

## **SILIGURI INSTITUTE OF TECHNOLOGY**

**Dated : 17/02/2020**

This is to inform all concerned that a meeting of Internal Complaint Committee will be held on **21/02/2020 in the Conference Room of SIT at 4:00p.m** to discuss the activities for smooth functioning of the Internal Complaint Committee.

**Agenda:**

1. Status report upto the current month.
2. Regarding the proposals for the awareness camp submitted by the members to the committee.
3. Misc.

All are requested to attend the meeting positively on scheduled date & time

  
**Jt. Conveners**  
**Internal Complaint Committee**



**Attendance Sheet**  
**Internal Complaint Committee**

Meeting on 21/02/2020

Sl. No	Name	Signature
1.	D. Nene	A. Nene
2.	S. Chatterjee	R.
3.	B. D.	B. D.

  
Jt. Convener



**Minutes of the meeting of Internal Complaint Committee held on 21/02/2020 in the conference Room of SIT at 4:30p.m.**

The joint conveners welcomed all the members present in the meeting.

The followings has been discussed and decided in the meeting.

**Agenda-1: Status report upto the current month.**

The agenda was discussed in details in the meeting and it was found that till now no complaints has been lodged by any faculty & staff members as well as the students concerned to the ICC. The Joint Conveners and the members of the will continuously aware all concerned of their respective departments about ICC.

**Agenda-2: Regarding the proposals for the awareness camp submitted by the members to the committee.**

In the previous meeting held on 08/11/2020 the proposal for organising awareness camp was submitted to the committee for consideration. It was resolved that Awareness Camp will be organised in the last week of March, 2020. Jt. Conveners are requested to prepare the programme schedule at the earliest to make the programme a successful one.

There was no agenda to discuss the meeting ended with vote of thanks to the chair.

  
**Jt. Conveners**  
**Internal Complaint Committee**



SILIGURI INSTITUTE OF TECHNOLOGY

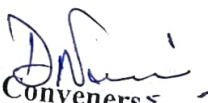
Dated : 04/11/2019

This is to inform all concerned that a meeting of Internal Complaint Committee will be held on 08/11/2019 in the Conference Room of SIT at 4:00p.m to discuss the activities for smooth functioning of the Internal Complaint Committee.

Agenda:

1. To aware the faculty & Staff Members and students about the guidelines and working area of the Committee.
2. Proposals for the awareness camp from the members.
3. Misc.

All are requested to attend the meeting positively on scheduled date & time

  
Jt. Convener  
Internal Complaint Committee



# Attendance Sheet

## Internal Complaint Committee

Meeting on 08/11/2019

Sl. No	Name	Signature
1.	B. A. Das	B. A. Das
2.	S. Chatterjee	S. Chatterjee
3.	J. Bhattacharya	J. Bhattacharya
4.	D. Laha	D. Laha

  
Jt. Conveners



**Minutes of the meeting of Internal Complaint Committee held on 08/11/2019 in the conference Room of SIT at 4:30p.m.**

Followings has been discussed and resolved in the meeting.

The joint conveners welcomed all the members present in the meeting.

**Agenda-1: To aware the faculty & Staff Members and students about the guidelines and working area of the Committee.**

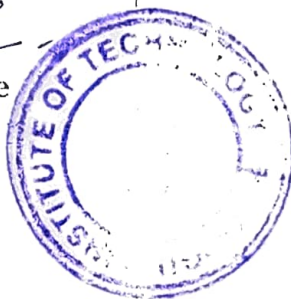
The agenda was discussed in details in the meeting and it was resolved that all the members must circulate the guidelines and the principles of this committee among the faculty & staff members and also to the students.

**Agenda-2: Proposals for the Awareness Camp from the members.**

This agenda has already been discussed in the previous meeting of the committee and 2 proposals for the Awareness Camp have been submitted by the Jt. Convener for consideration of the committee. It was decided that after looking the feasibility the same may be organised.

There was no agenda to discuss the meeting ended with vote of thanks to the chair.

  
Jt. Conveners   
Internal Complaint Committee





**SILIGURI INSTITUTE OF TECHNOLOGY**

**Dated : 12/06/2019**

This is to inform all concerned that a meeting of Internal Complaint Committee will be held on 17/06/2019 **in the Conference Room of SIT at 4:30p.m** to discuss the activities for smooth functioning of the Internal Complaint Committee.

