning environment where everyone can succeed and grow with integrity.



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Ref. No	Date

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA

EVENT TITLE: Annual Awareness Programme on "Code of Confuct."

DATE: 03.05. 2023. VENUE: College Campus TIME: 11.00 A.M.

STUDENTS ATTENDANCE SHEET

SL NO.	NAME/ SIGNATURE OF THE STUDENTS	SL NO.	NAME/ SIGNATURE OF THE STUDENTS
	Saurasish Basu		Ragolip Das
	Anamitora Paul		Soumandu Chatteryel
	Anupam Naskag		S.7m Tanweer Aftab
	Sontana Santra		Ape Mandal
	Subhadeep Sixani		Jaman Dors
	Jaganath Mamna		Somozit Sardar
	Darodyur Ghosh		ayantika Kondal
	Debjan Purksuit		A CONTROL OF THE CONT
	Periya Agaerwal		Suchismita Bhuniya Suman Maity
	managuita Jana	1 8	Kazi Samim Aktar
	Rupkatha Maitr	/	Anaf Sardan
	Dwaipayan Dutto Mojerrako	100	Pritam Jana
	Aszijit Sahoo		Loony chatterie
	Aphiborata chakrotost		Aniviban Mondal
	Soham Boorman		Sowiar Berg



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Ref. No	Date

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA

EVENT TITLE: Annual Awareness Proframme on 'Code of Conduct'.

DATE: 03.05.2023, VENUE: College Campus TIME: 11.00 A.M.

STUDENTS ATTENDANCE SHEET

SL NO.	NAME/ SIGNATURE OF THE STUDENTS	SL NO.	NAME/ SIGNATURE OF THE STUDENTS
	Abhrania Baida		Assensha Majee
	An Sanjet Pal		Kankara Bag
	Anushka Naskor		programmal of
	Sandt Pal		Dona Paul
	Pipasa Mondal		Anwerna Maier
	Mournita ROJ		Anka ded
	Atomab mandal		bakhil may ba
	Soumbadip mondas		Debooni Phamanik
	Souvik dinda		amenda paul
	Bidisha Maskop		Sheita auna
	sanjet Chakoodowy		debashis vana
	Mayla Day		Anythka maskan
	Rooms Chatteries		Abnob Jaha
	Room Chatteries		Thirti naida
	Moumita moneu		Screnasish Pa



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Ref. No	Date

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA

EVENT TITLE: Alma of Awareness Programme on Code of Conduct.)
DATE: 03.05.2023. VENUE: College Cambus TIME: 11.00 A.M.
STUDENTS ATTENDANCE SHEET

SL NO.	NAME/ SIGNATURE OF THE STUDENTS	SL NO.	NAME/ SIGNATURE OF THE STUDENTS
	Sudipta Purkail-	20355	Sowar Bera
	Ananga Baur		Ochashish Jana
	Meghna Tihosh		Anya Sarkan
	Maghina Ghosh		Himadri Sekhar Daus
	Positam Possel		I I
	Aditi Mondal		Stayosee chabri Sudip Maity
	Tripti Naiya		Subhamila chamator
	ROUAR Mandal		Snigdha Bhartlachoogee
	Parna Panda		Muan rana Gangun
	poriyadarshinee Sahu		Milaniana Gangun Sheya Dutta
	Amobachil		Maritina Chakoabouty
	aparna paria		Modhurima Thakur
	Asurab Samonte		Debshakhi Chakrabood
	Rounak Mondal		Joyita Chowdhury
	Sudip Maity		I psita Chawaborty



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Ref. No	Date

DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA

EVENT TITLE: Almand Awareness Programme on Code of Conduct.,

DATE: 03.05.2023. VENUE: College Campus TIME: 11.00 A.M.

STUDENTS ATTENDANCE SHEET

SL NO.	NAME/ SIGNATURE OF THE STUDENTS ,	SL NO.	NAME/ SIGNATURE OF THE STUDENTS
			Sourily Pal
	Rahus Mondas Soham Datta		Subir Lakear
	Binay Das		Soham Dutta
	Jongdelp Dak		Tuhin Santrait
	Olnupam Samanta		Autrani onyumdes
	Upper reardors		rundini chakrabot
	Sutapa Qas		Kima Pahavi
	Margables Mandop		Sarboni Ghost
	Subtantil Montal		Moonika susadal
	Pritam Sandan		Titli Chandre
	Postta Sasattis Tlas Kon		Sonan Thweur
	Ayush Roy		Ananya Maru
	Deponghu Jackor		VHara Mondal
	Arnah Broke		Suprili Haldow
-	Snelasish Manyora	0.5	Molina Khatun





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Martina Chakraborty, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Sreyosee Chabri, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Arya Sarkar, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Dona Pal, a student of Dinabandhu Andrews College,

for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Moumita Roy, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Arnab Samanta, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Soham Dutta, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Sutapa Das, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Meghna Ghosh, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Sudip Maiti, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Keya Das, a student of Dinabandhu Andrews College,

for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Arka Dey, a student of Dinabandhu Andrews College,

for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Anupam Naskar, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Priya Agarwal, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Anuska Naskar, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Binay Das, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal







ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Rahul Mondal, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 - 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Manika Mondal, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Tuhin Sarkar, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal





ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT

This certificate is awarded to Supriti Halder, a student of Dinabandhu Andrews College, for participating in the ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT conducted by the Principal of the College.

The aforementioned AWARENESS PROGRAMME was conducted on 03.05.2023 during the Academic Year 2022 ~ 2023.

Date: 03.05.2023

Principal