

## WOMEN CELL COMMITTEE

Ref:/GHM/ARO/WC-001/2027 – 2028

### 1. CONSTITUTION OF THE WOMEN CELL

Guru Nanak Institute of Hotel Management hereby constitutes a **Women Cell Committee** to promote a safe, secure, respectful, inclusive and supportive environment for women students, teaching staff, non-teaching staff and other women members of the Institution.

The Women Cell shall work towards creating awareness regarding women's rights, dignity, safety, equality and prevention of harassment and discrimination within the Institution.

### 2. COMPOSITION OF THE COMMITTEE

The Women Cell Committee shall consist of the following members:

| Sl. No. | Designation                             | Name                                               | Role           |
|---------|-----------------------------------------|----------------------------------------------------|----------------|
| 1       | Asst. Registrar & Female Faculty Member | Mrs.Anurupa Pal (Asst. Registrar & Asst.Professor) | Chairperson    |
| 2       | Female Faculty Member                   | Mrs.Sanchari Sikdar (Asst.Professor)               | Convener       |
| 3       | Female Faculty Member                   | Dr. Barnali Dey (Associate Professor)              | Member         |
| 4       | Female Faculty Member                   | Ms.Bidisha Kanjila (Asst.Professor)                | Member         |
| 5       | Female Faculty Member                   | Mrs.Dyuti Ghosh Asst.Professor)                    | Member         |
| 6       | Non-Teaching Staff                      | Mrs.Rupali Chatterjee (Librarian)                  | Member         |
| 7       | Non-Teaching Staff                      | Mrs.Sonali Paul (Accountant)                       | Member         |
| 8       | Student                                 | Ms. SNEHA ADHIKARI                                 | Student Member |
| 9       | Student                                 | Ms.SRISHTI CHATTERJEE                              | Student Member |

### **3. OBJECTIVES OF THE WOMEN CELL**

The major objectives of the Women Cell are:

1. To create awareness regarding the rights, dignity and safety of women.
2. To promote gender equality and equal opportunities within the Institution.
3. To provide a safe, respectful and supportive environment for women students and employees.
4. To organize awareness programmes, seminars, workshops and counselling sessions on women's safety, rights and empowerment.
5. To create awareness regarding prevention of sexual harassment and other forms of harassment.
6. To encourage women students and staff to report incidents of harassment, discrimination or inappropriate behaviour without fear.
7. To provide appropriate guidance and support to women who approach the Cell with complaints or concerns.
8. To maintain confidentiality regarding complaints and sensitive matters.
9. To coordinate with the appropriate institutional authorities wherever necessary.
10. To promote leadership, confidence, self-development and professional growth among women students and employees.

### **4. FUNCTIONS OF THE WOMEN CELL**

The Women Cell shall:

- Conduct regular awareness programmes on women's rights, safety and dignity.
- Organize workshops on self-defence, personal safety and cyber safety.
- Promote awareness regarding the prevention of sexual harassment at the workplace.
- Encourage students and staff to maintain a respectful and harassment-free campus environment.
- Receive and appropriately refer complaints or concerns relating to women.
- Maintain records of activities conducted by the Cell.
- International Women's Day and other relevant awareness activities.
- Recommend preventive and awareness measures to the Institution.

### **5. RULES AND REGULATIONS**

1. All members of the Institution shall maintain a respectful and dignified behaviour towards women students, employees and visitors.
2. Any form of sexual harassment, intimidation, discrimination, bullying, threatening behaviour or inappropriate conduct shall not be tolerated.
3. Derogatory, insulting or offensive comments based on gender shall be avoided and may be subject to appropriate institutional action.
4. Sharing obscene, sexually explicit, offensive or inappropriate material through social media, email, messaging applications or other electronic means within the institutional context is prohibited.



# GURU NANAK INSTITUTE OF HOTEL MANAGEMENT

157/F, NILGUNJ ROAD, PANIHATI, KOLKATA-700 114

Phone : +91 (033) 2523 1246

Website : [www.gnihm.ac.in](http://www.gnihm.ac.in) | E-mail : [info@gnihm.ac.in](mailto:info@gnihm.ac.in)

5. Women students and employees shall have the right to approach the appropriate institutional authority or committee regarding any concern or complaint.
6. Complaints shall be handled with due confidentiality and sensitivity.
7. False or malicious complaints may be dealt with in accordance with applicable institutional rules and law, after following due process.
8. The Women Cell shall not disclose confidential information except where disclosure is required by law or necessary for proper handling of the matter.
9. The Women Cell shall work in coordination with the Institution's **Internal Committee (IC)** and other applicable committees wherever required.
10. Matters requiring formal inquiry shall be dealt with by the appropriate statutory/institutional committee in accordance with applicable law and regulations.
11. Any disciplinary action, wherever necessary, shall be taken by the competent authority in accordance with applicable rules and regulations.

## 6. MEETINGS OF THE WOMEN CELL

1. The Women Cell shall meet at least **once every year** or as and when required.
2. Emergency meetings may be called by the Chairperson/Convener whenever necessary.
3. Minutes of meetings shall be maintained. Members may be re-nominated for subsequent terms.
4. Decisions and recommendations shall be submitted to the Principal/Head of the Institution wherever necessary.

