



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in
P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 024/UGB/DR-26

Date: 09.01.2026

OFFICE ORDER

In compliance with the directions of the Hon'ble Vice-Chancellor and in pursuance of the resolution adopted in the meeting held with all Deans of Faculty Councils of Postgraduate Studies, all Heads/Coordinators of PG Departments, and all Officers of the University on 18.12.2025 (vide Ref. No.: 528/UGB/R-25 dated 12.12.2025), the undersigned is directed to notify the following decisions regarding the processing of Grievance Redressal for compliance by all concerned:

- 1. Redressal of Student and Faculty Grievances :** All grievances/complaints of students and faculty members shall be addressed strictly through the prescribed hierarchical mechanism as detailed below:

1	•First to the Concerned Head / Coordinator of the Department.
2	•If unresolved, the application is to be forwarded with remarks to the Dean of the Faculty Council concerned .
3	•If still unresolved, the application is to be forwarded with remarks to the Registrar.
4	•Finally, to the Hon'ble Vice Chancellor (If required).

Grievances/complaints should not be addressed directly to the Hon'ble Vice Chancellor.

- 2. Reporting of Sexual Harassment Cases:** Any incident of sexual harassment occurring within the University campus shall be reported confidentially to the Registrar, who shall forthwith forward the same to the Presiding Officer of the Internal Complaints Committee (ICC) [vide Ref. No.: 019/UGB/DR-26 Date: 08.01.2026] for necessary action in accordance with applicable rules. In such cases, the aggrieved person may also contact the Presiding Officer, ICC directly. The list of ICC members shall be displayed on the departmental notice boards.

This Office Order shall come into force with immediate effect.

All the Head of Academic and Administrative Departments are requested to circulate the office order and kindly disseminate the information among all concerned.


DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA
MALDA (W.B.)

(Dr. Rajib Patitundi)

Deputy Registrar (Addl. Charge)

Copy forwarded to:

1. The PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor, UGB.
2. The Deans, All Faculty Councils of Post Graduate Studies, UGB.
3. The Registrar, UGB.
4. All Heads/Coordinators, PG Departments, UGB.
5. All Officers, UGB.
6. Office File.
7. University Website.



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★ Phone: 03512-223664 ★ URL: www.ugb.ac.in ★ Email: deputyregistrar@ugb.ac.in

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 019/UGB/DR-26

Date: 08.01.2026

OFFICE ORDER

As directed by the Hon'ble Vice Chancellor, UGB and in accordance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)* and for the interest of the University, the undersigned is to inform all concerned that the '**Internal Complaints Committee (ICC)**' of the University has been constituted with the following esteemed members:

1. **Dr. Hosneara Khatun**, Associate Professor, Department of History, UGB – **Presiding Officer**
2. **Mrs. Chaitali Ghosh Sarkar**, Councillor, Ward No. 20, EBM & Member, JJB, Malda – **External Member**
3. **Professor Chandan Bhattacharyya**, Department of Sanskrit, UGB – **Member**
4. **Dr. Sudarshana Sen**, Assistant Professor, Department of Sociology, UGB – **Member**
5. **Dr. Husna Parvin**, Assistant Professor, Department of Sanskrit, UGB – **Member**
6. **Dr. Kabita Lepcha**, Assistant Professor, Department of Geography, UGB – **Member**
7. **Dr. Soma Mitra**, Assistant Professor, Department of Physics, UGB – **Member**
8. **Smt. Sudipta Mishra**, Non-Teaching Staff, UGB – **Member**.

(Dr. Rajib Patitundi)

Deputy Registrar (Addl. Charge)

DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA