



TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

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TECHNO INTERNATIONAL NEW TOWN

(FORMERLY KNOWN AS TECHNO INDIA COLLEGE OF TECHNOLOGY)


DG-1/1, Mega City, New Town, Kolkata -- 700156

CIRCULAR

Date: 02.08.2018

It is for the information of all faculty, staff and students that a Gender Sensitisation Committee is being formed with the following members. The role of this Committee is to ensure the equal opportunities for all member of all genders and to spread awareness about gender-related issues.

Sl. No.	Name	Designation
1	Prof. Dipanwita Ganguly (Convenor)	Assistant Professor, EE Dept.
2	Prof. Anwasha Dutta Ain (Co-Convenor)	Assistant Professor, BSH Dept.
3	Prof. Siddhartha Mukherjee	Assistant Professor, CE Dept.
4	Prof. Aniket Maity	Assistant Professor, ME Dept.
5	Prof. Jayati Chattapadhyay	Assistant Professor, ECE Dept.
6	Prof. Papiya Debnath	Assistant Professor, BSH Dept.
7	Prof. Saswati Ghosh	Assistant Professor, MCA Dept.
8	Prof. Sanjukta Bhattacharya	Assistant Professor, IT Dept.
9	Prof. Nabanita Das	Assistant Professor, CSE Dept.
10	Prof. Abhijit Bhagat	Assistant Professor, AEIE Dept.


Dr. R. T. Goswami
Director

Dr. R. T. Goswami
Director
Techno International Newtown
Block DG, Action Area 1, New Town
Kolkata - 700156

Cc to: All Departments
Admin
IQAC, TINT
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OBJECTIVE OF GENDER SENSITISATION COMMITTEE

The objective of the Gender Sensitisation Committee is to uphold national commitments to gender equality in the institution.

ROLE & RESPONSIBILITIES OF MEMBERS OF GENDER SENSITISATION COMMITTEE

1. To provide a safe workplace with zero tolerance for injustice and violence against women.
2. To promote inclusiveness, tolerance, harmony and women's empowerment among the students and staff.
3. To generate awareness about the various Government welfare schemes for Girl students and Women staff of the College.
4. Conducting Annual Internal Gender Audit, preferably by select members of Gender Sensitisation Committee.



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POLICY OF GENDER SENSITISATION COMMITTEE

Objectives of the Policy

Techno International New Town has the gender equality and sensitivity policy framed with the objectives of

- Fulfilling the national commitment to gender equality
- Preventing violation of National Acts that prohibits gender injustice, aims at redressing any violations of gender-based rights and to work towards the empowerment of women
- Creating a gender sensitive environment that respects gender diversity
- Ensuring equal opportunity to all women without any discrimination
- Evolving mechanisms for the prevention and redressal of gender-based violence and discrimination
- Ensuring the proper implementation of this policy in letter and spirit

Scope of the Policy

This policy covers any act of injustice, violence, discrimination and insensitivity to any female employee or student in the institution related to Membership in Committees, Sanctioning of Leave, Admission Process and Enrolment, Curriculum, Evaluation, Participation in Events and Programs, Research, use of Facilities, Resources and Training and Placement, etc.

- To provide a safe workplace with zero tolerance for injustice and violence against women
- To promote inclusiveness, tolerance, harmony and women's empowerment among the students and staff
- To generate awareness about the various Government welfare schemes for Girl students and Women staff of the College
- To promote activities related to health, nutrition, self-defense and entrepreneurship among the female students
- To provide professional counselling to the students on need-to-need basis
- To conduct programmes that promote inclusivity and gender-sensitive communication for students and staff alike
- Ensuring representation of women in the formation of Committees
- Granting special leave for women, like Maternity Leave to all female staff, in concordance with state government provisions for such Leaves
- Ensuring zero discrimination on the ground of gender during processes of admission, teaching, evaluation and in-campus placement drives
- Ensuring equal opportunities for the usage of facilities provided by the Institution
- Providing women-specific infrastructural facilities in the campus
- Following UGC's 'Saksham' Measures for Ensuring the Safety of Women and Programmes for Gender Sensitisation on Campuses
- Conducting Annual Internal Gender Audit, preferably by select members of Gender Sensitisation Committee.



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Gender Sensitisation Committee

The Gender Sensitisation Committee of the Institution will implement the policy to meet the Objectives stated above.

