



ESTD. 1998  
MAA SRI SURENDRA KUMAR SEN MAHAVIDYALAYA  
ISO 21001:2018  
ISO 14001:2015  
ISO 9001:2015

# **SURYA SEN MAHAVIDYALAYA**

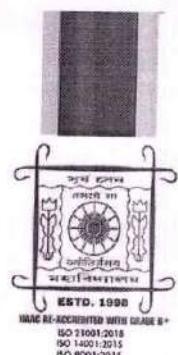
## **GENDER AUDIT REPORT 2026**

**Prepared By**  
**Internal Complaints Committee**

# Surya Sen Mahavidyalaya

NAAC RE-ACCREDITED B+

A Multi Stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b)  
(Affiliated to University of North Bengal)



## Internal Complaints Committee

### COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE 2025-2026

1. Prof Biswajit Bhowmick, Assoc Prof, Dept of Chemistry
2. Prof Prajna Paramita Sarkar, Assistant Prof, Dept of Sociology
3. Dr Suphal Biswas, Assoc Prof, Dept of Bengali
4. Prof Sristi Mondal, Assistant Prof, Dept of Sociology
5. Prof Surosree Mukherjee, SACT, Dept of Commerce
6. Smt Atashi Ghosh Kundu, NTS
7. Smt Tanima Ghosh, NTS
8. Smt Kaberi Chanda Sarkar (Representative NGO)
9. Prof Sutapa Saha, Assoc Prof, Dept of English (Convener)

Surya Sen Colony, Block-B, Siliguri – 734004, Dist. Jalpaiguri, West Bengal  
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## Internal Complaints Committee

### PREFACE

The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 ("POSH Act") is a special legislation that was enacted with the objective of creating safe workplaces for women in our country. As we enter the tenth year of this law, it is time that each of us, who are or will be entering into the work force, are aware of it.

POSH Act was formulated as a result of the Vishaka guidelines given by the Hon'ble Supreme Court of India in the case of Vishaka and Others vs. State of Rajasthan and Others. This judgment came in the backdrop of the Bhanwari Devi gangrape.

It has three major elements- prevention, prohibition, and redressal. As per this act, it is the duty of the employer to provide safe working environment and take steps to prevent and prohibit sexual harassment. The POSH Act also lays down the redressal mechanism and calls for constitution of a dedicated committee to handle complaints.

**Convener, ICC**

Internal Complaints Committee  
Surya Sen Mahavidyalaya



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## Internal Complaints Committee

### INTRODUCTION

Surya Sen Mahavidyalaya began its noble journey way back in 1998 with the affiliation of University of North Bengal and started functioning under an organising body to fulfil the need for spread of education among the students of backward areas and underprivileged belts and slowly developing itself to be recognised as an established seat of learning in this entire northern and eastern region.

**Internal Complaints Committee (ICC):** A mandatory committee that every employer is required to constitute within the organization. As the name suggests, the internal complaints committee of a workplace receives and redresses complaints of sexual harassment or any kind of misconduct and misbehaviour. The ICC was established on 24.08.2017.

#### Objective:

- ❖ ICC provides an environment that is free of gender-based discrimination by providing a platform to register complaints, if any.
- ❖ It also promotes a social and psychological environment to raise awareness on sexual harassment in its various forms.

ICC is constituted to help in maintaining a harmonious atmosphere at the Institute, to enable women and also other genders to pursue their work with dignity, equality and respect. ICC has been working towards ensuring a safe work environment in the institution by organising :

- ❖ Seminars / Workshops
- ❖ Sensitisation programmes
- ❖ Counselling sessions
- ❖ Conduction of surveys of students and staffs
- ❖ Outreach Programme are conducted beyond the campus.

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### THE OBJECTIVES OF GENDER AUDIT

The following are the priorities where main objectives are focused:

- ❖ Gender Audit Follows Govt rules- policies-actions formulated for upgradation of weaker sex in society.
- ❖ This Audit is an attempt to study whether College has a good gender balance,
- ❖ Tries to access the impact of those policies on gender equality.
- ❖ To identify ways to make College Campus safer for all genders and
- ❖ To reflect and etch out a roadmap for action.

### GENDER POLICY

- ❖ To ensure capacity for prevention of sexual harassment in the institution.
- ❖ To suggest measures for bridging up the gender gap.
- ❖ To foster gender equality within college community.
- ❖ To protect students and staff from any kind of abuse or harassment.
- ❖ To establish good gender balance in decision making and other matters.
- ❖ To find out areas where gender imbalance exists and the reasons and factors behind it.
- ❖ Having an effective grievance redressal cell and procedures.
- ❖ Building overall personality development in students and staff of the institution.
- ❖ Conducting Social Outreach programs in order to create social awareness about the problems of women and gender discrimination in particular.
- ❖ Offering self-defense programs for protection of self.
- ❖ Inviting certified consultants for advice, guidance and couns

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### INSTITUTIONAL GENDER FRIENDLY INFRASTRUCTURAL FACILITIES

- ❖ For the safety of female students and staff the Institution has installed 104 CC TV Surveillance cameras inside the buildings and within its premises,
- ❖ Separate Girls' Common room with female attendant, vending and disposal machine in the attached washroom are available in the institution. Besides, separate washrooms for boys and girls, with purified cooling drinking water facilities are provided in all the buildings.
- ❖ Internal Complaint Committee, Grievance Redressal Cell, Anti-ragging Committee, Discipline Committee of the institution actively address any issues relating to student and staff and carries awareness programmes.
- ❖ For contacting the members of these Cells and also Authorities, Students and Staff have been provided with email Id, contact numbers in the website. Grievances could be made online or in Dropbox. The ICC regularly checks the \*drop box on 1st & 3rd Monday of every month.

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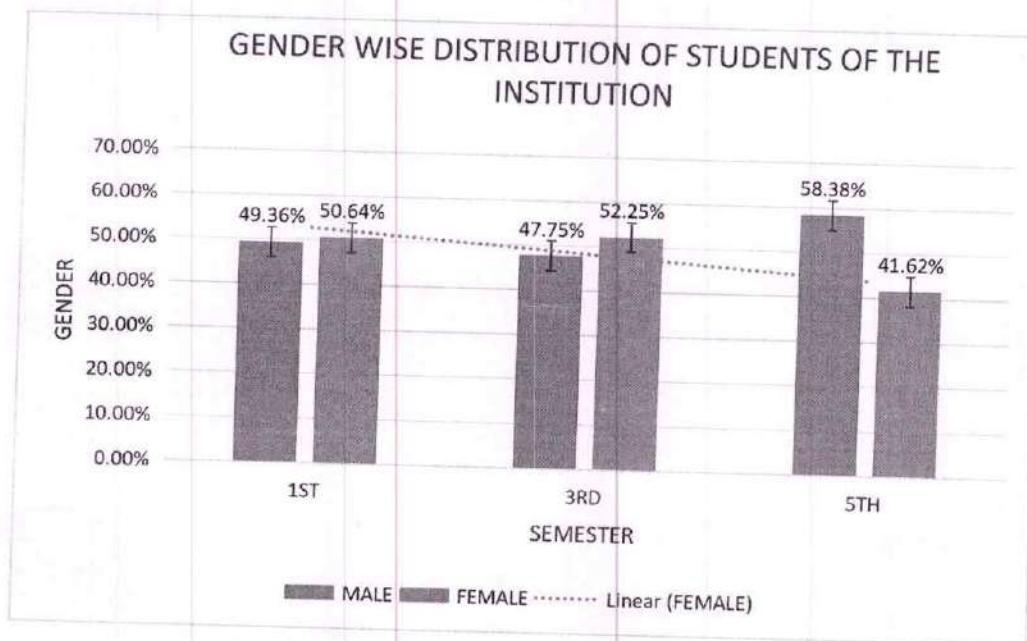


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In the academic year 2025-2026 total number of students is 6790 out of which **3499(51.53%)** are boys and **3291 (49.47%)** are girls. No student is found in the third gender category. The table shows that the number of the male students is more in the institution. Data shows in 1<sup>st</sup> (**50.64%**) and 3<sup>rd</sup>(**52.25%**) semester female students outnumber the male students but in 5<sup>th</sup> semester a sharp decline in number of female students (**41.62%**) semester is witnessed.

