



Supporting Documents

Criteria: 5.1.5

Reports of awareness programs on grievance redressal mechanism, anti-ragging policy and zero tolerance policy towards sexual harassment during 2015-16 to 2019-20

Narula Institute of Technology

81, Nilgunj Road, Agarpara,

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Report on awareness program of anti-ragging policy and measures-2019

This Institute has a strict anti-ragging policy and implements it as per protocols. The students when they join a new institute has a fear psychosis about the term Ragging.. To make them feel comfortable in the campus the Anti-Ragging Committee of this Institute conducted an Awareness seminar on 16th August, 2019. The seminar was addressed by the coordinator of the ARC and was followed by the address of the keynote speaker Prof. Santanu Sengupta, Associate professor, Sociology of Seth Anandram Jaipuria college. As per the ritual the senior students gave a presentation on the Ragging issues and the negativities caused from it. The seminar started with the welcome address of the convenor of Anti Ragging Committee. Tanisha khan, a third year student articulated about what is Ragging through a PowerPoint presentation. Then two third year students presented the provisions for prevention of Ragging in higher education through their slides. Then the final year student Sachin Singh described the main functions of the anti-Ragging Cell in the institution. The students from 3 different years lined up in a row and appeared on the dais and shared their experiences in the first few months of the college life.




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After attending this seminar the newcomers eased-up from their hesitation .The students of Literary Club presented a short skit titled: *Say NO to Ragging*.



Awareness programme conducted by grievance redressal committee on 16.8.2019



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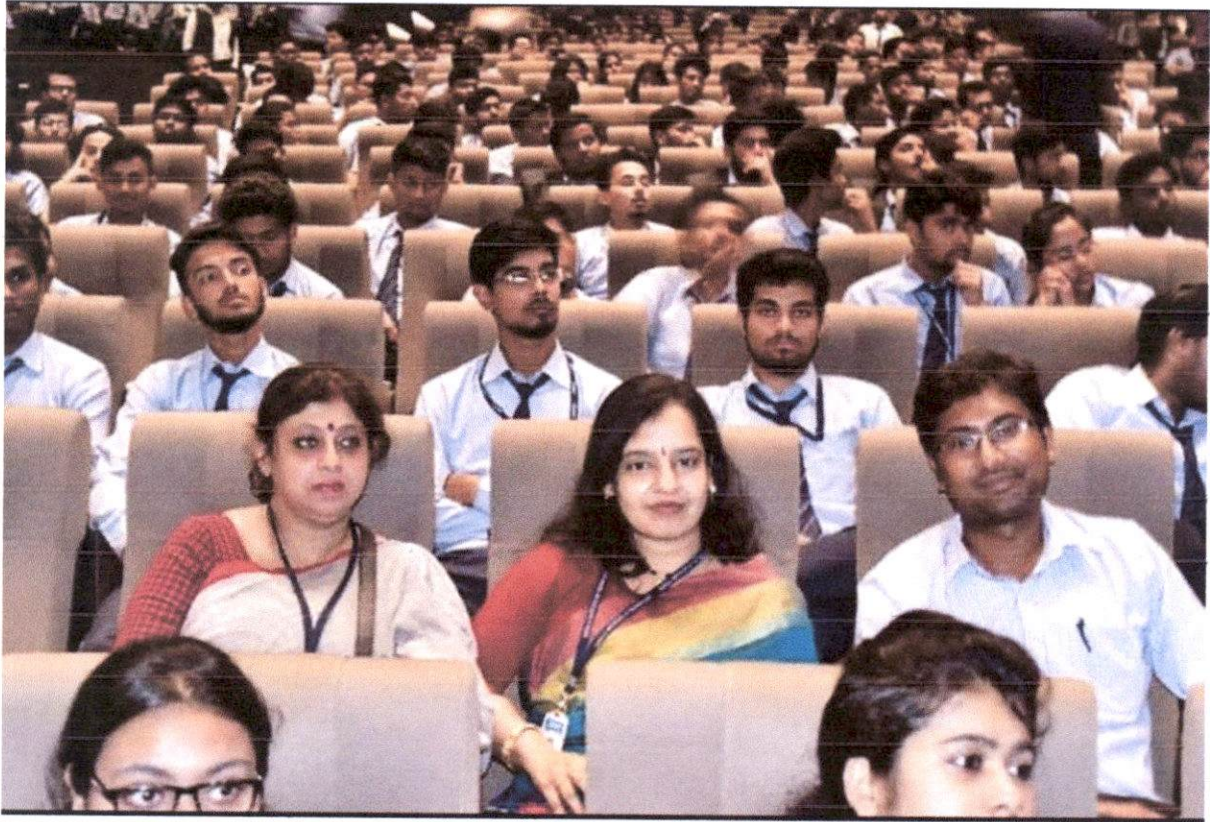
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Report on awareness program on the grievance redressal mechanism and policy-2019