Responsibilities of Committee:

- To create positive values that support both gender and their rights
- To ensure that the actions mentioned in Gender Sensitisation Plan are executed properly
- To provide overall guidance to the staff and students in all activities of the Institution without any gender issues
- To generate awareness with regard to equality in law and the social system

Annual Gender Sensitisation Plan

In line of the Gender Sensitisation Policy, an action plan of Gender Sensitisation activities has been framed which is furnished underneath:

Sl. No.	Action	Responsibility of /Action taken by	Time line
1.	Provide professional psychologist for counselling of students or faculty members	Management	Continuous process
2.	Have regular meetings of Anti-Ragging Committee and Squad as well as Internal Complaints Committee and Grievance Redressal Cell for monitoring and evaluation of gender equality in the institution	Convenors / Coordinators of the Committees	Two Meetings per Semester
3.	Organize seminars and workshops for students and teachers on gender equality and women empowerment	NSS Coordinator	One event per semester
4.	Organize self-defence training for women for preventing all forms of violence	NSS Coordinator	One workshop per semester
5.	Continue and strengthen the use of gender-sensitive language in institutional documents,	IQAC	Continuous process
6.	Celebrate the International Women's	NSS Coordinator	Annual



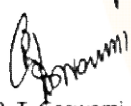
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	Day – the 8th of March		
7.	Provide cultural/sports competitions on gender basis during annual sports meet/Cultural fest/Technical Fests	Sports Coordinator and Cultural Committee Coordinator	Annual
8.	Provide maternity leave for women staff members as per the existing State Government rules	Management	Continuous Process
9.	Encouraging girl students applying for scholarship schemes and funds especially for women provided through various Central/State Government schemes	Nodal Officer for State Government Scholarship Schemes and Mentors	Continuous Process
10.	Increased information and awareness of the staff members about the occurrence and consequences of gender-based violence and women's rights	NSS Coordinator, Grievance Redressal Cell and Internal Complaints Committee	Continuous Process


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Director

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GENDER SENSITISATION COMMITTEE

NOTICE

Date: 01.08.2018

This is for the kind information of all the committee members of the Gender Sensitisation Committee, that a meeting has been convened in the Conference Room at 11.00 a.m. on 3rd August, 2018. All the committee members are hereby requested to kindly make it convenient to be present at the said meeting.

The agenda of the meeting is annexed herewith.

Prof. Dipanwita Ganguly
Assistant Professor, EE
Convener, Gender Sensitisation Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitisation Committee-TINT

AGENDA

Meeting at 11 a.m., on 3rd August, 2018, in the Conference Room:

1. Defining the basic functions of the Gender Sensitisation Committee.
2. Methods for proper documentation of any complaint and subsequent course of action to resolve that complaint.
3. Addressing any complaint and/or grievance, if reported to any committee member
4. Letters dropped in the Complaint / Suggestion Box of Gender Sensitisation Committee.
5. Gender Audit to be done.



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GENDER SENSITISATION COMMITTEE

Attendance Sheet of the Meeting held in the Conference Room on 3rd August, 2018

Sl. No.	Name of the Committee Member	Designation	Signature
1.	Prof. Dipanwita Ganguly (Convenor)	Assistant Professor, EE Dept.	
2.	Prof. Anwasha Dutta Ain (Co-Convenor)	Assistant Professor, BSH Dept.	
3.	Prof. Siddhartha Mukherjee	Assistant Professor, CE Dept.	
4.	Prof. Aniket Maity	Assistant Professor, ME Dept.	
5.	Prof. Jayati Chattapadhyay	Assistant Professor, ECE Dept.	
6.	Prof. Papiya Debnath	Assistant Professor, BSH Dept.	
7.	Prof. Saswati Ghosh	Assistant Professor, MCA Dept.	
8.	Prof. Sanjukta Bhattacharya	Assistant Professor, IT Dept.	
9.	Prof. Nabanita Das	Assistant Professor, CSE Dept.	
10.	Prof. Abhijit Bhagat	Assistant Professor, AEIE Dept.	



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GENDER SENSITISATION COMMITTEE

Date: 06.08.2018

Minutes of the meeting

Meeting at 11a.m., on 3rd August, 2018, in the Conference Room

Sl. No.	Agenda	Resolution
1.	Defining the basic functions of the Gender Sensitization Group	All group members are introduced to the community, along with a clear explanation of the community's functions and goals.
2.	Methods for proper documentation of any complaint and subsequent course of action to resolve that complaint	Establish a confidential complaint process, acknowledge with reference, conduct impartial investigation, and document an action plan based on findings.
3.	Letters dropped in the Complaint / Suggestion Box of Gender Sensitisation Group.	A complaint on gender-insensitive communication in a workshop.
4.	Gender Audit to be done.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.