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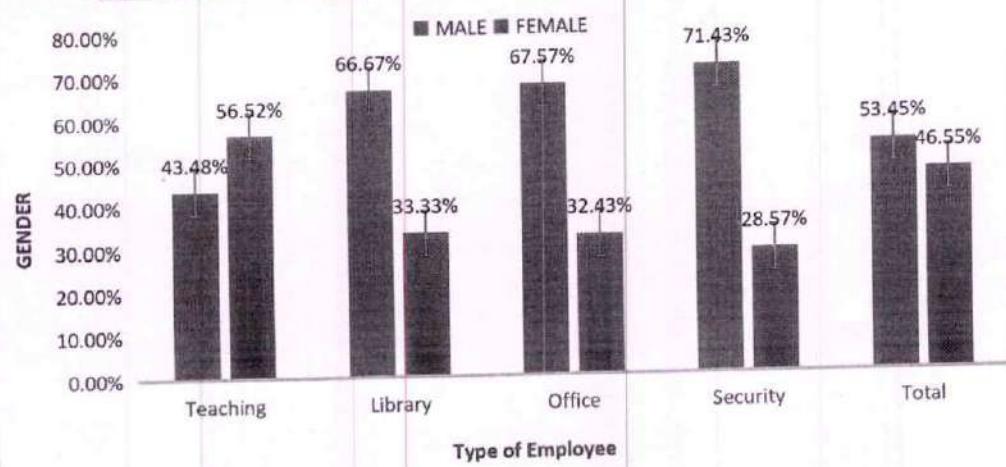
TABLE-2

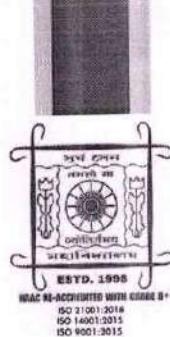
### GENDER WISE DISTRIBUTION OF THE EMPLOYEES OF THE INSTITUTION

Type of Staff	Male	Female	Total
Teaching	30 (43.48%)	39 (56.52%)	69 (100%)
Library	2 (66.67%)	1 (33.33%)	03 (100%)
Office	25 (67.57%)	12 (32.43%)	37 (100%)
Security	5 (71.43%)	2 (28.57%)	07 (100%)
Total	62 (53.45%)	54 (46.55%)	116 (100%)

\*Security staff includes three security service personnel who are hired from Security Service agency.

### GENDER WISE DISTRIBUTION OF THE EMPLOYEES OF THE INSTITUTION





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## Internal Complaints Committee

Table-2 shows the gender wise distribution of employees of the institution. There are 53.45% male employees and 46.55% female employees in the institution. No one is there in the 3<sup>rd</sup> gender category. In the teaching category female employees are more in number than male but in the non-teaching category male employees are more in number than female

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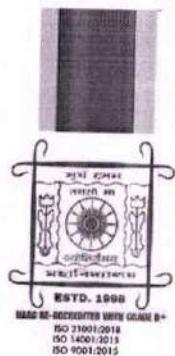
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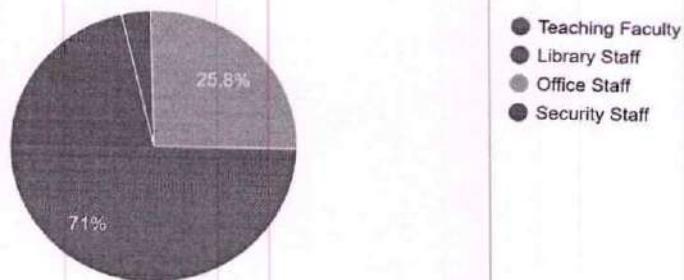


## Internal Complaints Committee

A comprehensive gender survey was conducted among the faculties and staff members by ICC of Surya Sen Mahavidyalaya from 8<sup>th</sup> to 14<sup>th</sup> December 2025, to explore their perspectives on gender-related issues. A Google form questionnaire was shared with faculties and staff members, and 93 responses were received. This survey aimed to understand the faculties and staff members' perspectives and awareness on gender equality, workplace dynamics, and related concerns. The findings from this survey will contribute to developing strategies for promoting a gender-sensitive work environment and addressing any existing challenges within the college community.

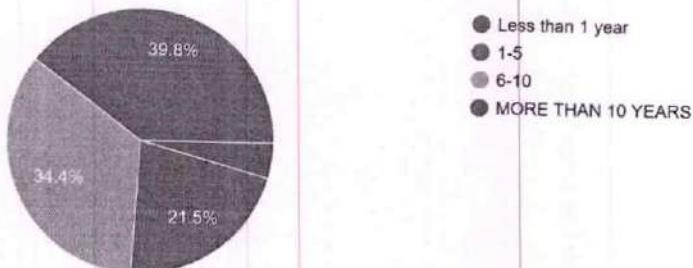
You are working as a

93 responses



Years in this institution

93 responses



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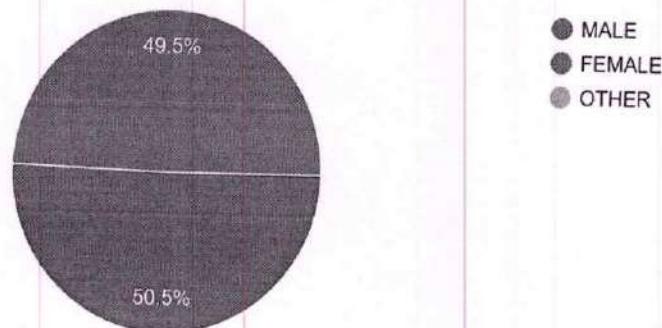
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## Internal Complaints Committee

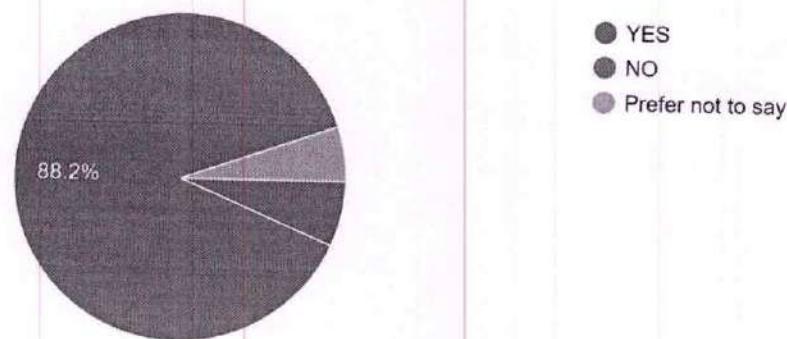
### GENDER

93 responses



### 2. Do you identify yourself as LGBTQ+?

93 responses

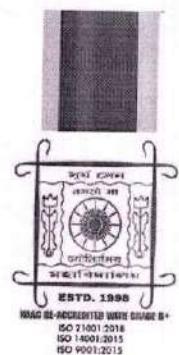


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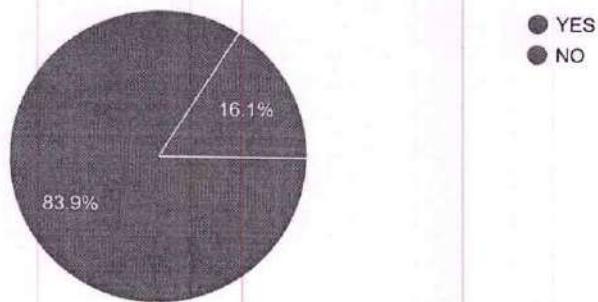
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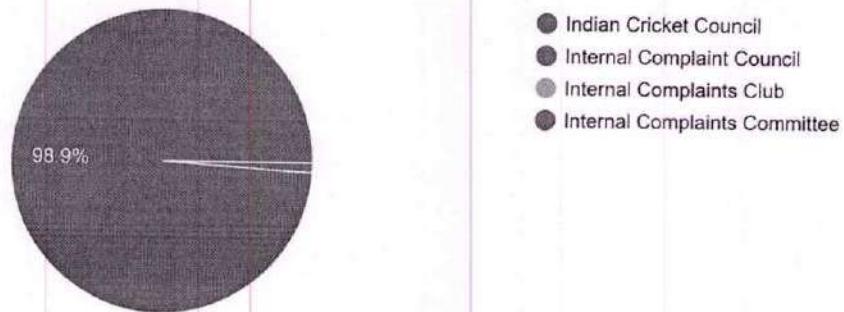
Are you aware of the Vishakha Guidelines/POSH Act?