All are requested to attend the meeting positively on scheduled date & time

*P. P. Datta*  
Jt. Convenor  
Internal Complaint Committee



# Attendance Sheet

## Internal Complaint Committee

Meeting on 17/06/2019

Sl. No	Name	Signature
1.	Poornima Adhikary Dm	P. Adhikary
2.	D. Laha	D. Laha - Dm
3.	L. Bhattacharya	LB
4.	S. Chatterjee	S. Chatterjee

D. Dm  
It. Convenor





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**Minutes of the meeting of Internal Complaint Committee held on 17/06/2019 in the conference Room of SIT at 4:30p.m.**

Followings has been discussed and resolved in the meeting.

1. The joint conveners welcomed all the members present in the meeting.
2. It was found that till date there was no complaint received by the committee.
3. It was suggested in the meeting that regular meeting will be organised with the students as well as the faculty members about the awareness.
4. It was decided in the meeting if required awareness camp may be organised later on.
5. All are requested to submit proposal to organise the awareness camp at institute premises.

There was no agenda to discuss the meeting ended with vote of thanks to the chair.

  
Jt. Conveners  
Internal Complaint Committee



# SILIGURI INSTITUTE OF TECHNOLOGY

## INTERNAL COMPLAINT COMMITTEE

Department : MBA  
Date : 13/3/19  
Venue : Seminar Hall  
Time : 1:20p.m.

Internal Compliant Committee had a discussion with the students, lady faculty/staff about the presence of committee in Siliguri Institute of Technology and informed them about the proceedings. The Committee had a detailed discussion on the following topics:

1. Objectives of the committee
2. Complaint procedures.

*Shomnath Datta*  
Faculty/staff



### Students:

1. Julima Chowdhury
2. Neha Panigrahi
3. Poulomi Sarkar
4. Sanjay Kumar
5. Subhankar Saha
6. Reel K. Prasad

# SILIGURI INSTITUTE OF TECHNOLOGY

## INTERNAL COMPLAINT COMMITTEE

Department : CB  
Date : 12/2/19  
Venue : Seminar Hall  
Time : 1:20p.m.

Internal Compliant Committee had a discussion with the students, lady faculty/staff about the presence of committee in Siliguri Institute of Technology and informed them about the proceedings. The Committee had a detailed discussion on the following topics:

1. Objectives of the committee
2. Complaint procedures.

Mahadeb Dm  
Faculty/staff 12/2



Students: Piyush Raj, Debashree Roy, Alin Raha  
Pranla Das, Motluba Barveen

# SILIGURI INSTITUTE OF TECHNOLOGY

## INTERNAL COMPLAINT COMMITTEE

Department : ECE  
Date : 13.3.19  
Venue : Seminar Hall  
Time : 1:20p.m.

Internal Compliant Committee had a discussion with the students, lady faculty/staff about the presence of committee in Siliguri Institute of Technology and informed them about the proceedings. The Committee had a detailed discussion on the following topics:

1. Objectives of the committee
2. Complaint procedures.

*Sudayp Dm*  
Faculty/staff



### Students:

- 1) Govra Dewan
- 2) Ashu Prasad Saha
- 3) Divsha Deb
- 4) Shalini Das
- 5) Parva Majumdar
- 6) NITIN RAJ

# SILIGURI INSTITUTE OF TECHNOLOGY

## INTERNAL COMPLAINT COMMITTEE

Department : **EE**  
Date : **18/2/15**  
Venue : **Seminar Hall**  
Time : **1:20p.m.**

Internal Compliant Committee had a discussion with the students, lady faculty/staff about the presence of committee in Siliguri Institute of Technology and informed them about the proceedings. The Committee had a detailed discussion on the following topics:

1. Objectives of the committee
2. Complaint procedures.

*Prolog Ray*  
Faculty/staff



Students:

1. *Ravi Ranjan*
2. *Rahul Kumar*
3. *Shreya Sen*
4. *Soumya Das*



# SILIGURI INSTITUTE OF TECHNOLOGY

## INTERNAL COMPLAINT COMMITTEE

Department : *ESB*  
Date : *12/3/19*  
Venue : Seminar Hall  
Time : 1:20p.m.