.....
Prof. Dipanwita Ganguly
Assistant Professor, EE
Convener, Gender Sensitisation Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitisation Committee-TINT



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GENDER SENSITIZATION COMMITTEE

NOTICE

Date: 01.08.2019

This is for the kind information of all the committee members of the Gender Sensitization Committee that a meeting has been convened through Microsoft Teams at 11.00 a.m. on 5th August, 2019. All the committee members are hereby requested to kindly make it convenient to be present at the said meeting.

The agenda of the meeting is annexed herewith.

Prof. Dipanwita Ganguly

Associate Professor, EE
Convener, Gender Sensitization Committee

CC:

Director, TINT

Registrar-TINT

All members of Gender Sensitization Committee Cell-TINT

AGENDA

Meeting at 11 a.m. on, 5th August, 2019 in Microsoft Teams:

1. Establish procedures for proper documentation of gender-related complaints and the subsequent course of action for resolution.
2. Address any complaints or grievances related to gender issues, as reported to committee members.
3. Review letters and suggestions dropped in the Gender Sensitization Committee's Complaint/Suggestion Box.
4. The Annual Gender Audit is scheduled for conduct.



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GENDER SENSITIZATION COMMITTEE

Attendance Sheet of the Meeting held in the Microsoft Team on 5th August, 2019

Sl. No.	Name of the Committee Member	Designation	Signature
1.	Prof. Dipanwita Ganguly	Associate Professor, EE	
2.	Prof. Anwasha Dutta Ain	Assistant Professor,BSH	
3.	Prof. Siddhartha Mukherjee	Assistant Professor, CE	
4.	Prof. Aniket Maity	Assistant Professor, ME	
5.	Prof. JayatiChattapadhyay	Assistant Professor, ECE	
6.	Prof. Papiya Debnath	Assistant Professor, BSH	
7.	Prof. Saswati Ghosh	Assistant Professor, MCA	
8.	Prof. Sanjukta Bhattacharya	Assistant Professor, IT	
9.	Prof. Nabanita Das	Assistant Professor, CSE	
10.	Prof. Abhijit Bhagat	Assistant Professor, AEIE	

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Gender Sensitization Committee

Date: 07.08.2019

Minutes of the meeting

Meeting at 11a.m., on 05.08.2019 in the Microsoft Teams

Sl. No.	Agenda	Resolution
1.	Establish procedures for proper documentation of gender-related complaints and the subsequent course of action for resolution.	The Gender Sensitization Committee will use a standardized complaint form, maintain a confidential log, set resolution timelines, and provide an annual report with recommendations for improvement.
2.	Address any complaints or grievances related to gender issues, as reported to committee members	The committee will review the complaints confidentially, conduct fair investigations, and take appropriate actions for resolution and support.
3.	The Annual Gender Audit is scheduled for conduct.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.

.....
Prof. Dipanwita Ganguly

Associate Professor, EE

Convener, Gender Sensitization Committee

CC:Director - TINT

Registrar-TINT

All members of Gender Sensitization Committee Cell-TINT

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Gender Sensitization Committee

Date: 09.08.2019

Action Taken Report

Meeting at 11 a.m., on 09.08.2019 in the Microsoft Teams

SI No.	Resolution	Action taken
1.	Implement initiatives for gender equality, conduct awareness programs, establish support systems, and maintain a confidential grievance mechanism.	Gender equality initiatives, including workshops, support systems, and grievance mechanisms, were implemented and monitored.
2.	The committee will use a standardized complaint form, maintain a confidential log, and establish resolution timelines for proper documentation.	Actions were taken to standardize complaint forms, maintain a confidential log, and set specific timelines for resolution.
3.	The committee will review complaints confidentially and ensure fair investigation.	All reported complaints were reviewed, and appropriate actions have been taken.
4.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.	The Gender Audit has been completed, and the report has been submitted.

.....
Prof. Dipanwita Ganguly

Associate Professor, EE

Convener, Gender Sensitization Committee

CC: Director - TINT

Registrar-TINT

All members of Gender Sensitization Committee Cell-TINT



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GENDER SENSITIZATION COMMITTEE

NOTICE

Date: 03.08.2020

This is for the kind information of all the committee members of the Gender Sensitization Committee that a meeting has been convened through Microsoft Teams at 11.00 a.m. on 5th August, 2020. All the committee members are hereby requested to kindly make it convenient to be present at the said meeting.

The agenda of the meeting is annexed herewith.