93 responses



What is the full form of ICC?

93 responses



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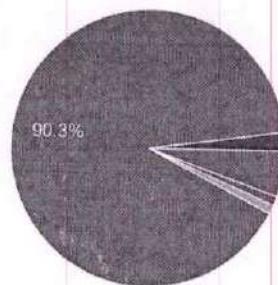
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What is the role of ICC?

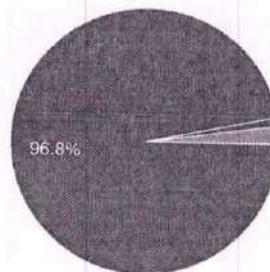
93 responses



- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of g...
- To create a secure physical and social environment to deter any act of sexual harrasment
- To uphold a commitment of the institution to provide an environment fr...
- All of the above
- Do not know

Does your institution have a functioning ICC?

93 responses



- YES
- NO
- Do not Know

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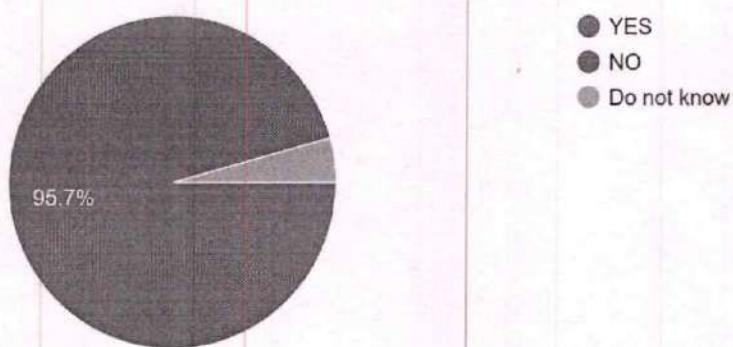
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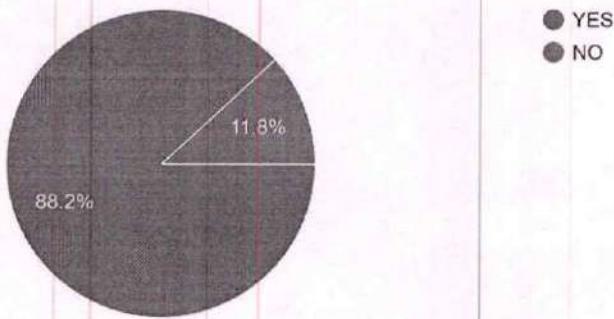
Are the contact details of the members of ICC clearly displayed?

93 responses



Do you know how to file a complaint against sexual harassment case to the appropriate authorities at your institution?

93 responses



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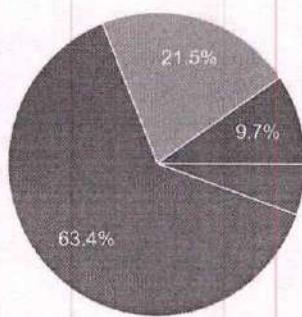
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How many programs organised by ICC attended by you? (Awareness programs on gender issues, Seminar on Equality and Social Change, Outdoor gender sensitization Program etc.)

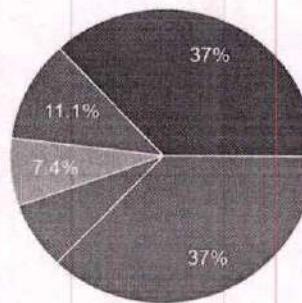
93 responses



- ONE
- MORE THAN ONE
- ALL
- NONE

If not attended, give your reason for not attending

27 responses



- Scheduled work
- Personal reason
- Not present at college campus
- Did not know about the schedule of the program
- Other

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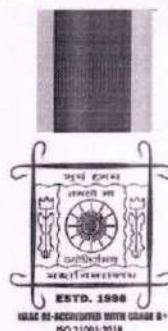
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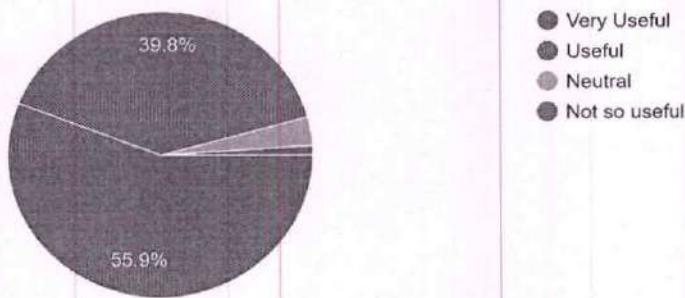
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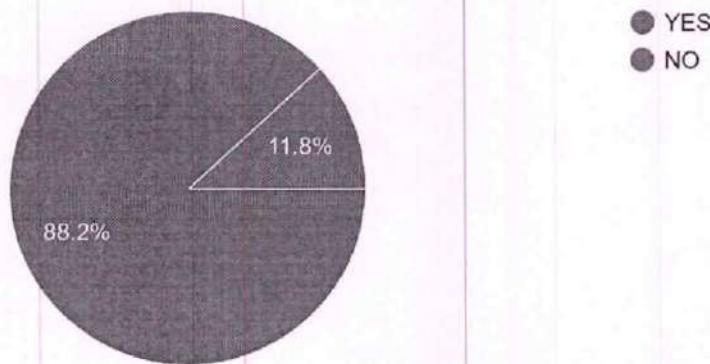
Are the programs useful and helpful in creating awareness regarding gender discrimination, sexual harassment?

93 responses



Are you aware of different kinds of harassment?

93 responses



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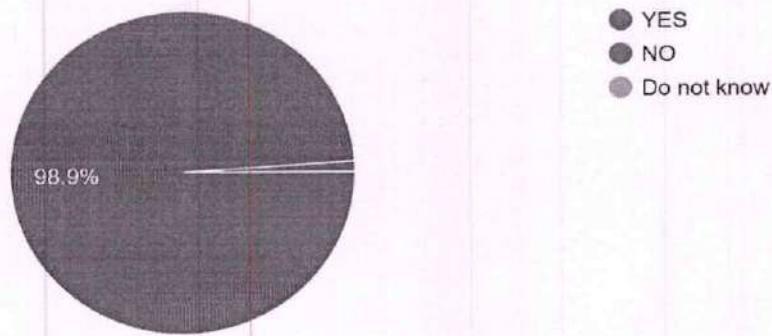
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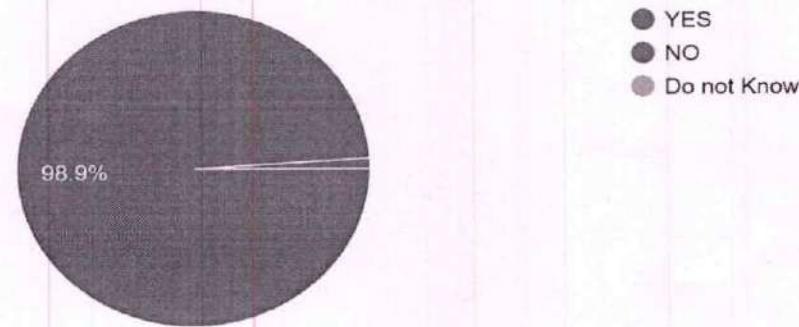
Do you feel safe at campus?

