

CIRCULAR

Subject: Internal Committee (IC) at GNIHM

In pursuance of the Clause 4 (1), Chapter II of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Guru Nanak Institute of Hotel Management (GNIHM), Kolkata, had constituted an 'Internal Committee (IC)', on 31 October 2020, which has been revised on this day, 12th September 2022, with the following members:

SL.No	Name	Designation	Officiating As
1.	Mrs. Sanchari Sikdhar	Asst. Professor	MEMBER
2.	Mrs. Anurupa Pal	Administrator	CHAIR PERSON
3.	Mrs. Rupali Chatterjee	Librarian	MEMBER
4.	Mr. Arijit Sengupta	Asst. Professor	MEMBER
5.	Mr. Sudipta Kumar Pal	Asst. Professor	MEMBER
6.	Ms. Eshika Ghosh	Student	STUDENT
7.	Ms. Rishika roy	Student	STUDENT
8.	Mr. Ankan Basu	Asst. Professor	MEMBER
9.	Mr. Biswajit Biswas	Asst. Professor	MEMBER
10.	Mr. Jayanta Ghosh	Vice-Principal	MEMBER
11.	Mr. Harsh Agarwal	Student	STUDENT

The members shall hold office for a period of two years. The Convenor shall send notice of the meeting to the members as and when a meeting is required to be convened. The working rules for the Internal Committee is enclosed below:

The aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee (IC), within a period of three months from the date of the incident. Six copies of a written complaint should be submitted to the committee or any of its members along with list of witnesses and supporting documents.

The Internal Committee shall conduct enquiry as per the working rules and submit its report with recommendation to the undersigned for Implementation.

(Signature)
31/05/23

Prof. (Dr.) Pralay Ganguly

PRINCIPAL

GURU NANAK INSTITUTE OF
HOTEL MANAGEMENT

157/F, Nilgunj Road, Kolkata - 114