Prof. (Dr.) Anwasha Dutta Ain
Assistant Professor, BSH Dept
Convener, Gender Sensitisation Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitisation Committee -TINT

AGENDA

Meeting at 11 a.m. on 5th August, 2020 in Microsoft Teams:

1. Handle any gender-related complaints or grievances reported to committee members.
2. Go through letters and suggestions placed in the Gender Sensitization Committee's Complaint/Suggestion Box.
3. Purchase and installation of sanitary pad vending machine.
4. The Annual Gender Audit is scheduled for conduct.



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GENDER SENSITIZATION COMMITTEE

Attendance Sheet of the Meeting held in the Microsoft Team on 5th August, 2020

Sl. No.	Name of the Committee Member	Designation	Signature
11.	Prof. Dipanwita Ganguly	Associate Professor, EE	
12.	Prof. Anwesha Dutta Ain	Assistant Professor, BSH	
13.	Prof. Siddhartha Mukherjee	Assistant Professor, CE	
14.	Prof. Aniket Maity	Assistant Professor, ME	
15.	Prof. Jayati Chattapadhyay	Assistant Professor, ECE	
16.	Prof. Papiya Debnath	Assistant Professor, BSH	
7.	Prof. Saswati Ghosh	Assistant Professor, MCA	
8.	Prof. Sanjukta Bhattacharya	Assistant Professor, IT	
9.	Prof. Nabanita Das	Assistant Professor, CSE	
10.	Prof. Abhijit Bhagat	Assistant Professor, AEIE	



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GENDER SENSITIZATION COMMITTEE

Date:07.08.2020

Minutes of the meeting

Meeting at 11a.m., on 05,08,2020 in the Microsoft Teams

Sl. No.	Agenda	Resolution
1.	Handle any gender-related complaints or grievances reported to committee members.	Procedures for documenting and resolving gender-related complaints were established, including a standardized form, confidential log, timelines, a review panel, and regular updates for transparency and accountability.
2.	Letters dropped in the Complaint / Suggestion Box of Gender Sensitization Committee	A gender-based harassment complaint in the IT 2nd Year classroom was investigated.
3.	Purchase and installation of sanitary pad vending machine.	Sanitary pad vending machines will be purchased and installed.
4.	The Annual Gender Audit is scheduled for conduct.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.

.....

Prof. (Dr.) Anwesha Dutta Ain

Assistant Professor, BSH Dept

Convener, Gender Sensitisation Committee

CC:

Director, TINT

Registrar-TINT

All members of Gender Sensitisation Committee -TINT



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Gender Sensitization Committee

Date: 10.08.2020

Action Taken Report

Meeting at 11 a.m., on 10.08.2020 in the Microsoft Teams.

Sl. No.	Resolution	Action taken
1.	The committee will promote gender equality, prevent discrimination, raise awareness, establish support systems, address complaints, and ensure policy implementation.	The committee has implemented awareness programs, support systems, and complaint mechanisms to uphold gender equality and policy compliance.
2.	The committee will review the complaints confidentially, conduct fair investigations, and take appropriate actions for resolution and support.	The committee addressed all reported gender-based harassment complaints by acknowledging it, ensuring confidentiality, and conducting a detailed investigation.
3.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.	The Gender Audit has been completed, and the report has been submitted.

.....
Prof. (Dr.) Anwasha Dutta Ain
Assistant Professor, BSH Dept
Convener, Gender Sensitization Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitization Committee -TINT



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GENDER SENSITIZATION COMMITTEE

NOTICE

Date: 02.08.2021

This is for the kind information of all the committee members of the Gender Sensitization Committee that a meeting has been convened in the Conference Room at 11.00 a.m. on 4th August, 2021. All the committee members are hereby requested to kindly make it convenient to be present at the said meeting.

The agenda of the meeting is annexed herewith.

Prof. (Dr.) Anwasha Dutta Ain
Assistant Professor, BSH Dept
Convener, Gender Sensitization Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitization Committee -TINT

AGENDA

Meeting at 11 a.m. on 4th August, 2021 in the Conference Room:

1. Addressing any complaint and/or grievance, if reported to any committee member
2. Letters dropped in the Complaint / Suggestion Box of the Gender Sensitization Committee
3. The Annual Gender Audit is scheduled for conduct.