Internal Complaint Committee had a discussion with the students, lady faculty/staff about the presence of committee in Siliguri Institute of Technology and informed them about the proceedings. The Committee had a detailed discussion on the following topics:

1. Objectives of the committee
2. Complaint procedures.

*Sulagna Bhattacharya*  
Faculty/staff



Students:

*Kayel Das*  
*Kausik Das*  
*Dipta Sarkar*  
*Debalina Laha*  
*Prasanna Das*  
*Anab Bani*



## INTERNAL COMPLAINT COMMITTEE

### ANNUAL REPORT FOR THE YEAR 2017-2018

Number of Complaint of sexual harassment	: NIL
Number of cases disposed off	: NIL
Number of Cases pending	: NIL
Nature of action taken	: NIL

  
Chairperson  
Internal Complaint Committee



**Minutes of the meeting of Internal Complaint Committee held on 14/06/2018 in the conference Room of SIT at 4:30p.m.**

Followings has been discussed and resolved in the meeting.

1. The Chairman welcomed all the present in the meeting.
2. It was resolved in the meeting that the Jt. Conveners will issue notice to all the HODs for arrange department wise venue to address the guidelines of the committee to the students and faculty members.
3. It was reported in the meeting that no complaint has been received by the committee till date.
4. The committee members are requested to keep close look in the campus premises to eradicate the unwanted incidents.

There was no agenda to discuss the meeting ended with vote of thanks to the chair.

*Dr. Dimpali*

**Chairman  
Internal Complaint Committee**



## Attendance Sheet

### Internal Complaint Committee

Meeting on 14/06/2018

Sl. No	Name	Signature
1.	Dr. J. Jhampati	
2.	Dr. Banani Debbarma	
3.	Debasan Nandi	 14.6.18
4.	Pinaki Saha	
5.	D. Lalit	



Jt. Conveners



**SILIGURI INSTITUTE OF TECHNOLOGY**

**Dated : 11/06/2018**

All the members of the Internal Committee are requested to attend a meeting on 14/06/2018 at 4:30pm. in the Conference Room of SIT.

All are requested to attend the meeting.

  
11.6.18   
**Jt. Conveners**  
**Internal Complaint Committee**

# SILIGURI INSTITUTE OF TECHNOLOGY

## INTERNAL COMPLAINT COMMITTEE

### ANNUAL REPORT FOR THE YEAR 2016-2017

Number of Complaint of sexual harassment	: NIL
Number of cases disposed off	: NIL
Number of Cases pending	: NIL
Nature of action taken	: NIL

  
Chairperson  
Internal Complaint Committee





**Minutes of the meeting of Internal Complaint Committee held on 04/08/2017 in the conference Room of SIT at 430p.m.**

Followings has been discussed and resolved in the meeting.

1. The Chairman welcomed all the present in the meeting.
2. The roles and responsibilities of the committee discussed in the meeting in presence of all the members present.
3. The same has been noted by all the members.
4. It was resolved in the meeting that the Jt. Conveners will issue notice to all the HODs for arrange department wise venue to address the guidelines of the committee to the students and faculty members.
5. The committee members are requested to keep close look in the campus premises to eradicate the unwanted incidents.

There was no agenda to discuss the meeting ended with vote of thanks to the chair.

  
Jt. Conveners

Internal Complaint Committee





# Attendance Sheet

## Internal Complaint Committee

Meeting on 04/08/2017

Sl. No	Name	Signature
1.	Banani Adhikary Dr	B. Ban
2.	Debeyan Nandi	Debeyan
3.	S. Bhattacharya	S. B.
4.	D. Datta	D. Datta
5.	Sijun Chatterjee	Sijun



Jt. Conveners

# SILIGURI INSTITUTE OF TECHNOLOGY

**Dated : 28/07/2017**

This is to inform all concerned that in view of the circular received from the Director-SIT regarding the formation of Internal Complaint Committee which have already been circulated to all the HODs.

Considering above, A meeting of the Internal Complaint Committee is scheduled to be held on **04/08/2017 in the Conference Room of SIT at 4:30p.m** to discuss the activities for smooth functioning of the Internal Complaint Committee.