93 responses



Is there adequate gender-inclusive facilities (toilets, common room) in your college?

93 responses



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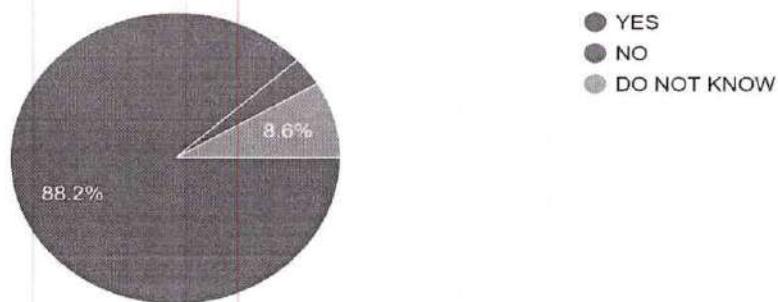
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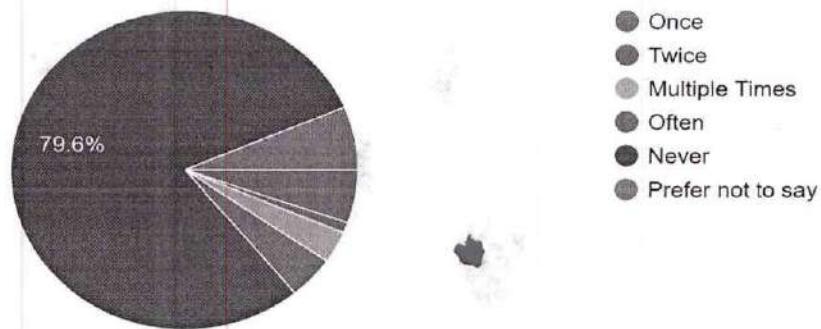
25. Does the institution have clear maternity/paternity/childcare/flexible work policies?

93 responses



Have you received or witnessed gendered harassment via institutional digital channels (email, WhatsApp groups)?

93 responses



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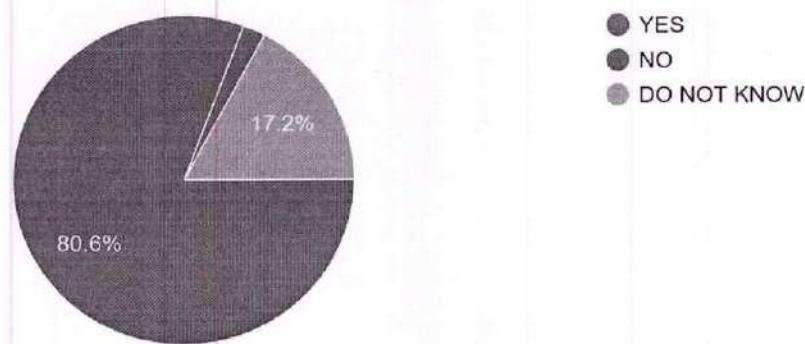
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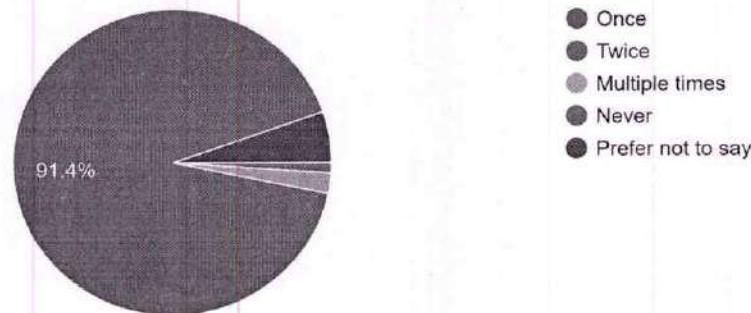
Does your institution have guidelines to prevent and respond to online harassment?

93 responses



Have you ever experienced any instance of sexual misconduct or harassment or discriminatory behaviour within your institution?

93 responses



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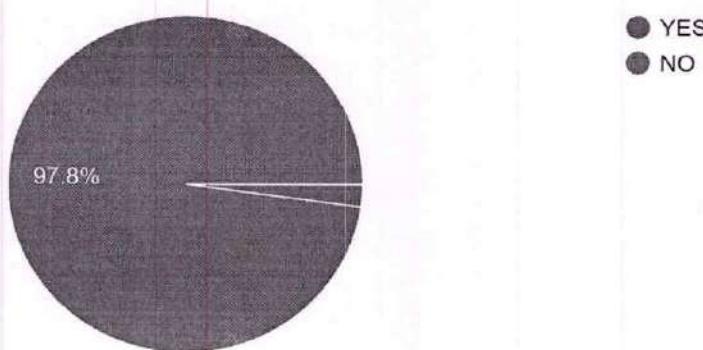
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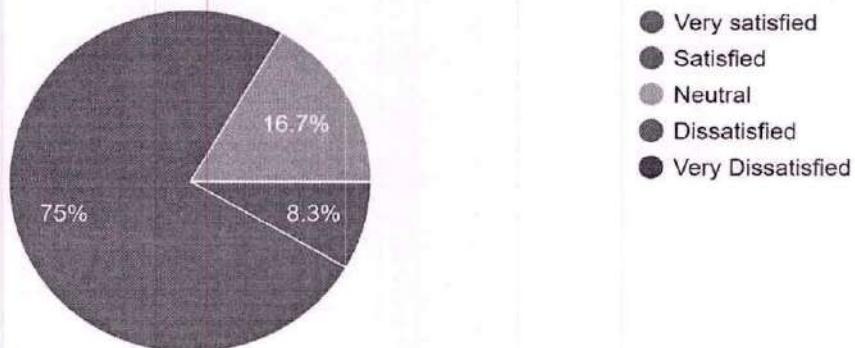
Have you ever reported any case of sexual harassment to the ICC/College authority?

93 responses



If reported, were you satisfied with the response?

12 responses



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# Surya Sen Mahavidyalaya

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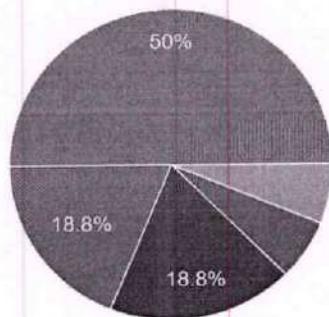
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## Internal Complaints Committee

If you or someone else did not report an incident, why?

16 responses



- Fear of retaliation / career impact
- Lack of faith in the process
- Social stigma / family consequences
- All the above
- Not aware how to report
- Resolved informally / didn't consider it serious enough
- Other

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## Internal Complaints Committee

### STAFF SURVEY DATA ANALYSIS

The survey reveals that Majority of employees have gender awareness and awareness regarding ICC, role of ICC, work procedure of ICC. Majority of employees are aware of the Vishakha Guidelines/POSH Act. 83.9% are aware and 16.1 are unaware of the Vishakha Guidelines/POSH Act. 98.9% of the respondents are aware of the Internal Complaint Committee and 1.1% are puzzled with Internal Complaint Council. 96.8% of the respondents are aware of the ICC in the college. 88.2% are aware of the different kinds of harassment and 11.8% are unaware of the different kinds of harassment. 88.2% respondents are aware of the process of reporting the grievances to the appropriate authorities of the institution. According to 55.6% respondents program organised by ICC are very useful, 39.8% are useful, 1.1% are not so useful and 3.2% bear neutral attitude. 98.9% respondents feel safe at campus. According to 98.9% respondents college has adequate gender-inclusive facilities. According to 88.2% the institution have clear maternity, paternity, childcare and flexible work policies. 79.6% never received or witnessed gendered harassment via institutional digital channel and 13.9% respondents received or witnessed gendered harassment via institutional digital channel. Among them 5.4% once, 1.1% twice, 3.2% multiple times, 4.3% often received or witnessed gendered harassment via institutional digital channel. 6.5% prefers to remain silent regarding the issue. In the opinion of 80.6% respondents the institution have guidelines to prevent and respond to online harassment and 2.2% respondents the institution have no guidelines to prevent and respond to online harassment and 17.2% are not aware regarding this matter. 91.4% respondents have never experienced any instance of sexual misconduct or harassment within the institution. 5.4% prefers to maintain silence, 2.2% experienced multiple times and 1.1% once experienced sexual misconduct or harassment. 97.8% never reported any case of sexual harassment. 16 responses received regarding the cause of non-reporting of incidence of sexual harassment. Among them 50% do not specify any reason, 18.8% do not know how to report, 18.8% do not consider it serious/resolved informally, 6.3% mention social stigma/family consequences, 6.3% mention all the causes mentioned here like fear of retaliation/career impact, lack of faith in the process, social stigma/family consequences. Many faculties gave suggestions for the improvement. Some important suggestions are cited below.