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GENDER SENSITIZATION COMMITTEE

Attendance Sheet of the Meeting held in the Conference Room on 4th August,

Sl. No.	Name	Designation	Signature
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2021



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Prof. (Dr.) Anweshita Dutta Ain (Convenor) Assistant Professor, BSH
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1	Prof. (Dr.) Anweshita Dutta Ain (Convenor)	Assistant Professor, BSH	
2	Prof. Saswati Ghosh (Co-Convenor)	Assistant Professor, MCA	
3	Prof. (Dr.) Sanjoy Das Neogi	Associate Professor, CE	
4	Prof. Aniket Maity	Assistant Professor, ME	
5	Prof. Jayati Chattapadhyay	Assistant Professor, ECE	
6	Prof. (Dr.) Aynidrita Ray	Assistant Professor, EE	
7	Prof. Tapasi Chatterjee	Assistant Professor, BSH	
8	Prof. Sanjukta Bhattacharya	Assistant Professor, IT	
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GENDER SENSITIZATION COMMITTEE

Date: 06.08.2021

Minutes of the meeting

Meeting at 11a.m., on 06.08.2021 in the Conference Room

Sl. No.	Agenda	Resolution
1.	Addressing any complaint and/or grievance, if reported to any committee member	Complaints have been collected and presented to the committee.
2.	Letters dropped in the Complaint / Suggestion Box of Gender Sensitization Committee	On 12th May 2021, a student reported gender-biased comments during class.
3.	The Annual Gender Audit is scheduled for conduct.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.

.....
Prof. (Dr.) Anwesha Dutta Ain

Assistant Professor, BSH Dept

Convener, Gender Sensitization Committee

CC:

Director, TINT

Registrar-TINT

All members of Gender Sensitization Committee -TINT



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GENDER SENSITIZATION COMMITTEE

Date: 09.08.2021

Action Taken Report

Meeting at 11 a.m., on 09.08.2021 in the Conference Room

Sl. No.	Resolution	Action taken
1.	Procedures for documenting and resolving gender-related complaints were established, including a standardized form, confidential log, timelines, a review panel, and regular updates for transparency and accountability.	Proper documentation of all the letters of grievance were maintained in the Gender Sensitization Committee Register as per resolution.
2.	A gender-based harassment complaint in the IT 2nd Year classroom was investigated.	The report was investigated and preventive measures were implemented, with actions reported to the Convener.
3.	Sanitary pad vending machines will be purchased and installed.	A machine has been acquired and installed in the ladies' restroom.
4.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.	The Gender Audit has been completed, and the report has been submitted.

.....
Prof. (Dr.) Anwesha Dutta Ain
Assistant Professor, BSH Dept
Convener, Gender Sensitization Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitization Committee -TINT



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TECHNO INTERNATIONAL NEW TOWN

(FORMERLY KNOWN AS TECHNO INDIA COLLEGE OF TECHNOLOGY)

DG-1/1, Mega City, New Town, Kolkata -- 700156

CIRCULAR

Date: 01.08.2022

It is for the information of all faculty, staff and students that a Gender Sensitisation Committee is being formed with the following members. The role of this Committee is to ensure the equal opportunities for all member of all genders and to spread awareness about gender-related issues.

Sl. No.	Name	Designation
1	Prof. (Dr.) Anwasha Dutta Ain (Convenor)	Assistant Professor, BSH Dept.
2	Prof. Saswati Ghosh (Co-Convenor)	Assistant Professor, MCA Dept.
3	Prof. (Dr.) Sanjoy Das Neogi	Associate Professor, CE Dept.
4	Prof. Aniket Maity	Assistant Professor, ME Dept.
5	Prof. Jayati Chattapadhyay	Assistant Professor, ECE Dept.
6	Prof. (Dr.) Aynidriila Ray	Assistant Professor, EE Dept.
7	Prof. Tapasi Chatterjee	Assistant Professor, BSH Dept.
8	Prof. Sanjukta Bhattacharya	Assistant Professor, IT Dept.
9	Prof. Nabanita Das	Assistant Professor, CSE Dept.
10	Prof. Abhijit Bhagat	Assistant Professor, AEIE Dept.



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OBJECTIVE OF GENDER SENSITISATION COMMITTEE

The objective of the Gender Sensitisation Committee is to uphold national commitments to gender equality in the institution.

ROLE & RESPONSIBILITIES OF MEMBERS OF GENDER SENSITISATION COMMITTEE

- To provide a safe workplace with zero tolerance for injustice and violence against women.
- To promote inclusiveness, tolerance, harmony and women's empowerment among the students and staff.
- To generate awareness about the various Government welfare schemes for Girl students and Women staff of the College.
- Conducting Annual Internal Gender Audit, preferably by select members of Gender Sensitisation Committee.
- Conducting External Gender Audit in the Institution every two years by the Committee, the constitution of which is mentioned in the detailed advisory underneath.



