

Office of the Principal  
**HALDIA INSTITUTE OF TECHNOLOGY**  
(An Autonomous Institution under MAKAUT, West Bengal)  
(An Institution of ICARE)  
Administrative Department

No. HIT/(OR)/ 943/2019

Dated : 19-11-2019

**OFFICE ORDER**

In compliance with the directives issued by AICTE/UGC and other Govt. Authorities and as approved by the Board of Governors in its meeting held on 13<sup>th</sup> November, 2019, the “**Internal Complaint Committee (ICC)**” of this Institute (as per prevention of the sexual harassment of women at workplace), is hereby re-constituted, consisting of the following members with immediate effect, until further order :-

Prof. Suvroma Gupta, BT	-	Chairman
Ms. Subhra Das, Repre. from NGO	-	Member
Mrs. Sarbari Samanta, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Students Counselors	-	Members
Administrative Officer	-	Member
Ms. Abantika Mishra, Student	-	Member
Ms. Aparajita Jana, Student	-	Member
Sri Sagnik Mitra, Student	-	Member
Dr. Meenakshi Dey	-	Convener


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 Director/Principal/Registrar to that effect.

All concerned are to note and act accordingly.

Sd/- Principal  
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 Director
- 5) All Deans \_\_\_\_\_
- 6) The Registrar
- 7) All HODs/TICs \_\_\_\_\_
- 8) The Finance Manager
- 9) The Controller of Examinations
- 10) The Assoc.Professor (IT) & Incharge, Trg. & Placement
- 11) The Assoc.Professor (AEIE) & Incharge, IIPC
- 12) All the Conveners \_\_\_\_\_ with the request to note and act accordingly.
- 13) The Provost (Hostels)
- 14) The Sr. Admn. Officer
- 15) The System Manager
- 16) The Asstt. Professor & Dy. Controller of Examinations
- 17) The Librarian
- 18) The Students Welfare Officer
- 19) The Students Counselors
- 20) The PS to Director
- 21) The PS to Principal
- 22) Registrar Section (Committee file)
- 23) Office file

  
Principal  
Haldia Institute of Technology

Haldia Institute of Technology  
Internal Complaints Committee

Ref. No. ICC/HIT/2022-23/25

Date: 17.01.2023

Minutes of the Meeting of the Internal Complaints Committee (ICC)

A meeting of the Internal Complaints Committee was convened on 17.01.2023 at 5 pm at ICC Cell of HIT, Haldia

Following members of ICC attended the meeting:

(i)	Prof. (Dr.) Suvroma Gupta, HOD, BT	Chairperson
(ii)	Dr. Meenakshi Dey	Convener
(iii)	Dr. Sarbari Samanta, SASH	Member
(iv)	Ms. Sanchita Saha, CSE	Member
(v)	Ms. Mandira Chakraborty, Counsellor	Member
(vi)	Ms. Suryatapa Panda, Admin. Officer	Member

1. At first the Chairperson and the Convener welcomed all the participants of the Meeting.
2. The Convener then informed that there have been no complaints to ICC regarding workplace harassment of female students and employees or gender-based violence and harassment in the recent time.
3. Next the Chairman emphasized the need to create awareness and continuous sensitization for the women employees and female students by putting up banners/posters/notices defining sexual harassment at prominent places.
4. In the end the Chairperson expressed her thanks to all the participants and urged everyone to contribute to the cause of ICC effectively.

*Suvroma Gupta*

Prof. (Dr.) Suvroma Gupta

Chairperson, ICC  
*Meenakshi Dey*  
*Sarbari Samanta*  
*Suryatapa Panda*  
*Mandira Chakraborty*  
*Sanchita Saha*