

**UNIVERSITY OF CALCUTTA**

**Inspector of Colleges**  
Telefax-(033)-22572920  
Phone-(033)22410071-74  
(Extn.402, 464, 439)



5<sup>th</sup> Floor, Centenary Building  
87/1, College Street  
Kolkata -700 073

C/396-Circular

19<sup>th</sup> July, 2017

To  
The Principals / Teachers-in-Charge  
to all affiliated Colleges of the  
University of Calcutta

Madam / Sir

In reference with D.O.No.F.91-3/2014(GS), dated 06.06.2017 from the Secretary, University Grant Commission (copy enclosed), the undersigned would like to request you:

- 1) To send the details of formation of Internal Complaint Committee to University Grant Commission at [ugc.iccgs@gmail.com](mailto:ugc.iccgs@gmail.com) within 28<sup>th</sup> July, 2017.
- 2) To provide the annual return on cases of Sexual Harassment for the period from 1<sup>st</sup> April,2016 to 31<sup>st</sup> March,2017 an enclosed proforma within 28<sup>th</sup> July,2017 to the undersigned, so that the same could be forwarded to UGC as desired.

Thanking you,

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Nishat Alam', with the date '19/07/17' written below it.

(NISHAT ALAM)

Dy. Inspector of Colleges, C.U.

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✓ 324 JVC/16.6.17

श्री (डॉ.) जसपाल एस सन्धु  
सचिव

Prof. Dr. Jaspal S. Sandhu  
MBBS, MS (Ortho), DSM, FAIS, FASM, FAFSM, FFIMS, FAMS  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

OFFICE OF THE VICE CHANCELLOR

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002  
Ph : 011-23239337, 23236288,  
Fax : 011-23238858, email : jssandhu ugc@nic.in

15 JUN 2017

D.O.No.F.91-3/2014(GS)

Letter No. TRA-5/30

6<sup>th</sup> June, 2017

Dear Sir/Madam,

This has reference to UGC's letters of even number dated 28<sup>th</sup> January, 2015; 15<sup>th</sup> June, 2015; 23<sup>rd</sup> July, 2015, 1<sup>st</sup> October, 2015 and 28<sup>th</sup> July, 2016 requesting the Universities/Colleges to constitute an Internal Complaint Committee (ICC) and a Special Cell in their respective institutions to deal with the issues of gender based violence and to conduct gender sensitization programme. Copies of these letters are available on UGC website: [www.ugc.ac.in](http://www.ugc.ac.in).

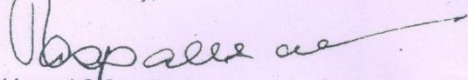
You are requested to ensure that ICC constituted in your esteemed University is working as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

You are also requested to kindly send the Annual Return on cases of Sexual Harassment as per the enclosed proforma for the period from 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March, 2017 and send details of constitution of ICC to the UGC on email [ugc.iccgs@gmail.com](mailto:ugc.iccgs@gmail.com) latest by 15<sup>th</sup> July, 2017 to enable UGC to compile and furnish the information to the Government of India. You are requested to kindly ensure the compliance of the above in affiliated colleges also.

This may please be accorded Top Priority.

With kind regards,

Yours sincerely,

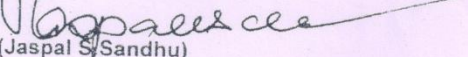
  
(Jaspal S. Sandhu)

Encl: As above.

The Vice-Chancellors of all the Universities.

Copy to:

The Publication Officer, UGC, New Delhi for uploading on UGC website.

  
(Jaspal S. Sandhu)

Reference: DOP&TO.M.No.11013/2/2014-Estt.A-iii dated February 2, 2015

Annual Return on cases of Sexual Harassment

Period: 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March, 2017

Name of the College \_\_\_\_\_

Name of the University \_\_\_\_\_

Sl. No.		Number of Cases*
1	Number of complaints of sexual harassment received in the year	
2	Number of complaints disposed of during the year	
3	Number of cases pending for more than 90 days	
4	Number of workshops on awareness programmes against sexual harassment conducted during the year	
5	Nature of action	

Note:

\*Information is to be provided in consolidated form in respect of University as a whole (including affiliated/Colleges constituent)

Principal