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POLICY OF GENDER SENSITISATION COMMITTEE

Date: 17.02.2022

This Policy has reference to the Gender Sensitisation Policy of Techno International New Town issued in August, 2017, duly signed by Prof (Dr) R T Goswami, Hon'ble Director of the Institution. According to the advisory of the Board of Governors (BOG) in the Meeting, and the subsequent recommendation by the Internal Quality Assurance Cell (IQAC) of the Institution, the Policy is being revised as stated below:

Ensuring gender equity and empowerment of women is one of the most important criterion of a balanced society. The need to have a safe working space for students, staff and other stakeholders on the campus is one of the significant aspects of a Higher Education Institution. **Techno International New Town** as an Institution has always been sensitive to the issues of gender. The institution endeavours to establish an educational space free from harassment or gender-based discrimination. In its approach to promote gender equity and manage issues related to interaction, relationships in professional space, TINT follows the **UGC Saksham Book** in letter and spirit. Thus, the Policy for Gender Equity at TINT is aimed to support and generate all efforts for ensuring a proper gender-sensitive working culture inside as well as outside the organization.

Definition of Gender

The term 'Gender' in a broader context refers to social constructions of attributes, relationships and opportunities associated with being male and female. Employee means any person who is a current employee of the Institute. It includes permanent, fulltime, part-time, and contracted staff. Student means any person registered in the Institute currently for academic purposes. Equity means fair and equal treatment for all based on their needs. To ensure equity rights, benefits, obligations and opportunities are provided without gender bias.

Objectives of the Policy

Techno International New Town has the gender equality and sensitivity policy framed with the objectives of

- Fulfilling the national commitment to gender equality
- Preventing violation of National Acts that prohibits gender injustice, aims at redressing any violations of gender-based rights and to work towards the empowerment of women
- Creating a gender sensitive environment that respects gender diversity



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- Ensuring equal opportunity to all women without any discrimination
- Evolving mechanisms for the prevention and redressal of gender-based violence and discrimination
- Ensuring the proper implementation of this policy in letter and spirit

Scope of the Policy

This policy covers any act of injustice, violence, discrimination and insensitivity to any female employee or student in the institution related to Membership in Committees, Sanctioning of Leave, Admission Process and Enrolment, Curriculum, Evaluation, Participation in Events and Programs, Research, use of Facilities, Resources and Training and Placement, etc.

- To provide a safe workplace with zero tolerance for injustice and violence against women
- To promote inclusiveness, tolerance, harmony and women's empowerment among the students and staff
- To generate awareness about the various Government welfare schemes for Girl students and Women staff of the College
- To promote activities related to health, nutrition, self-defense and entrepreneurship among the female students
- To provide professional counselling to the students on need-to-need basis
- To conduct programmes that promote inclusivity and gender-sensitive communication for students and staff alike
- Ensuring representation of women in the formation of Committees
- Granting special leave for women, like Maternity Leave to all female staff, in concordance with state government provisions for such Leaves
- Ensuring zero discrimination on the ground of gender during processes of admission, teaching, evaluation and in-campus placement drives
- Ensuring equal opportunities for the usage of facilities provided by the Institution
- Providing women-specific infrastructural facilities in the campus
- Following UGC's 'Saksham' Measures for Ensuring the Safety of Women and Programmes for Gender Sensitisation on Campuses
- Conducting Annual Internal Gender Audit, preferably by select members of Gender Sensitisation Committee
- Conducting External Gender Audit in the Institution every two years by a Committee, the constitution of which is mentioned in the detailed advisory underneath

Gender Sensitisation Committee

The Institution will constitute a Gender Sensitisation Committee that will implement the policy to meet the Objectives stated above.



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Responsibilities of Committee:

- To create positive values that support both gender and their rights
- To ensure that the actions mentioned in Gender Sensitisation Plan are executed properly
- To provide overall guidance to the staff and students in all activities of the Institution without any gender issues
- To generate awareness with regard to equality in law and the social system

Gender Audit

The Institution shall conduct Gender Audit, and for this purpose, a 3-member Committee comprising with External Experts shall be nominated. The constitution of this Committee shall be as follows:

1. a Senior academician for Sociology Department of a reputed University, preferably not below the rank of Associate Professor
2. a Senior Executive from a registered NGO, preferably having experience of 10 years or more in that capacity
3. a Senior CSR Executive working in a corporate sector, preferably having experience of 10 years or more in that capacity.