The Grievance redressal committee (GRC) makes continuous efforts to resolve the grievance issues of the students and protect their rights. To notify about its objectives and mechanisms the GRC called for a meeting with the guardians of first year students on 17th august 2019. At first the coordinator heartily welcomed all the attendees and then highlighted the policies and regulations administered by this committee. Ms. Nidhi Singh, the honourable Registrar of this institution explained process of lodging a grievance issue as well as arriving at possible solutions. She further assured the attendees to register their complaints without any hesitation. The coordinator then requested the honourable guardians to share their views. A few guardians were curious to know about the negative consequences of complaining .Their queries were addressed with precision. The guardians thanked the efforts of the institution. The meeting ended with a vote of thanks.




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**Awareness program about grievance redressal policy and mechanism on
17.8.2019**



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Report on awareness program on zero tolerance policy towards sexual harassment-2019

The Internal complaint committee (ICC) and women cell of the institute has conducted an Awareness programme on the issues related to sexual harassment on 19th September 2019. The convener of the women cell, Dr. Sriparna Guha, briefed the gathering about the kinds of sexual harassment which might generally take place in the workplace/institutions through all stages of life. The audience was then introduced to the guest speaker of the session Ms Sarbari Bhattacharya, Head of the Women trafficking cell, Crime branch, West Bengal Police, who threw light on the different laws enforcing equality and justice in cases sexual harassment in the professional sphere. She also mentioned about the growing need for including self-defence as a mandatory subject in primary education that later shapes an individual and helps to protect oneself from sexual harassment. Later Dr. Rupa Bhattacharya, senior member of ICC, explained the process of judiciary regarding cases of harassment. Later, the session was opened for question from the attendees. A few students expressed their concern regarding the post complaint effect on them. The convener assured them that the entire procedure of addressing the complaints from the victim is



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handled with strictness and privacy. The student representative, Dishari Chakraborty, shared a presentation showing the rise in complaint in the past few years, which is a matter of concern, but also elucidated the growing bravery of women who voiced their opinion. Later the students of the Cultural committee presented a poem drama titled “Days of our lives” which was a very relevant piece of cultural display, narrating the everyday struggles to stay away from abuse of all forms. The vote of thanks at the end was proposed by Dr. Indrani Sarkar. A total of 215 students participated in the event. The participants, specially the first year students got a clear picture of the policies of the institute and felt contented to know that the institute has a zero tolerance against any kind of sexual harassment related issues.



