

Office of the Registrar General  
**HALDIA INSTITUTE OF TECHNOLOGY**  
(An Institution of ICARE)  
Administrative Department

No. HIT/(OR)/ 469/2025

Dated : 01-12-2025

**OFFICE ORDER**

As approved and directed by the competent authority, the “**INTERNAL COMPLAINT COMMITTEE, ICC** (previously as Anti-Sexual Harassment Committee) of this Institute is hereby reconstituted with immediate effect, consisting of the following members from the A.Y. 2025-2026 and remain effective until further order, in compliance with the directives of AICTE /UGC/ Govt. of West Bengal :-


<b>Prof. Radharani Das, Dean, SCFB</b>	-	<b>Chairperson</b>
Dr. Sarbari Samanta, SAS	-	Member
Dr. Swati Maiti, BT	-	Member
Ms. Alpana Barman, EE	-	Member
Ms. Tamosa Chakraborty, IT	-	Member
Mrs. Wendrila Biswas, Representative from NGO	-	Member
Dr. Banibrata Bag, CSE-DS	-	Member
Mrs. Mandira Chakraborty, Students Counselor	-	Member
Mr. Subhas Chandra Das, Students Counselor	-	Member
<b>Dr. Meenakshi Dey, SAS</b>	-	<b>Convener</b>

**Students Representatives**

Ms. Koushani Banerjee, 3 <sup>rd</sup> year, CHE	-	Member
Ms. Riya Singh, 3 <sup>rd</sup> year, IT	-	Member
Ms. Soumya Kumari, 2 <sup>nd</sup> year, IT	-	Member
Ms. Swastika Ghosh, 2 <sup>nd</sup> year, BT	-	Member
Mr. Abhinav Maity, 3 <sup>rd</sup> year, CHE	-	Member
Mr. Purbesh Mondal, 2 <sup>nd</sup> year, BT	-	Member
Mr. Souvik Das, 2 <sup>nd</sup> year, EE	-	Member
Mr. Koushik Paul, 2 <sup>nd</sup> year, EE	-	Member

It is mandatory to conduct meetings regularly or as applicable in exigency of the Institute. The Convener of the Committee is required to submit a report of compliance to the Registrar General / Principal to that effect.

Concerned Deans/HODs/Section Heads are requested to inform all the representative(s) of their departments/Section accordingly.

  
Registrar General  
Haldia Institute of Technology

**Copy forwarded for information & necessary action to :**

- 1) The Hon'ble Chairman – for his kind information, please
- 2) The Vice Chairman
- 3) The Secretary
- 4) The Principal
- 5) All Deans \_\_\_\_\_
- 6) All HODs/TICs \_\_\_\_\_
- 7) The Controller of Examinations
- 8) The Finance Manager
- 9) The Chairperson, ICC
- 10) The Convener, ICC
- 11) The General Manager – Training & Placement
- 12) The Associate Professor (AEIE) & The Incharge, IIPC
- 13) The General Manager-Administration
- 14) The Associate Controller of Examinations
- 15) The Provost (Hostels) 16) The System Manager
- 17) The Sr. Students Welfare Officer 18) The Students Counselors
- 19) The PS to Director 20) Registrar Section 21) Office file

Sd/-Registrar General  
Haldia Institute of Technology

**Haldia Institute of Technology**  
**Report on Activities of the Internal Complaints Committee (ICC)**  
**Reporting Period**  
**July 2024 to December 2025**

**Overview**

The Internal Complaints Committee (ICC) functioned actively and in compliance with statutory requirements during the reporting period. Originally constituted as an Anti-Sexual Harassment Committee on 26 April 2014, it was later restructured as the ICC in line with AICTE guidelines. The committee remained committed to the prevention, prohibition, and redressal of sexual harassment and to promoting a safe and inclusive institutional environment.

**Composition and Meetings**

The ICC comprised six members, including senior faculty, an external expert, non-teaching staff, and student representatives, ensuring balanced representation. The committee conducted six meetings during the academic year 2024-25, & till date (on 30<sup>th</sup> August 2024, 14<sup>th</sup> November 2024, 10<sup>th</sup> February 2025, 11<sup>th</sup> April 2025, 12<sup>th</sup> August 2025, and 1st December 2025) to review compliance, activities plan, and strengthen the preventive mechanisms.

**Complaints Status**

No complaints of sexual harassment were received during the reporting period. Despite zero cases, the committee remained vigilant and prepared to address any issues promptly, confidentially, and impartially.

**Awareness, Training, and Outreach**

The ICC emphasized prevention through sustained awareness and capacity-building initiatives. Two awareness programs were conducted on gender sensitization, prevention of sexual harassment, and ICC procedures.

The 50th International Women's Day was observed as a week-long celebration from 8 to 15<sup>th</sup> March 2025. The Principal of HIT Prof. T. K. Jana, and the Chairperson of the ICC, Prof. R. Das delivered speeches on women empowerment in academic and social contexts, highlighting the importance of women's safety at the workplace. Several student competitions were organized to encourage participation and awareness.


Further strengthening institutional capacity, five ICC members attended an online training program on the POSH Act, 2013 on 25 June 2025, conducted by Tech Trainers and Testers, Pune.

### Way Forward

A new Internal Complaints Committee (ICC) was constituted on **1 December 2025** with eighteen (**18**) members, including **eight student representatives** from various departments, to enhance outreach and conduct activities with renewed energy. The Committee will continue to organize regular awareness programs, training sessions, and periodic reviews to ensure a **safe, inclusive, and harassment-free environment**, with the following objectives :

- To create awareness about sexual harassment, **its forms**, and **consequences**.
- To educate students, faculty, and staff members about the **POSH Act, 2013**.
- To explain the role and functioning of the **Internal Complaints Committee (ICC)**.
- To promote a culture of respect, safety, and gender sensitivity on campus.

  
8/12/25  
Dr. Meenakshi Dey  
Convener - ICC

  
8/12/25  
Prof. (Dr). Radharani Das  
Chairperson -ICC