

# **INTERNATIONAL SCHOOL OF BUSINESS & MEDIA, KOLKATA**

Date: November 11, 2025

## **NOTICE**

### **INTERNAL COMPLAINT COMMITTEE (ICC)**

As per the AICTE Regulations 2012 vide Notification No. AICTE/WH/2016/01 dated 10<sup>th</sup> June, 2016 a Internal Complaint Committee (ICC) has been constituted for PGDM students of the International School of Business & Media, Kolkata with the objective of preventing sexual harassment of students, employees and people on the campus and to provide a mechanism for redressal of their grievances to these aforementioned persons.

### **Sexual-Harassment Order and Rules**

#### **What constitutes sexual harassment?**

The term and expression Sexual Harassment shall mean and include all unwelcome sexually determined behaviour committed in the institute (whether directly or by implication), such as:

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually – coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non verbal conduct of sexual nature;
- Sexual or indecent gestures and indication;
- Entry into a private place marked for male/female employees and students, with the intent to commit mischief and harassment;
- Taking of photographs of students/ staff without permission and/or converting it in to pornographic material and circulating the same by means electronic media;
- All such acts and conducts against women employees and students, which amount to commission offence defined in the Indian Penal Code.
- The following 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 for the student in class performance
  - ii. Implied or explicit threat of detrimental treatment for the student in class performance
  - iii. Interference with the student's work or creating an intimidating or offensive or hostile work environment for her/him, or humiliating treatment likely to affect her/his health or safety.

#### **Who can complain?**

All employees, students and people working in the institute premises either permanent, contractual or visiting.

## **How to complain?**

The complainant must make the complaint in writing, except in case when the complainant is incapacitated and is not in a normal state of mind due to the act of sexual harassment perpetrated; the complaint may then be made by the complainant's relative or friend.

## **Enquiry and Disciplinary Proceeding**

Following an initial screening, an enquiry will be conducted by the SHCC. SHCC shall strive to complete the enquiry in the shortest possible time, not exceeding three months from date of complaint.

## **Penalties in Case of International School of Business & Media, Kolkata Students**

- Warning or reprimand.
- Transfer to another hostel.
- Withdrawal of hostel accommodation
- Withdrawal of the right to an official character certificate from ISB&M, Kolkata
- Suspension or Rustication from the Institute
- Expulsion from the Institute,
- A bar on appearing for the entrance examination/interview to any programme of study offered by ISB&M, Kolkata .
- Withholding of diploma awarded by ISB&M, Kolkata

## **Support to Complainant**

The Internal Complaint Committee (ICC) shall provide its resources to ensure the complainant's safety on the campus.

The ICC can make arrangements for appropriate counseling to the complainant and/or accused if he/she so requires.

The ICC can seek medical, police and legal intervention with the consent of the complainant.

## **Whom to contact?**

**Ms Arpita Roy** – Chairperson, ICC  
Email Address: [write2arpitaroy@gmail.com](mailto:write2arpitaroy@gmail.com)  
Contact: 9230562592

**Ms. Brita Singh**, Nominated by Executive Authority  
Email Address: [britasingh@hotmail.com](mailto:britasingh@hotmail.com)  
Contact: 9830005986

**Dr. Madhura Dutta**, Nominated by Executive Authority  
Email Address: [madhura.dutta@gmail.com](mailto:madhura.dutta@gmail.com)  
Contact: 9958837678

**Mr. Bhaskar Pal** - Advocate  
Email Address: bhaskarpaladv@gmail.com  
Contact: 9830316175

**Mr. Udayan Das**, Faculty Member  
Email Address: prof.udayandas@gmail.com  
Contact: 9937014435

**Ms. Karabi Bandyopadhyay**, Faculty Member  
Email Address: karabi.band06@gmail.com  
Contact: 9830085208

**Ms. Meenakshi Basak**, Non-Teaching Employee  
Email Address: meenakshi.das4@gmail.com  
Contact: 9230562597

**Mr. Biswanath Thakur**, Non-Teaching Employee  
Email Address: biswanaththakur@gmail.com  
Contact: 9230562572

**Ms. Riya Poddar**, Female Student Representative  
Email Address: riyapoddar2003@gmail.com

**Mr. Neeraj Kumar Singh**, Male Student Representative  
Email Address: singhneeraj6322@gmail.com

**Mr. Atul Kumar Singh**, Male Student Representative  
Email Address: kratul065@gmail.com

**Ms. Swati Kumari** , Female Student Representative  
Email Address: swatikumari3546@gmail.com

**Ms. Aastha Kumari Singh**, Female Student Representative  
Email Address: singh02aastha@gmail.com

**Mr. Ishan Ghosh**, Male Student Representative  
Email Address: ishan300701@gmail.com

## **President**

Copy to:  
1. ISB&M, Kolkata website  
2. Persons concerned

## **INTERNAL COMPLAINT COMMITTEE (ICC)**

### **ANNUAL REPORT 2024-25**

#### **Minutes of the meeting held on 24<sup>th</sup> June, 2025 approving the Annual Report of the IC Committee.**

Members Present:

- 1. Ms. Arpita Roy** – Chairperson, ICC
- 2. Ms. Brita Singh**
- 3. Mr. Udayan Das**
- 4. Ms. Karabi Bandyopadhyay**
- 5. Ms. Meenakshi Basak** – Secretary
- 6. Mr. Biswanath Thakur**
- 7. Ms. Shayani Paul**
- 8. Ms. Sakita Sinha**
- 9. Mr. Bhaskar Pal**
- 10. Mr. Bijoy Bikram Biswas**

- Ms. Meenakshi Basak, secretary of the Committee placed the annual report containing sexual harassment cases reported and training programmes conducted during the year 2022-23 before the committee.

Details given in the Annexure Enclosed: Annexure I

- The members noted with satisfaction that no sexual harassment complaints was received during the academic year 2022-23.
- Mr. Bhaskar Pal, Advocate, advised the institute if possible to bring an official from the department of Women and Child Development and social welfare, Govt. of West Bengal to enlighten our students, faculty and staff by highlighting the salient features of the Sexual Harassment Act 2013.
- Since there was no other point for discussion, the meeting ended with a vote of thanks to the chair.

**Ms. Meenakshi Basak**, Secretary

**Ms. Arpita Roy** – Chairperson, ICC

## Annexure I

No. of Complaints of Sexual Harassment received in the academic year 2024-25	<b>NIL</b>
Number of complaints disposed off during the year	<b>NA</b>
Number of cases pending for more than 90 days	<b>NA</b>
Nature of action taken by the institution against the perpetrator	<b>NA</b>
Number of Training Programmes for the members of the IC to deal with complaints	<b>1</b>
Number of Training Programs for students, faculty members and staff to sensitize against Sexual Harassment	<b>1</b>

**Ms. Meenakshi Basak**, Secretary

**Ms. Arpita Roy** – Chairperson, ICC