

## OFFICE MEMORANDUM

In pursuance of the guidelines issued by the All India Council for Technical Education and the Ministry of Education regarding creation of a safe, secure, inclusive and gender-sensitive environment in Higher Educational Institutions, the institute hereby constitutes the **Women and Gender Development Cell (WGDC)** with immediate effect. The Cell shall function for sensitization, policy implementation, monitoring, grievance redressal, and promotion of gender equity within the institution.

The composition of the Women and Gender Development Cell is as follows:

Sl. No.	Name & Designation	Position in Committee
1.	Prof. Dr. Tanima Ray	Chairperson
2.	Prof. Dr. Sohini Banerjee	Member
3.	Prof. Dr. Archana Sharma	Member, Presiding Officer, Internal Complaints Committee,(Ex- Officio)
4.	Ms. Swati Chatterjee	Member
5.	Ms Barnali Das Moitra	Member
6.	Dr. Monalika Dey	Convener

### **Objectives of the Cell**


The Women and Gender Development Cell shall:

1. Promote gender equality and gender sensitization among students and staff.
2. Create awareness regarding women's rights, dignity, safety, and empowerment.
3. Ensure a safe and secure campus environment for women.
4. Address complaints relating to gender discrimination, harassment, or other related grievances.
5. Organize seminars, workshops, awareness campaigns, counselling sessions, and outreach activities on gender issues.
6. Recommend measures for ensuring safety, hygiene, and welfare facilities for women in the campus.
7. Coordinate with statutory committees such as the Internal Complaints Committee (ICC) wherever required.
8. Submit periodic reports and recommendations to the Head of the Institution.

The tenure of the members of the Cell shall ordinarily be for a period of **three years** or until further orders, whichever is earlier.

The Cell shall meet at least once in every semester and whenever necessary to review matters related to women's welfare, gender sensitization, and grievance redressal.

All concerned are requested to extend full cooperation for effective functioning of the Women and Gender Development Cell.

  
(Prof Dr Krishna M Agrawal)  
Director

CC: All Members of the Committee  
All HoDs/Registrar (Actg.)/FO/Librarian/Admin Dept/File



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