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 13th 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

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
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.