Awareness programme on zero tolerance policy towards Anti sexual harassment on 19.9.2019



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Report on awareness program on the grievance redressal mechanism and policy-2018

The significant members of NiT family constitutes grievance redressal committee that makes determined efforts to resolve the grievance issues of the students and safeguards their rights. To notify about its objectives and mechanisms the members called for a meeting with the guardians of first year students on 16th august 2018. At first the coordinator welcomed all the attendees and then highlighted the policies and regulations administered by this committee. Ms. Nidhi Singh, the honourable Registrar of this institution explained process of lodging a grievance issue as well as arriving at possible solutions. She further assured the attendees to register their dissatisfaction without any hesitation. Next the coordinator urged guardians to express their opinion. Their queries were addressed. Some of them requested for similar sessions with the students as they might go through concerning issues. The coordinator then informed about the stream wise separate sessions organised by respective departmental heads in consultation with GRC. The guardians

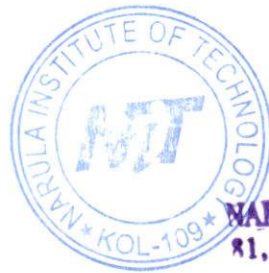



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appreciated the efforts of the committee. The meeting ended with a vote of thanks.



**Awareness program about grievance redressal policy and mechanism on
16.8.2018**



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Report on awareness program of anti-ragging policy and measures-2018

Narula Institute of Technology adopts a strict zero tolerance policy towards ragging and implement it through true spirit of actions. The newcomers are always apprehensive regarding Ragging after they join any Institute of higher education. To make them campus friendly the anti-Ragging Cell of this Institute conducted an Awareness seminar on 13th August, 2018. This Year the senior students gave a presentation on the Ragging issues and the negative vibes caused from it. The seminar started with the welcome address of the convenor of Anti Ragging Cell. Nilormee Sarkar, a 2nd year student articulated about what is Ragging through a pictorial presentation. Then two 3rd year students presented the provisions and common scenario of ragging and its prevention in higher education through their slides. Then Sayan Ghosh, a final year student, described the main functions of the anti-Ragging Committee in the institution. The students from 3 different years lined up in a row and appeared on the stage and shared their personal journey in the first few months of their college life.



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The convener of anti-ragging committee, Prof. B K Medya, then spoke about the disciplinary measures taken by the authority and the formation of anti-ragging squad to take preventive measures against this menace. After attending this seminar the first year students feel comfortable and interacted with the senior students. The seminar ended with a message -" Ragging is a Crime. STOP RAGGING"



Anti-ragging program conducted by anti-ragging committee 13.8.2018



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Report on awareness program on zero tolerance policy towards sexual harassment-2018

The internal complaint committee (ICC) and women cell of the institute have conducted an awareness programme on the issues of sexual harassment at workplace on 14th September, 2018. The convener of women cell Dr. Sriparna Guha first greeted the audience. Afterwards she talked about the definition of harassment and the brief history of ICC and different types of sexual harassment which might generally take place in the workplace/institutions. The audience was then introduced to the chief speaker of the session Dr. Debjani Chakraborti, from Gobardanga College who introduced the audience to the different laws prevailing in the Indian constitution regarding sexual harassment in the professional sphere. She also mentioned about the precautions on how to prevent and fight sexual harassment. Later Ms. Tamasree Biswas, member of women cell, guided the audience, mainly students through the process of lodging complaint against the accused. The session then ended, following up a quick question -answer round from the attendees. A few participants expressed



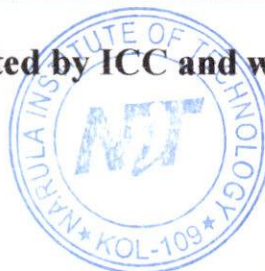
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their concern about the consequences of raising a complaint and the time frame needed for justice. The convener assured all that the entire procedure of handling the complaints from the victim is handled with utmost secrecy and safety. The student representative from the body shared a small presentation pertaining to the steps of redressal of the complaint. Later the students of the Drama Club presented a short play titled “World of abuse” which was a contrasting piece showing the world before and after the making of anti-sexual harassment rules. The vote of thanks at the end was proposed by Dr. Indrani Sarkar. The participants, specially the first year students got a better knowledge of the policies and programs of the institute and felt enthusiastic to know that their institute has no tolerance against any kind of sexual harassment related issues.