More awareness needs to be created among communities

Promote gender sensitivity programs.

To be truly gender-inclusive is to create a safe and gender-neutral space for the LGBTQIA+ community. Like many education institutions have gender-neutral washrooms. This can be a positive step forward to improve the gender climate of the institute. Also, acceptance and awareness come from visibility. So, I would expect awareness programs to call members from the LGBTQIA+ community to raise awareness among students about different sexual identities and address the social stigma concerning the same.

A clear-cut guideline for dealing with cases of digital harassment must be available and publicized

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If the ICC prepares a display board clearly outlining the categories of harassment—both online and offline—and presents these categories through different illustrative pictures, it can be placed on the outer wall of the ICC room for awareness.

A Separate girls toilet should be constructed at the 2nd floor of science building where A7 , A8 room situated.

Regular monitoring should be conducted to ensure a safe environment for employees and students.

Though maximum respondents gave positive feedback regarding gender issues, gender violence free environment in the the college but there are some exceptions also. These issues need to be carefully addressed. Different kinds of programs like seminar, invited lecture on gender equality, types of sexual harrassment, Vishakha Guidelines/POSH Act, ICC may be arranged to develop awareness among the employees.

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ISO 21001:2018

ISO 14001:2015

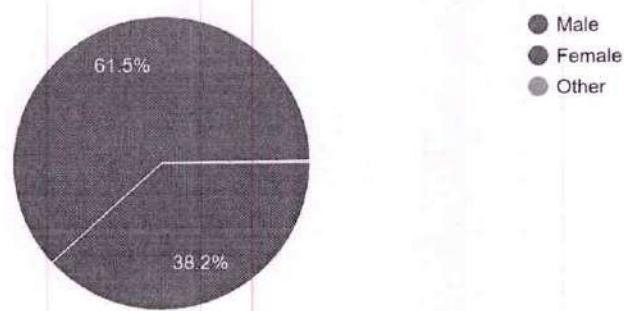
ISO 9001:2015

## Internal Complaints Committee

A comprehensive gender survey was conducted among students by ICC of Surya Sen Mahavidyalaya from 8<sup>th</sup> to 14<sup>th</sup> December 2025, to explore their perspectives on gender-related issues. A Google form questionnaire was shared with the student body, resulting in an overwhelming response of 1188 students. The survey aimed to gather insights into the students' understanding and awareness regarding ICC, role of ICC, gender equality, sexual harassment and related topics. The data collected from this diverse group of students will be instrumental in shaping future gender sensitization initiatives and fostering a more inclusive campus environment.

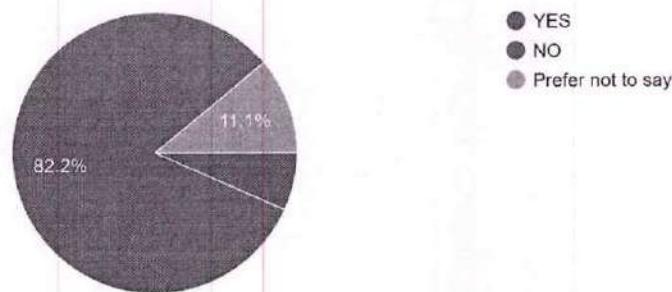
### Gender

1,188 responses



### 2. Do you identify as LGBTQ+?

1,188 responses



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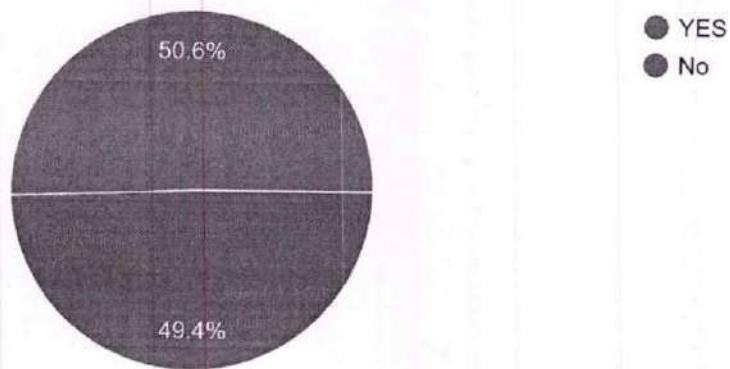
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## Internal Complaints Committee

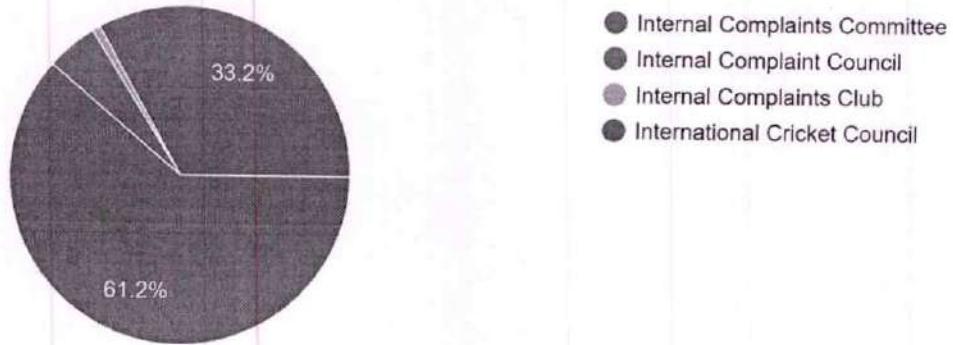
Are you aware of the Vishakha Guidelines/POSH Act?

1,188 responses



What is the full form of ICC?

1,188 responses



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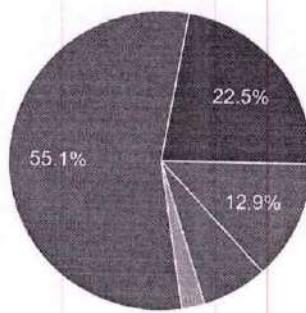
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## Internal Complaints Committee

What is the role of ICC?

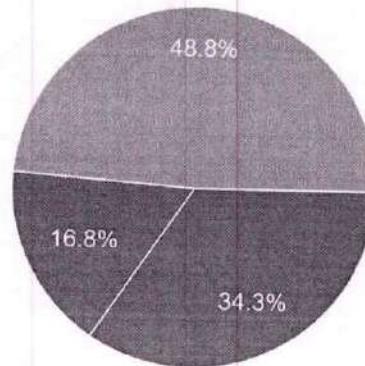
1,188 responses



- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of g...
- To create a secure physical and social environment to deter any act of sexual harrasment
- To uphold a commitment of the institution to provide an environment fr...
- all of the above
- Do not Know

Does your institution have a functioning ICC?

