



DURGAPUR

WILDLIFE INFORMATION AND NATURE GUIDE SOCIETY

A NON-PROFIT ASSOCIATION WORKING TOWARDS WILDLIFE CONSERVATION & ECOLOGY

Reg no. S0005627 of 2019-2020 under the West Bengal Societies Registration Act, 1961

Website: www.wildwingsindia.in | Email: wildwingsbengal@gmail.com

Initiation of POSH Internal Committee (IC)

Durgapur Wildlife Information and Nature Guide Society (WINGS)

Reg. No. S0005627 of 2019–2020 under the West Bengal Societies Registration Act, 1961

Record of the First Meeting of the Internal Committee (IC)

(Constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013)

Date of Meeting: 20 April 2025

Mode of Meeting: Virtual

Venue: Online Platform (Google Meet: <https://meet.google.com/rdr-jipv-pgh>)

1. Background and Purpose

Pursuant to the adoption of the Prevention of Sexual Harassment (POSH) Policy of WINGS, effective from 20.04.2025, and in compliance with the provisions of the POSH Act, 2013, an Internal Committee (IC) was duly constituted. The first meeting of the IC was convened to formally initiate its operations, record members' acceptance of their roles, and outline responsibilities under the Act.

2. Constitution of the Internal Committee

The following members were present:

Presiding Officer: Ms. Aritri Chatterjee

Internal Members (WINGS): Dr. Arkajyoti Mukherjee, Secretary, Ms. Antara Pal, Ms. Chandrayee Paul

External Member: Ms. Priyanka Mondal, Asansol

The Committee composition was noted to be in accordance with Section 4 of the POSH Act, 2013.

3. Key Discussions

The following points were discussed and unanimously noted:

Registered office:

M6, Bidhan Park, Sec-1 Fuljhore,
Durgapur-713206, Paschim
Bardhaman, West Bengal, India

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+91-6296223818 (Secretary)
wildwingsbengal@gmail.com

Our Services:

- Research and Capacity building
- Wildlife monitoring and Biodiversity survey
- WMP & PBR
- Wildlife and environmental awareness
- Identification of plants and animals
- Citizen Science Program
- Ecotourism

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1. Confirmation that the POSH Policy of WINGS stands adopted with effect from 20 April 2025.
2. Roles, duties, and responsibilities of the Internal Committee as mandated under the POSH Act were reviewed.
3. Emphasis was laid on maintaining confidentiality, impartiality, and principles of natural justice during all proceedings.
4. The procedure for receiving complaints, conducting conciliation and inquiry, and submission of reports was discussed.
5. The need for POSH awareness and sensitisation programmes for members, staff, volunteers, and associates was acknowledged.

4. Resolutions Passed

After due deliberation, the following resolutions were passed:

- The Internal Committee formally assumes charge and responsibility with effect from 20.04.2025.
- The Committee shall function strictly in accordance with the POSH Policy of WINGS and the POSH Act, 2013.
- The Presiding Officer is authorised to convene future meetings of the IC as and when required.
- Records of all proceedings shall be maintained securely and confidentially.

5. Closing

There being no other matter to discuss, the meeting concluded with a vote of thanks to all members for their participation and commitment to ensuring a safe and dignified workplace at WINGS.

**Durgapur Wildlife Information
and Nature Guide Society**

Arkajyoti Mukherjee
Secretary

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