Awareness program conducted by ICC and women cell on 14.9.2018



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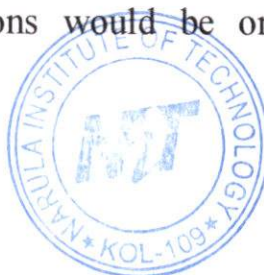
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Report on awareness program on the grievance redressal mechanism and policy-2017

Every year during the Induction session of the first year students, an awareness programme is conducted by The Grievance Redressal Committee of Narula Institute of Technology. On 11th August, 2017 one of such sessions took place. The members of the GRC and the Guardians of 1st year B. Tech. students assembled at the seminar hall of the institute. The session was commenced with coordinator's address to the gathering followed by an initial briefing on the objectives and mechanisms of grievance redressal. The Registrar of the institute, Ms. Nidhi Singh delineated various modes of launching an issue of grievance. She further assured the confidentiality of the process and encouraged the attendees to register any issue of dissatisfaction without any hesitation. Next the Guardians were invited to share their views and to put their queries forward. Few of them requested for a similar session with the students as they have to experience first-hand day to day issues at the campus. The coordinator informed that stream-wise separate sessions would be organized by the respective




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departmental Heads in consultation with the grievance redressal committee. This initiative was highly appreciated by the guardians and they thanked the concerned authority. The session was ended by the Vote Of Thanks proposed by the chairperson of the grievance redressal committee, Prof. Dr. Biman Mukherjee.



Grievance redressal awareness program conducted by grievance redressal committee on 11.8.2017



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Report on awareness program of anti-ragging policy and measures-2017

This Institute strongly adheres to anti-ragging policy and implements it through true spirit of actions. The newcomers in most cases are always in a state of tension regarding Ragging after they join any Institute of higher education. To make them campus friendly the Anti-Ragging Committee of this Institute conducted an Awareness seminar on 16th August, 2017. This Year the senior students gave a presentation on the Ragging issues and the negative vibes caused from it. The seminar started with the welcome address of the convener of Anti Ragging Committee. Rima Ghosh, a second year student articulated about what is Ragging through a pictorial presentation. Then two third year students presented the provisions for prevention of Ragging in higher education through their slides. Then the final year student Sanyam Shaw described the main functions of the anti-Ragging Cell in the institution. The students from 3 different years lined up in a row and appeared on the dais and shared their experiences in the first few months of the college life.

Prof. C. K. Sen Majumder, the convener of anti-ragging committee, then spoke about the disciplinary measures taken by the authority and the formation of anti-




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ragging squad to take preventive measures against this menace. After attending this seminar the newcomers eased-up from their hesitation and started interacting with each other as well as with the senior students.

The seminar ended with a message -" Ragging is a menace. STOP RAGGING"