1,188 responses



- Yes
- No
- Not aware

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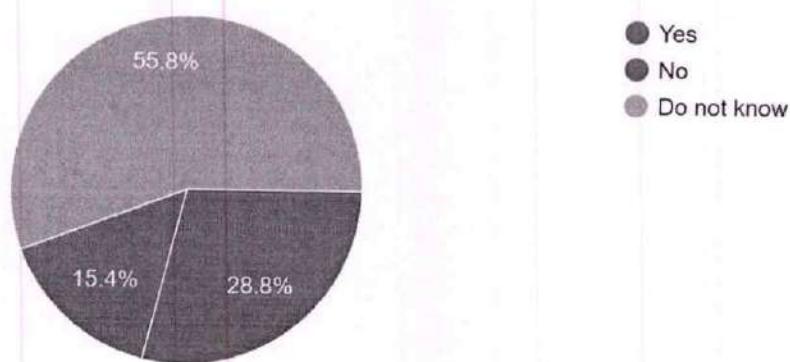
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## Internal Complaints Committee

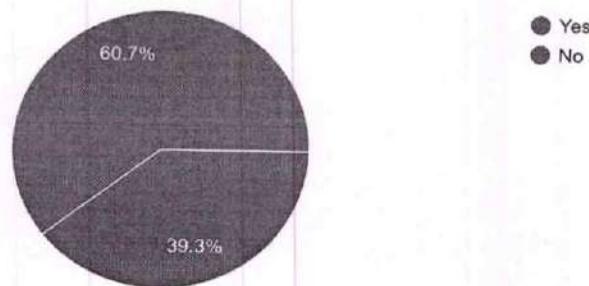
Are the ICC contact details clearly displayed?

1,188 responses



Do you know how to file a complaint against sexual harassment case to the appropriate authorities at your institution?

1,188 responses



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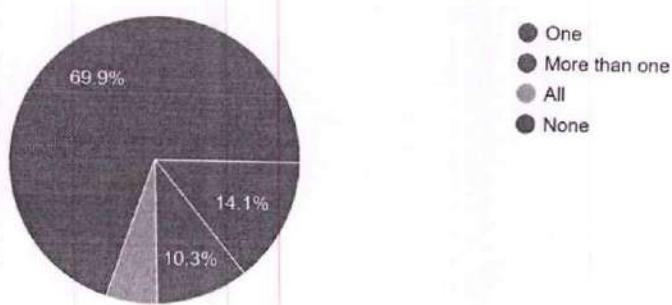
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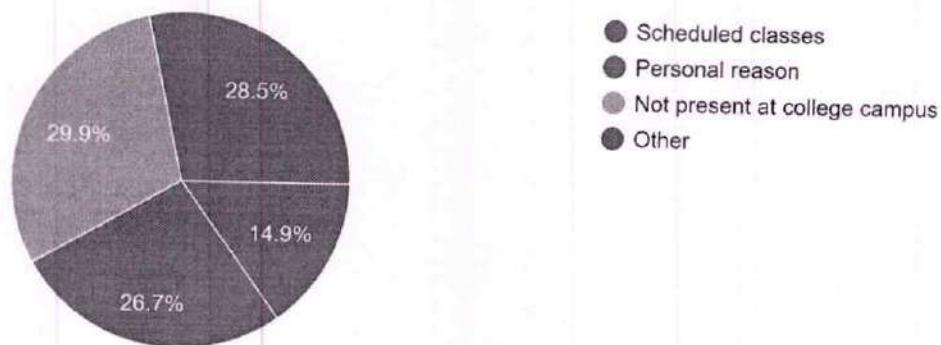


## Internal Complaints Committee

ICC have organised many programs. (Awareness programs on gender issues, Seminar on Equality and Social Change, Outdoor gender sensitization Program etc.) How many you have attended?  
1,188 responses



If not attended, give your reason for not attending  
1,045 responses



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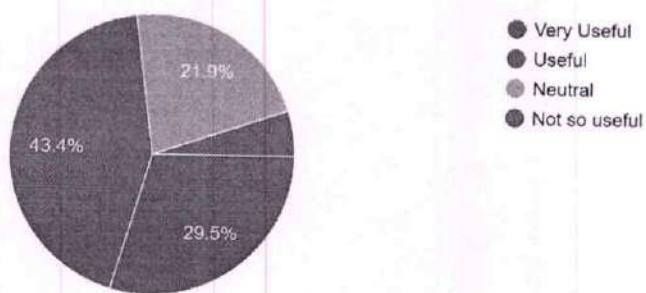
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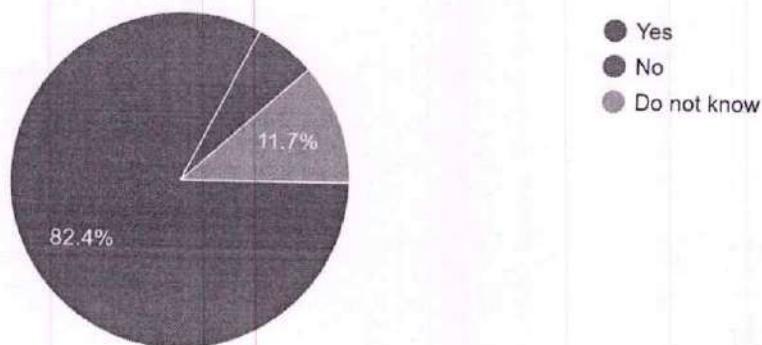
Are the programs useful and helpful in creating awareness regarding gender discrimination, sexual harassment?

1,188 responses



Is there adequate gender-inclusive facilities (toilets, common room) in your college?

1,188 responses



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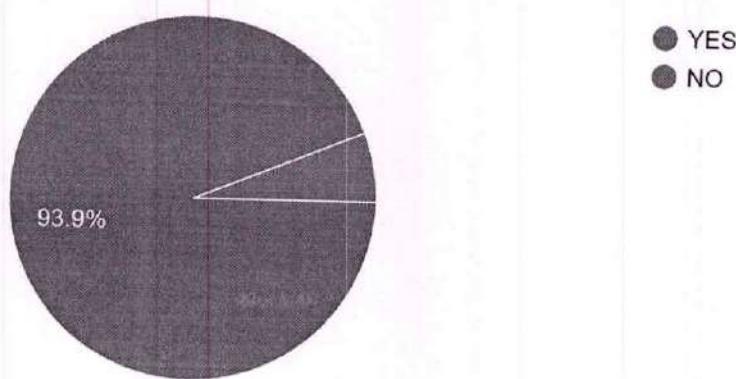
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## Internal Complaints Committee



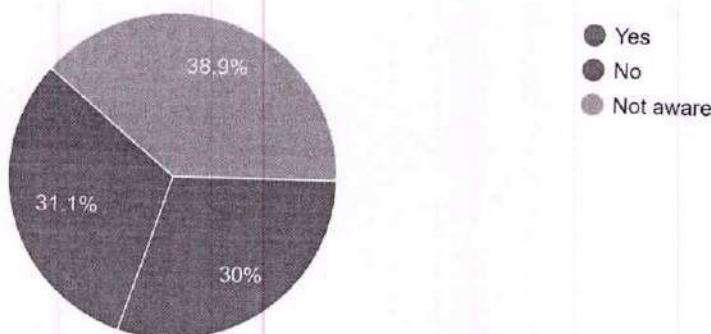
Do the teachers treat students of all genders with respect?

1,188 responses



Are Gender stereotypes challenged in classroom discussions and learning materials?

1,188 responses



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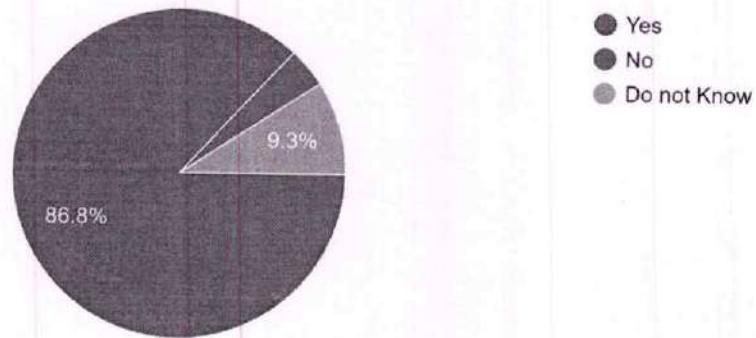
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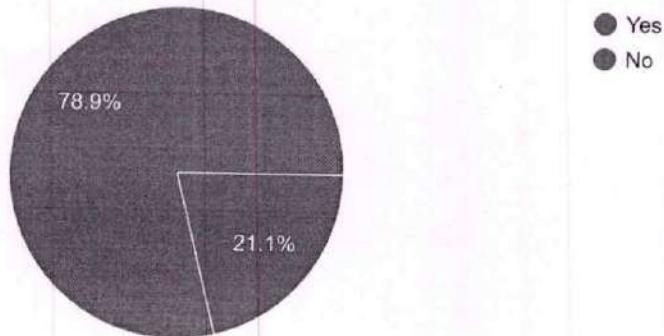
Do you feel safe at Campus?