Annual Gender Sensitisation Plan

In line of the Gender Sensitisation Policy, an action plan of Gender Sensitisation activities has been framed which is furnished underneath:

Sl. No.	Action	Responsibility of /Action taken by	Time line
1.	Provide professional psychologist for counselling of students or faculty members	Management	Continuous process
2.	Have regular meetings of Anti-Ragging Committee and Squad as well as Internal Complaints Committee and Grievance Redressal Cell for monitoring and evaluation of gender equality in the institution	Convenors / Coordinators of the Committees	Two Meetings per Semester
3.	Organize seminars and workshops for students and teachers on gender equality and women empowerment	NSS Coordinator	One event per semester
4.	Organize self-defence training for women	NSS Coordinator	One workshop per



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	for preventing all forms of violence		semester
5.	Continue and strengthen the use of gender-sensitive language in institutional documents, course plans, and other documents and introducing a standard of gender-sensitive language in curricula	IQAC	Continuous process
6.	Celebrate the International Women's Day – the 8th of March	NSS Coordinator	Annual
7.	Provide cultural/sports competitions on gender basis during annual sports meet/Cultural fest/Technical Fests	Sports Coordinator and Cultural Committee Coordinator	Annual
8.	Provide maternity leave for women staff members as per the existing State Government rules	Management	Continuous Process
9.	Encouraging girl students applying for scholarship schemes and funds especially for women provided through various Central/State Government schemes	Scholarship Assistance Staff, Nodal Officer for State Government Scholarship Schemes and Mentors	Continuous Process
10.	Increased information and awareness of the staff members about the occurrence and consequences of gender-based violence and women's rights	NSS Coordinator, Grievance Redressal Cell and Internal Complaints Committee	Continuous Process
11.	Gender Sensitisation camps in slums and rural areas of Kolkata and its suburbs on the following aspects: Women's rights, Child rights, Gender justice, Specific actions dedicated to gender issues	Kanyashree Club and NSS Coordinator	One event per semester

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GENDER SENSITISATION COMMITTEE

NOTICE

Date: 01.08.2022

This is for the kind information of all the committee members of the Gender Sensitization Committee that a meeting has been convened through Microsoft Teams at 11.00 a.m. on 3rd August, 2022. All the committee members are hereby requested to kindly make it convenient to be present at the said meeting.

The agenda of the meeting is annexed herewith.

Prof. Dipanwita Ganguly
Associate Professor, EE
Convener, Gender Sensitization Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitization Committee Cell-TINT

AGENDA

Meeting at 11 a.m. on 3rd August, 2022 in the Conference Room:

1. Defining the basic functions of the Gender Sensitisation Committee.
2. Methods for proper documentation of any complaint and subsequent course of action to resolve the complaint.
3. Addressing any complaint and/or grievance, if reported to any committee member.
4. Installation of second sanitary pad vending Machine.
5. External Gender Audit along with the Annual Internal Gender Audit is Scheduled to conduct.



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GENDER SENSITISATION COMMITTEE

Attendance Sheet of the Meeting held in the Conference Room on 3rd August,

2022

Sl. No.	Name of the Committee Member	Designation	Signature
1.	Prof. Dipanwita Ganguly	Associate Professor, EE	
2.	Prof. Anwasha Dutta Ain	Assistant Professor, BSH	
3.	Prof. Siddhartha Mukherjee	Assistant Professor, CE	
4.	Prof. Aniket Maity	Assistant Professor, ME	
5.	Prof. Jayati Chattapadhyay	Assistant Professor, ECE	
6.	Prof. Papiya Debnath	Assistant Professor, BSH	
7.	Prof. Saswati Ghosh	Assistant Professor, MCA	
8.	Prof. Sanjukta Bhattacharya	Assistant Professor, IT	
9.	Prof. Nabanita Das	Assistant Professor, CSE	
10.	Prof. Abhijit Bhagat	Assistant Professor, AEIE	



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GENDER SENSITISATION COMMITTEE

Date: 05.08.2022

Minutes of the meeting

Meeting at 11a.m., on 03.08.2022 in the Conference Room

Sl. No.	Agenda	Resolution
1.	Defining the basic functions of the Gender Sensitisation Committee.	All group members are introduced to the community, along with a clear explanation of the community's functions and goals.
1.	Methods for proper documentation of any complaint and subsequent course of action to resolve the complaint.	The committee resolved to establish standardized complaint documentation, ensure confidentiality, and implement clear protocols with timelines and regular complainant updates.
2.	Addressing any complaint and/or grievance, if reported to any committee member.	A student reported gender-based harassment by a peer during a group project, expressing discomfort and discrimination concerns.
4.	Installation of second sanitary pad vending Machine.	Second sanitary pad vending machine will be installed.
5.	External Gender Audit along with the Annual Internal Gender Audit is Scheduled to conduct.	An External Gender Audit will also be conducted with the Internal Audit in a scheduled date.