Awareness program conducted by anti-ragging committee on 16.8.2017



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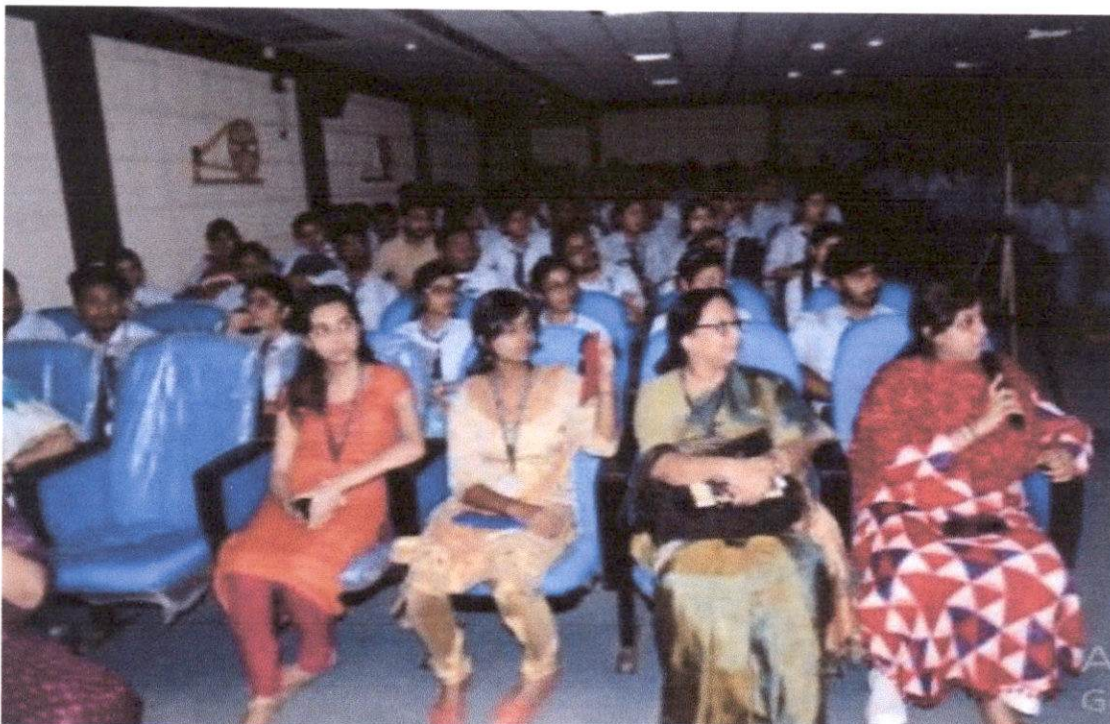
Report on awareness program on zero tolerance policy towards sexual harassment-2017

The Internal complaint committee (ICC) and Women cell of the institute has conducted a seminar on Sexual harassment and awareness on the issues pertaining to corporate and personal harassment on 10th October 2017. The convener of the cell Prof. Dr. Biman Mukherjee, introduced the audience to different types of sexual harassment which might generally take place in the workplace/institutions or in public as well. The crowd was then addressed by the guest speaker of the session Ms. Saswati Mukherjee, Assistant Professor of Jadavpur University, who threw light on case studies from survey of her thesis narrating various incidents from real life and how the victim fought for justice using the different laws made for combating sexual harassment in the professional sector. She also showed various caution measures to avoid such situations. Ms. Punita Gaba, member of the ICC, explained the updated procedures of lodging complaint against the accused through complete confidentiality. The speaker then entertained question from the attendees. A few

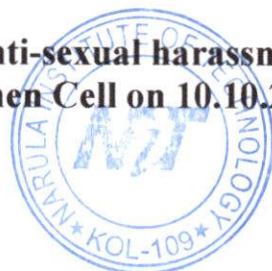


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students expressed their dilemma about the consequences of complaining against authority or superiors. Dr. Indrani Sarkar, convener of ICC, explained to all that the entire procedure of handling the complaints from the victim is handled with strictness and privacy. A final year student shared the steps pertaining to the redressal of the complaint. Later the students of the Cultural Club presented a short piece titled “Abuse and Justice” which was a very relevant piece of motivating display. The vote of thanks at the end was proposed by Dr. Indrani Sarkar. The number of participants in the event was 226. The participants, specially the first year students got a broader picture of the policies of the institute and felt safe to know that the institute does not entertain any kind of sexual harassment related issues.



Awareness program on anti-sexual harassment conducted by ICC & Women Cell on 10.10.2017



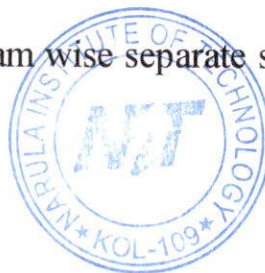
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Report on awareness program on the grievance redressal mechanism and policy -2016