1,188 responses



Have you participated in any self-defense program in your institution?

1,188 responses



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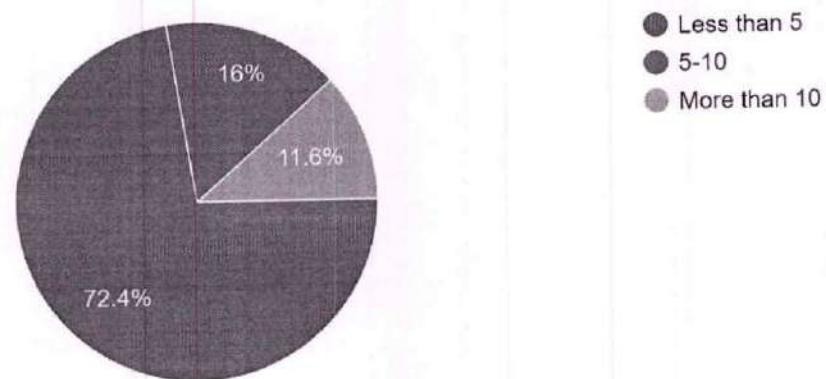
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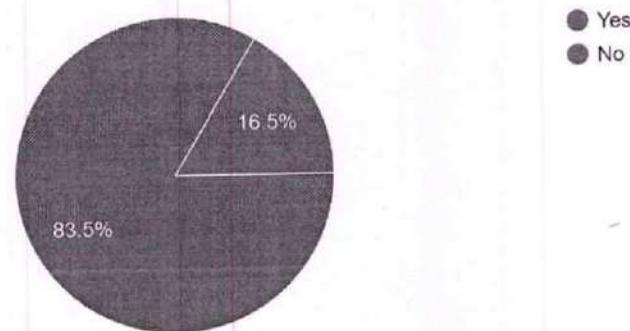
If yes, how many have you attended?

580 responses



Shall the institute organize more self-defense program?

1,188 responses



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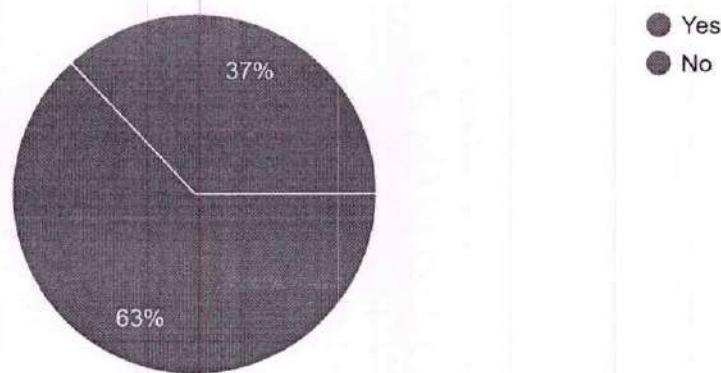
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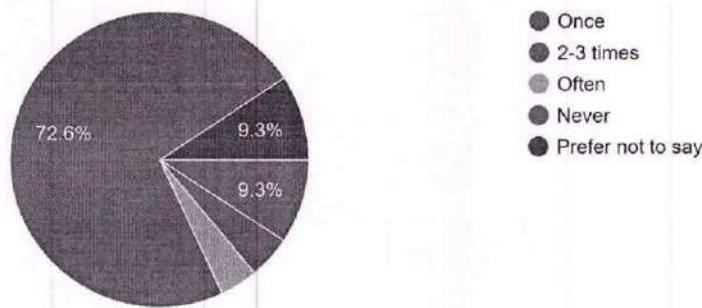
Are you aware of different kinds of harassment?

1,188 responses



Have you received or witnessed gendered harassment via institutional digital channels (email, WhatsApp groups)?

1,188 responses



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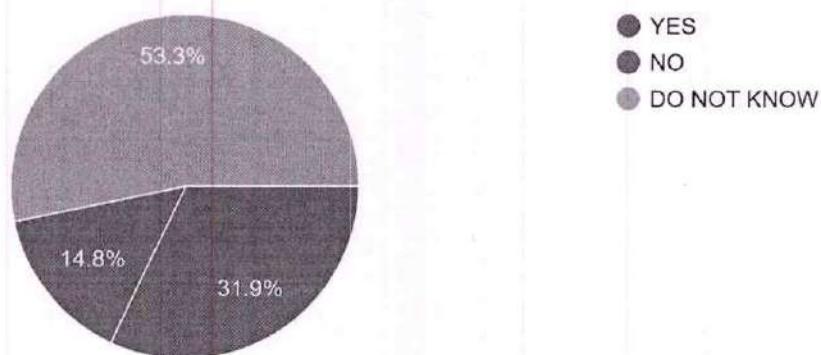
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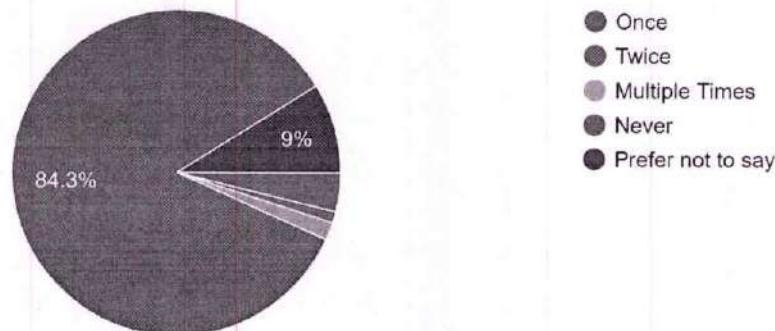
Does your institution have guidelines to prevent and respond to online harassment?

1,188 responses



Have you ever experienced any instance of sexual misconduct or harassment within your institution?

1,188 responses



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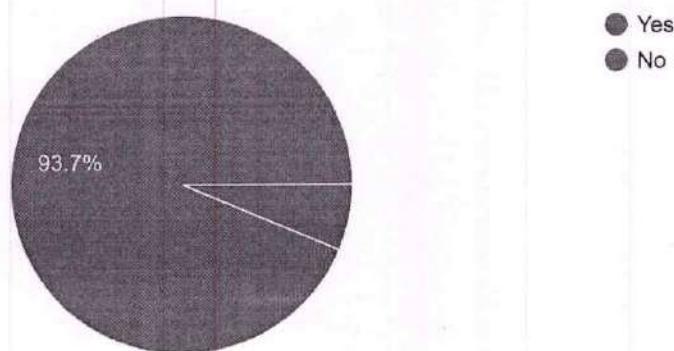
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## Internal Complaints Committee

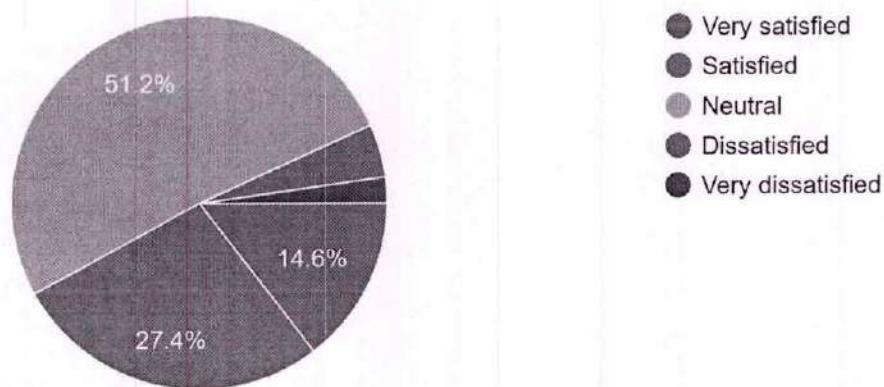
Have you ever reported any case of sexual harassment to the ICC/College authority?