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Prof. Dipanwita Ganguly

Associate Professor, EE

Convener, Gender Sensitization Committee

CC:

Director, TINT

Registrar-TINT

All members of Gender Sensitization Committee Cell-TINT



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GENDER SENSITISATION COMMITTEE

Date: 08.08.2022

Action Taken Report

Meeting at 11 a.m., on 08.08.2022 in the Conference Room

SI No.	Resolution	Action taken
1.	Complaints have been collected and presented to the committee.	Appropriate measures have been taken, and the issues have been resolved.
2.	On 12th May 2021, a student reported gender-biased comments during class.	The committee addressed the issue and arranged a sensitization session on respectful communication.
3.	A Gender Audit will be conducted to assess and ensure gender equality and inclusivity within the organization.	The Gender Audit has been completed, and the report has been submitted.

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Prof. Dipanwita Ganguly
Associate Professor, EE
Convener, Gender Sensitization Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitization Committee Cell-TINT



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GENDER SENSITISATION COMMITTEE

NOTICE

Date: 01.08.2023

This is for the kind information of all the committee members of the Gender Sensitisation Committee that a meeting has been convened in the Conference Room at 11.00 a.m. on 4th August, 2023. All the committee members are hereby requested to kindly make it convenient to be present at the said meeting.

The agenda of the meeting is annexed herewith.

Prof. (Dr.) Anwasha Dutta Ain
Assistant Professor, BSH Dept
Convener, Gender Sensitisation Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitisation Committee -TINT

AGENDA

Meeting at 11 a.m. on 4th August, 2023 in the Conference Room:

1. Addressing any complaint and/or grievance, if reported to any committee member
2. Letters dropped in the Complaint / Suggestion Box of the Gender Sensitisation Committee
3. External Gender Audit along with the Annual Internal Gender Audit is Scheduled to conduct.



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Attendance Sheet of the Meeting held in the Conference Room on 4th August,

2022

Sl. No.	Name	Designation	Signature
1	Prof. (Dr.) Anwasha Dutta Ain (Convenor)	Assistant Professor, BSH	
2	Prof. Saswati Ghosh (Co-Convenor)	Assistant Professor, MCA	
3	Prof. (Dr.) Sanjoy Das Neogi	Associate Professor, CE	
4	Prof. Aniket Maity	Assistant Professor, ME	
5	Prof. Jayati Chattapadhyay	Assistant Professor, ECE	
6	Prof. (Dr.) Aynidriila Ray	Assistant Professor, EE	
7	Prof. Tapasi Chatterjee	Assistant Professor, BSH	
8	Prof. Sanjukta Bhattacharya	Assistant Professor, IT	
9	Prof. Nabanita Das	Assistant Professor, CSE	
10	Prof. Abhijit Bhagat	Assistant Professor, AEIE	



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GENDER SENSITISATION COMMITTEE

Date: 07.08.2023

Minutes of the meeting

Meeting at 11a.m., on 04.08.2023 in the Conference Room

Sl. No.	Agenda	Resolution
1.	Addressing any complaint and/or grievance, if reported to any committee member	The committee reviewed a situation where a complaint about gender-based harassment was reported to a committee member.
2.	Letters dropped in the Complaint / Suggestion Box of the Gender Sensitisation Committee	All complaints have been reviewed, and it has been verified that appropriate actions have been taken.
3.	External Gender Audit along with the Annual Internal Gender Audit is Scheduled to conduct.	The External and Internal Gender Audits will be conducted on a scheduled date.

.....
Prof. (Dr.) Anwasha Dutta Ain
Assistant Professor, BSH Dept
Convener, Gender Sensitisation Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitisation Committee -TINT

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GENDER SENSITISATION COMMITTEE

Date: 10.08.2023

Action Taken Report

Meeting at 11a.m., on 10.08.2023 in the Conference Room

SI No.	Resolution	Action taken
1.	A student reported gender-based harassment by a peer during a group project, expressing discomfort and discrimination concerns.	Thereport was investigated and preventive measures were implemented, with actions reported to the Convenor.
2.	Second sanitary pad vending machine will be installed.	A second sanitary vending machine has been installed in the women's restroom.
3.	An ExternalGender Audit will also be conducted with the Internal Audit in a scheduled date.	The Gender Audits have been completed, and the report has been submitted.

.....
Prof. (Dr.) Anwesha Dutta Ain
Assistant Professor, BSH Dept
Convener, Gender Sensitisation Committee

CC:
Director, TINT
Registrar-TINT
All members of Gender Sensitisation Committee -TINT

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