The grievance redressal committee of Narula Institute of Technology addresses the grievances and complaints of both students and guardians and assures the fair implementation of its policies. Every year the committee conducts awareness programmes for the freshers and their guardians. The session of 2016 was arranged on 21st of August. The respected registrar, Ms. Nidhi Singh, and the other members of this committee were present at the seminar hall. The guardians of first year students were invited in this session. The coordinator welcomed the attendees and briefed the objectives and mechanisms of the committee. Then the registrar elucidated the procedure of recording grievance issues as well as figuring the plausible solutions out. The confidentiality of the entire process promised to remit the dissatisfaction (if any) of the students. Next the guardians were requested to share their points of view. Some of them raised queries which were later resolved by the members of the committee. Next the coordinator informed about the stream wise separate sessions on the same issue

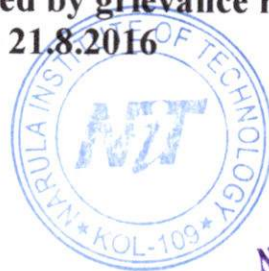



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to be organised by the respective departmental heads in consultation with GRC.
The guardians thanked the authority for this initiative and the meeting ended.



**Awareness program conducted by grievance redressal committee on
21.8.2016**



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Report on awareness program of Anti-ragging policy and measures-2016

The Anti-ragging committee (ARC) of the Institute conducted an awareness seminar on 1st September, 2016. It was organized primarily for the first year students. The newcomers are always in a state of tension regarding ragging after they join any institute of higher education. Just to make the students campus friendly this year the senior students gave a presentation on the ragging issues and the negativities circling it. The seminar started with the welcome address of the convener of anti-ragging committee, Prof. (Dr.) C. K. Sen Majumder. Ankita Das, a second year student articulated about what is ragging through a pictorial presentation. This was followed by two 3rd year students who showed why and how ragging is detrimental through their slides. Then the final year student Sourav Sengupta illustrated before the students about the functioning of Anti-ragging committee in the institution. The students from different years lined up in a row and appeared on the dais and shared their experiences in the first few months of the college life. The guest speaker of the session Prof.



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Sarbajaya Bannerjee (Hiralal Mazumder Memorial College for Women) then spoke about the different disciplinary measures which can be taken by against ragging related issues. Then the newcomers started interacting with each other as well as with the senior students. The seminar ended with a note to promote fraternity. The anti-ragging committee in this college ensure ragging free environment throughout the campus and create healthy atmosphere in the institution.



Awareness program conducted by anti-ragging committee on 1.9.2016



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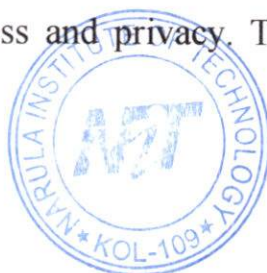
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Report on awareness program on zero tolerance policy towards sexual harassment-2016

The Internal complaint committee (ICC) of the institute in association with women Cell has conducted an awareness programme focusing on sexual harassment on 28th September, 2016. The convener of the cell, Dr. Indrani Sarkar, has talked about various modes of sexual harassment which might generally take place in the workplace/institutions. The audience was then introduced to the keynote speaker of the session Prof. Rumpa Saha, Assistant Professor of Aliah University, who talked about the different laws effective against sexual harassment in the professional sphere. She also gave a brief idea on how to prevent sexual harassment. Later Dr. Sriparna Guha, member of the ICC explained the process of lodging complaint against the accused. After that, the Q/A session opened for question from the attendees. A few students expressed their apprehension about the aftermath of raising a complaint. Dr. Guha assured all that the entire procedure of handling the complaints from the victim is handled with strictness and privacy. The student representative,



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Rajoshree Banerjee, illustrated the steps pertaining to the redressal of the complaint. Later the students of the Drama Club presented a short play titled “Abuse: a genderless Frankenstein” which was a very relevant piece of display considering the growing number of abuse in our everyday lives. The vote of thanks at the end was proposed by Dr. Indrani Sarkar. About 238 people participated in the programme. The participants, specially the first year students got a clear picture of the policies of the institute and felt assured to know that the institute has a zero tolerance against any kind of sexual harassment related issues.



