FORMAT

1	Name of the Department	Cultural Affairs Department		
2	Whether Internal Complaints Committee (ICC) has been notified as required under Section 4(I) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 [POSH Act] for all offices under the Department.	Notified		
3	Whether the ICCs so constituted are strictly in terms of the provisions of the POSH Act	Yes		
4	Whether necessary information regarding the constitution and composition of the ICCs, details of the email IDs and contact numbers of the designated person(s), the procedure prescribed for submitting an online complaint, as also the relevant rules regulations	Uploaded details of the e-mail IDs and contact numbers of the designated person(s) in the College website		
	and internal policies are made readily available on the website of the concerned Office Authority/ Functionary/ Organisation/ Institution Body, as the case may be. (The information furnished on the website shall also be updated from time to time.)			
5	Whether ICC has been constituted by all the Statutory bodies (under the Department as applicable) of professionals at the State level (including those regulating doctors, lawyers, architects, chartered accountants, cost	Yes		
	accountants, engineers, bankers and other professionals), by Universities, Colleges, Training Centres and educational institutions and by Government and private hospitals/ nursing homes, falling under the Department.	¥		
6	Whether immediate and effective steps have been taken by the authorities/ managements/ employers to familiarize members of the ICCs with their duties and the manner in which an inquiry ought to be conducted on	Will be followed up		
	receiving a complaint of sexual harassment at the workplace, from the point when the complaint is received, till the inquiry is finally concluded and the Report submitted.			
7	Whether the authorities/ management/employees are regularly conducting orientation programmes, workshops, seminars and awareness programmes to upskill members of the ICCs and to educate women employees and women's groups about the provisions of the POSH Act, the Rules and relevant regulations.	Orientation programmes, Workshop, Seminars and Awareness programmes will be conducted in coming time		

Principal i/c
Govt. College of Art and Crafts,
Assam, Basistha, Guwahati-29.

The list of Convener/ Member Secretary and Members of Internal Complaints Committee (ICC) as follows to check the related matters of Govt. College of Art and Crafts, Assam, Basistha, Guwahati-29

SI No.	Name	Designation	Phone No.	E-mail ID
1.	Dr. Nabajit Deka (Convener/Member Secretary)	Principal i/c, GCAC	9859120927	nabajit986@gmail.com
2.	Sri Ratul Ch. Gogoi (Member)	Lecturer in Sculpture	9435045952	ratul.ratul69@gmail.com
3.	Sri Chandan Bez Baruah (Member)	Lecturer in Graphics	8800869201	chandan_artist@yahoo.com
4.	Dr. Nilanjana Gogoi (Member)	Lecturer in Painting	8116109687	gogoinilanjana8@gmail.com
5	Sri Kamal Narayan Deka (Member)	Senior Assistant	7002304596	kamal.deka014@gmail.com
6.	Mrs. Barnali Kalita (Member)	Junior Assistant	9085008323	kalita.barnali097@gmail.com
7.	Miss Manisha Sarkar (Member)	Peon, MTS	8486463337	manishasarkar848@gmail.com

Principal i/c

Govt. College of Art and Crafts, Assam, Basistha, Guwahati-29.