1,188 responses



If reported, were you satisfied with the response?

631 responses



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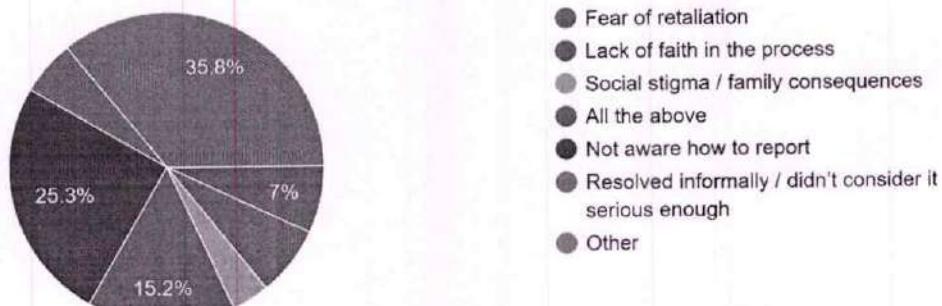
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## Internal Complaints Committee

If you or someone else did not report an incident, why?

776 responses



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## Internal Complaints Committee

### STUDENT SURVEY DATA ANALYSIS

The survey among the students shows that 50.6% are aware of the Vishakha Guidelines/POSH Act and 49.4% are unaware of the Vishakha Guidelines/POSH Act. Among the respondents 82.2% do not identify as LGBTQ+ Community and 6.7% identify themselves as LGBTQ+ Community and 11.1% choose the option prefer not to say. 61.2% of the respondents know the full form of the Internal Complaint Committee and 33.2% are puzzled with International Cricket Council. 55.1% know the role of ICC. Only 34.3% are aware of the fact that college has a functioning ICC. 69.9% respondents did not attend any program of ICC. For 29.9% respondents programs organised by ICC are very useful. According to 82.4% respondents there is adequate gender-inclusive facilities in the institution. 93.9% respondents said teachers treat students of all gender with respect. 30% respondents uphold the view that gender stereotypes are challenged in classroom discussion and learning material, 38.9% are not aware of the fact. 31.1% respondents answer that gender stereotypes are not challenged in classroom discussion and learning material. 86.8% respondents feel safe in the campus. 21.1% students attended self defense program. Among them 72.4% attended less than 5 programs, 16% attended 5-10 programs and 11.6% attended more than 10 programs. 63% respondents are aware of different kinds of harassment. 72.6% respondents never experienced gender harassment via institutional digital channel. 9.3% once experienced gender harassment via institutional digital channel. 9.3% respondents choose prefer not say option. 4.4% respondents experienced 2-3 times gender harassment via institutional digital channel and 4.4% respondents experienced often gender harassment via institutional digital channel. 31.9% respondents know the institution have guidelines to prevent and respond to online harassment. 84.3% respondents have never experienced any instance of sexual misconduct or harassment within the institution. 9% respondents prefer to maintain silence, 2.23% experienced multiple times, 1.12% experienced and 3.35% once experienced sexual misconduct or harassment. 93.7% respondents never reported any case of sexual harassment. 776 responses received regarding the cause of non-reporting of incidence of sexual harassment. Among them 35.8% respondents do not specify any reason, 25.3% do not know how to report, 15.2% mention all the causes mentioned here like fear of retaliation/career impact, lack of faith in the process, social stigma/family consequences.

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## Internal Complaints Committee

Many suggestions for the improvement are received from students. Some important suggestions are cited below.

The ICC should organise regular awareness and the committee should be more visible and accessible on campus.

The college should clearly display ICC contact details and organize more awareness programs for all students.

There should always be security in the college and a women's team should be formed for the safety of women.

Ensure the college establishes and strictly enforces a transparent, non-retaliatory reporting and investigation protocol for all harassment incidents.

Survey is really needed.

Conduct regular, evidence-based awareness and training programs for all students, staff, and faculty.

ICC room should be more visible Give awareness to students and ask if they are having problems regarding this

Spread more awareness about this

To keep more awareness program and also provide sanitary napkins into the girls washroom.

On the whole almost 40% of the student respondents have awareness regarding gender issues, ICC, gender related guidelines and acts and the rest are not aware of these issues. Majority of respondents feel safe in college campus. Majority of students express that teachers treat students of all gender with respect. Majority of students never experience any kind of sexual misconduct or harassment. Majority of the students have expressed their concern over organising self-defense training program. Many students gave suggestion to organise more gender awareness programs.

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# Surya Sen Mahavidyalaya

NAAC RE-ACCREDITED B+

A Multi Stream Govt. Aided College & Recognised by UGC u/s 2(f) & 1 2(b)

(Affiliated to University of North Bengal)

## Internal Complaints Committee

### FINDINGS

- ❖ In the academic year 2025-2026 more number of male students have taken admission in the institution. In the institution 51.53% students are male and 49.47% are female. No student is found in the third gender category.
  
- ❖ In 1<sup>st</sup> (50.64%) and 3<sup>rd</sup>(52.25%) semester female students outnumber the male students but in 5<sup>th</sup> semester a sharp decline in number of female students (41.62%) semester is witnessed.
  
- ❖ In the institution male employees are more in number than female employees. There are 53.45% male employees and 46.55% female employees in the institution. No one is there in the 3<sup>rd</sup> gender category. In the teaching category female employees are more in number than male but in the non-teaching category male employees are more in number than female.
  
- ❖ Good percentage of employees have awareness regarding gender equality, types of sexual harassment, Vishakha Guidelines/POSH Act, ICC and role of ICC, measures taken by college to foster equality. On the whole almost one third of the student respondents have awareness regarding gender issues, ICC, gender related guidelines and acts and the rest are not aware of these issues. Majority of respondents feel safe in college campus. According to majority of respondents there is adequate gender inclusive facilities in the institution. Majority of students express that teachers treat students of all gender with respect. Majority of students never experience any kind of sexual misconduct or harassment. Majority of the students have expressed their concern over organising more self-defense training program. Many students gave suggestion to organise more gender awareness programs.

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## Internal Complaints Committee

### SUGGESTIONS

- ❖ Organise talks and interactive sessions on Gender Equality, Sexual Harassment, Vishakha Guidelines/POSH Act, ICC and role of ICC for the Students, Faculties and Staff.
- ❖ Organise Legal and Social awareness programs.
- ❖ Introduce different Self Employment Training Programs and more self-defense training programs.
- ❖ To organise more grooming sessions for students in Gender Sensitisation and urge them to join in open discussions on Gender and Gender related topics.
- ❖ Increase number of female members in decision making bodies.
- ❖ To encourage students and staff to approach appropriate authorities in case of any grievance and complaint without having any fear or hesitation.

*S. Daha*  
Convenor  
INTERNAL COMPLAINT CELL  
SURYA SEN MAHAVIDYALAYA

*S. Daha*

Internal Complaints Committee  
Surya Sen Mahavidyalaya

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## Internal Complaints Committee

### Suggestions

- \* Frequently organise talks and interactive sessions on Gender Equality, Sexual Harassment, Vishakha Guidelines/POSH Act, ICC and role of ICC to ensure involvement of more Students as the Seminar Hall has a limited capacity of accommodating participants.
- \* Organise more Legal and Social awareness programs.
- \* Introduce different Self Employment Training Programs .
- \* To organise more grooming sessions for students in Gender Sensitisation and urge them to join in open discussions on Gender and Gender related topics.
- \* To encourage students and staff to approach appropriate authorities in case of any grievance and complaint without having any fear or hesitation.

*S. Saha*  
Sutapa Saha  
Convener, ICC  
Surya Sen Mahavidyalaya

Internal Complaints Committee  
Surya Sen Mahavidyalaya