Awareness program conducted by Internal complaint Committee and Women Cell on
28.9.2016



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Report on Awareness program on the Grievance redressal mechanism and policy-2015

Every year during the Induction session of the first year students, an awareness programme is conducted by The Grievance Redressal Committee(GRC) of Narula Institute of Technology. On 13th Aug, 2015 one of such sessions took place. The members of the GRC and the Guardians of 1st year B. Tech students assembled at the seminar hall of the institute. The session was commenced with coordinator's address to the gathering followed by an initial briefing on the objectives and mechanisms of GRC. The Registrar of the institute, Ms. Nidhi Singh delineated various modes of launching an issue of grievance. She further assured the confidentiality of the process and encouraged the attendees to register any issue of dissatisfaction without any hesitation. Next the Guardians were invited to share their views and to put their queries forward. Few of them requested for a similar session with the students as they have to experience first-hand day to day issues at the campus. The coordinator informed that stream-wise separate sessions will be organized by the respective departmental Heads in consultation with the GRC. This initiative was highly appreciated by the



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guardians and they thanked the concerned authority. The session was concluded by the vote of thanks given by the chairperson of the grievance redressal committee, Prof. (Dr.) Bidyut K. Medya.



Awareness programme conducted by grievance redressal committee on 13.8.2015



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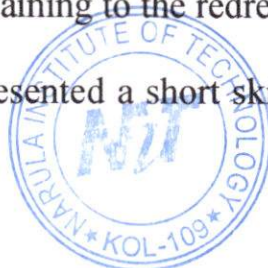
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Report on Awareness program on zero tolerance policy towards sexual harassment - 2015

The Women Cell of the institute has conducted an Awareness program on the issues pertaining to sexual harassment on 18th September 2015. The convener of the cell, Dr. Indrani Sarkar, briefed about the types of sexual harassment which might generally take place in the workplace/institutions. The gathering was then introduced to the guest speaker of the session Ms. Rumpa Saha, assistant Professor of Aliah University, who threw light on the different laws combating sexual harassment in the professional sphere. She also mentioned the different means to prevent sexual harassment. Later Dr. Sarbani Ganguly, senior member of the women cell, explained the process of lodging complaint against the accused. The floor was then opened for question from the attendees. A few students expressed their apprehension about the consequences of raising a complaint. The convener assured all that the entire procedure of handling the complaints from the victim is handled with strictness and privacy. The student representative shared the steps pertaining to the redressal of the complaint. Later the students of the Dance Club presented a short skit titled "Menace of Sexual



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Abuse” which was a very relevant piece of cultural display. The vote of thanks at the end was given by Dr. Indrani Sarkar. The participants, specially the first year students got a clear picture of the policies of the institute and felt contented to know that the institute has a zero tolerance policy against any kind of sexual harassment related issues.



Awareness programme on zero tolerance policy towards Anti sexual harassment on
18.9.2015



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Report on Awareness Program on the Anti-ragging policy and measures-2015

The anti-ragging cell of the Institute conducted an awareness seminar on 10th August, 2015 primarily for the first year students. The newcomers are generally in a state of tension regarding ragging after they join any institute of higher education. Thus to make the students campus friendly this year the senior students gave a presentation on the Ragging issues and the negativities centering it. The seminar started with the welcome address of the Prof. Dr. C. K. Sen Majumder, convener of anti-ragging committee. Anisha Bose, a second year student articulated about what is ragging through a pictorial presentation. This was followed by two third year students who showed why and how ragging is detrimental through their slides. Then the final year student Faiz Nawaz illustrated before the students about the functioning of the anti-ragging committee and anti-ragging squad in the institution. The students from the three different years lined up in a row and appeared on the dais and shared their experiences in the first few months of the college life. Professor C. K. Sen Majumder, convener of anti-ragging committee, then spoke about the punitive measures taken by the competent authority. The newcomers gradually started




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interacting with each other as well as with the senior students. The program ended with a note to promote fraternity.



Awareness program on Anti-ragging policy of the institute on 10.8.2015



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