## 7. GENERAL PROVISION OF THE COMMITTEE

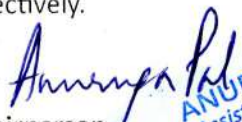
The Women Cell shall function in accordance with applicable laws, government regulations, UGC/AICTE/institutional guidelines, wherever applicable, and the policies of Guru Nanak Institute of Hotel Management.

Nothing in these Rules and Regulations shall limit or replace the functions or statutory powers of any committee or authority constituted under applicable law.

## ORDER OF CONSTITUTION

The above **Women Cell Committee** is hereby constituted at **Guru Nanak Institute of Hotel Management** with effect from 17/8/2026 for the Academic Session 2027-2028.

All concerned are requested to extend their cooperation to the Committee in carrying out its objectives and activities effectively.

  
Chairperson  
ANURUPA PAL  
Assistant Registrar  
GURU NANAK INSTITUTE OF  
HOTEL MANAGEMENT  
Kolkata - 114

Guru Nanak Institute of Hotel Management

7 Sarat Bose Road, Dwarka Building 1st Floor, Kolkata -700 020, Telephone : +91 (33) 2289 3943 / 3944 / 5323, Tele Fax : +91 (033) 2289 3945

GHM/ARO/2025-2026/002

Minutes of meeting of Women Cell Committee

Date: 29<sup>th</sup> January, 2026

Time: 5pm

Venue: Board Room

The following members were present

| Sl No | Name                  | Designation                                                | Signature         |
|-------|-----------------------|------------------------------------------------------------|-------------------|
| 1     | Mrs Anurupa Pal       | Assistant Professor(Business Communication)and Chairperson | Anurupa Pal       |
| 2     | Mrs Sanchari Sikdar   | Assistant Professor(Rooms Division)and Convenor            | Sanchari Sikdar   |
| 3     | Mrs Rupali Chatterjee | Librarian and Member                                       | Rupali Chatterjee |
| 4     | Ms Barnali Dey        | Assistant Professor(Tourism Studies)and Member             | Barnali Dey       |
| 5     | Mrs Bidisha Kanjilal  | Assistant Professor(Food and Beverage Service)and Member   | Bidisha Kanjilal  |
| 6     | Mrs Dyuti Ghosh       | Assistant Professor(Rooms Division)and Member              | Dyuti Ghosh       |
| 7     | Mrs Sonali Paul       | Assistant Accountant and Member                            | Sonali Paul       |

Resolution: The Chairperson spoke about all the discussions of the workshop that she attended in the POSH ACT 2013 by Tech Trainers and Testers Pune. It is all about prevention, prohibition and redressal of sexual harassment of women at the workplace inclusive of UGC and AICTE regulations. All the team members were briefed about the same and they were asked to brief students about the same and educate them further for awareness.

#### Agenda 04

##### Gender Sensitization programme

Discussion on conduction of sensitization programme

Resolution: A gender sensitization programme to create awareness amongst employees is to be arranged which should educate them on consent, boundary, dignity and legal consequences. The aim is to make the institution safer and more supportive for everyone. Posters and Banners are to be displayed everywhere in the campus and the Committee formation details to be made official

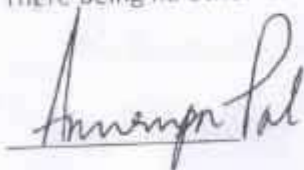
#### Agenda 05

##### Menstrual health and hygiene session for Women

Discussion on a conduction of session on menstrual health and hygiene

Resolution: It was decided that a session would be organized by end of February for all female employees and students on the importance of menstrual health and hygiene. It should be a session which will leave the participants with knowledge, confidence, healthy habits and positive attitude towards menstruation.

There being no other issues, the meeting ended with a vote of thanks to the Chair.



Name & Signature of

Chairperson with Date.

29/1/2026

PRALAY GANGULY

Digitally signed by PRALAY GANGULY  
Date: 2026.02.11 17:03:05 +05'30'

|   |                    |                        |  |
|---|--------------------|------------------------|--|
| 8 | Ms Subhangshi Paul | Student Representative |  |
|---|--------------------|------------------------|--|

The following member was absent

| Sl No | Name                    | Designation            |
|-------|-------------------------|------------------------|
| 1     | Ms Kaushiki Chakraborty | Student Representative |

The **WOMEN CELL COMMITTEE** meeting started with the Chairperson Mrs Anurupa Pal welcoming all the members.

The agenda items were discussed elaborately before the members.

#### Agenda 01

#### Confirmation of the Minutes of last Academic Council Committee meeting held on 30.07.2025

The minutes of the last **women cell** meeting held on 30.07.2025 circulated earlier to all the members, were unanimously accepted and confirmed by all the members.

#### Agenda 02

#### To note and ratify the action taken report of the resolutions taken in the last meeting held on 30.07.2025

The ATR was presented before the Academic Council members as mentioned below

| AGENDA                                               | RESOLUTION              | ACTION TAKEN |
|------------------------------------------------------|-------------------------|--------------|
| Session on women empowerment                         | Successfully executed   | done         |
| Session on gender sensitization                      | Successfully circulated | done         |
| Poster making competition on theme WOMEN EMPOWERMENT | Successfully executed   | done         |

#### Agenda 03

#### POSH ACT 2013

Discussion on workshop conducted on POSH ACT 2013