



**ANNUAL REPORT ON
INTERNAL COMMITTEE
SESSION: 2023-24**



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

EVENT SUMMERY

Sl. No.	Name of the event	Date	No. of student participated	Link
1.	AWARNESS PROGRAME: SEMINAR ON “CONTROLLING THE CREZY MIND”	27.09.2023	180	https://drive.google.com/file/d/15kgbzSwWmzCRxvUjv4rXJlLuXy-GJeQQ/view?usp=sharing
2.	AWARNESS PROGRAMME: STUDENT COUNSELING	05.03.24- 07.03.24	15	https://drive.google.com/file/d/1J349TaQgFqKfWhMxNvyTk7AbguH3TP-Q/view?usp=sharing
3.	WOMEN’S DAY CELEBRATION. CULTURAL ACTIVITY- EXHIBITION NAMED “CULTURAL KALEIDOSCOPE” AND INAUGURATION OF “WORKSHOP ON SELF DEFENCE PROGRAME FOR NILGANJ SIKSHAYATAN (H.S. CO-ED SCHOOL)”	14.03.224	50	https://drive.google.com/file/d/1_846q5_2CZmrBT1I-HPo4mH0zznSH8G9n/view?usp=sharing
4.	AWARNESS PROGRAME: WORKSHOP ON SELF DEFENCE PROGRAME FOR FEMALE STUDENTS OF RERFGI (BEST PRACTICE)	TWO HOURS IN A WEEK THROUG H OUT SESSION	30	https://drive.google.com/file/d/1bFJayplglpj0eE2j7hiZ_AQLE4NoDjDp/view?usp=sharing
5.	AWARNESS PROGRAME: WORKSHOP ON SELF DEFENCE PROGRAME FOR “NILGANJ SIKSHAYATAN (H.S. CO-ED SCHOOL)”	28.03.2024 , 04.04.2024 , 18.04.2024 , 25.04.2024 , 09.05.2024	40	https://drive.google.com/file/d/1IZIh-5JEi53mf6AI_NliqT51IaqABdb/view?usp=sharing
6.	AWARNESS PROGRAMME: LOGO COMPETITION BASED ON “GENDER EQUITY”	18.05.2024	23	https://drive.google.com/file/d/1Bu_YR7PUPTNFbO8feEB0Dz9aegpvYfg9/view?usp=sharing

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7.	SURVEY ON SAFETY AT WORKPLACE FOR ALL STAFF MEMBERS OF RERFGI	25.06.24- 30.06.24	51	https://drive.google.com/file/d/1mmvrmK3FuNIqVsB2_F5G2g_6nnczaZP/view?usp=sharing
8.	ANNUAL SURVEY GENDER SENSITIZATION AND SURVEY ON GENDER AUDIT	25.06.24- 30.06.24	263	https://drive.google.com/file/d/14pjddHopDYIPXjNznfaye7VYzlUiMr1u/view?usp=sharing
9.	REPORT OF HEALTH AND HYGIENE			https://drive.google.com/file/d/1El6Lp-fFp9yjhdaZ_1-OgXnpe1ngZ8YG/view?usp=sharing
10.	HEALTH AND WELLNESS OF YOGA			https://drive.google.com/file/d/1OMFz1XTjV086zgnh5PQg-LNNQN2keuX/view?usp=sharing

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PROCESS OF SUBMISSION OF COMPLAINT AGAINST SEXUAL HARASSMENT:

- Sexual harassment case can be filed if it occurs in workplace.
- Sexual harassment case can also be filed against a student if his or her behavior is not proper
- Complaint to the IC should be done within three months (section 9(1), Sexual harassment of women at workplace, 'Prevention, Prohibition and Redressal Act, 2013 ').
- Draft of the complaint should be in six copies.
- All documents supporting the case must be attached with the complaint.
- Name and address of the witness should be provided.
- After getting complaint with supporting documents, IC can proceed to solve the problem.
- If anyone can't write his or her own complaint, the committee members should help to write it.

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REDRESSAL PROCESS MECHANISM:

- Reviewing of the written complaints and response to complaints be done.
- All relevant laws, policy, acts, rules and Vishaka guidelines to be considered to develop a plan of action.
- Meeting with the complainant and the respondent, and with all witnesses to be made.
- All the statements be recorded, signed and dated.
- Necessary plan of actions to be made by reviewing the findings.
- If necessary further interviews to be scheduled thereafter.
- All the facts and findings be analyzed to develop reasoning and setting course of action.
- Considering all the above mentioned points a reports and recommendations to be made accordingly.
- File to be submitted to the Management and HR.



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PARTICULARS OF THE CASES

➤ **Number of complaints on sexual harassment received in the year:**

No Sexual harassment complaints have been lodge in our institute during this academic year.

➤ **Number of complaints disposed off during the year.**

No Sexual harassment complaints have been lodge in our institute during this academic year. So no complaints disposed off during the year.

➤ **Number of cases pending for more than 90 days.**

No Sexual harassment complaints have been lodge in our institute during this academic year. So no cases pending for more than 90 days.

➤ **Number of workshops on awareness programs against sexual harassment conducted during the year.**

Two number of workshops on awareness programs against sexual harassment conducted during the year.

1. Awareness programme: Workshop on self defence programme for female students of RERFGI.
2. Awareness programme: Workshop on self defence programme for "NILGANJ SIKSHAYATAN (H.S. CO-ED SCHOOL)".

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