All are requested to attend the meeting positively on scheduled date & time

*B. D. M.*  
*D. M. S.*  
*28/7*

**Jt. Conveners  
Internal Complaint Committee**



# SILIGURI INSTITUTE OF TECHNOLOGY

## NOTIFICATION

Date: 27.07.2017

Ref. no. : Admin/2017/03/001

This is to inform all concerned that in compliance with the Supreme Court Judgment and guidelines issued in 1997 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievance an **Internal Complaint Committee** has been formed for the forthcoming academic session; the members of the committee are as follows:

### Guidelines:

1. To publicize the existence of the committee as nodal point of reporting of any sexual harassment/indiscipline of students, lady staff and faculty members.
2. Organizing awareness programmes, inviting speakers from outside.
3. Receiving calls and reports from harassed girls/lady and prima facie investigation to collect evidence of harassment.
4. Reporting to Director for bigger investigation (internal/external) and punitive actions.
5. Maintain appropriate data and record

### Chairman

Director

### Advisory Members:

Administrator  
All Departmental Heads

### Jt. Convenor

Dr. Banani Adhikary (Das), Assoc. Prof.  
Mr. Debayan Nandi, Asstt. Prof.

### Members:

Dr. Sanjib Bhattacharya, Asstt. Prof.  
Mr. Deb Shekhar Laha, Asstt. Prof.  
Mr. Pinaki Sarkar, Librarian  
Mr. Sujit Chatterjee, Asstt. Manager- HR & Admin

NOTE: Interest and involvement of the Committee members will be monitored by the Chairman. The Chairman will be the recommending authority to discontinue the membership of any faculty/staff for non-performance or misconduct and inducting new members.

Director

Siliguri Institute of Technology

Copy to: All Concerned



# SILIGURI INSTITUTE OF TECHNOLOGY

## Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:

Date : 22-08-2019

Venue: Room No-202, Library Building

Time: 1.30 pm

**Agenda:** Review of Action taken on the resolution made in the previous meeting.

**Members Present in the meeting:**

\*Record of the members attendance attached in a separate sheet.

**The following points were discussed:**

1. The chairperson welcomed all the members in the committee.
2. The female students of all streams 1<sup>st</sup> year (batch 2019 – 2020) were addressed about the information related to women's grievance redressal procedure at the beginning of the academic session in their respective department.
3. The new display boards have been replaced with the old one at the strategic position as decided in the previous meeting.
4. The committee decided to conduct an interactive session on "Women health" on 8<sup>th</sup> March 2019, to celebrate "Women's Day". In this connection a proposal will be made in the coming semester to the competent authority for approval.
5. The meeting ended with vote of thanks to the chair.

*Sathi Ball*  
22.08.19  
Ms. Sathi Ball  
Asst. Prof., IT  
Jt. Coordinator, WGRC

*Chowdhury*  
22/8/19.  
Ms. Paramita Chowdhury  
Asst. Prof., MBA  
Jt. Coordinator, WGRC

*Sgrla*  
22/08/19  
Ms. Santana Guha  
Asst. Prof., MBA  
Chairperson, WGRC



# SILIGURI INSTITUTE OF TECHNOLOGY

## MEETING ATTENDANCE RECORD

METING DATE 22.08.19

TIME 1.30pm

VENUE R-202, Library Meeting

NAME OF COMMITTEE WGR C

AGENDA : Review of Action Taken.

MEMBERS PRESENT

SL NO	NAME	DESIGNATION, DEPT	SIGNATURE
1.	SATHI BALL	Asst. Prof. IT	Ball
2.	ARCHITA GANGULY	TECH. Asst. - C.E.	Duty.
3.	ANAMIKA PRADHAN	PA to Director - Admin	A. Radhan.
4.	PARAMITA CHOUDHURY	Asst. Prof. - MBA	Choudhury
5.	Dr. Manjima Bhattacharya	Asst. Prof. - DESH	Bhattacharya
6.	Rajeeb Chetri	Asst. Prof. - DESH	Chetri

22/8/19

SIGNATURE OF CONVENER/CHAIRPERSON OF THE COMMITTEE

# **SILIGURI INSTITUTE OF TECHNOLOGY**

## **CIRCULAR**

**Date: 11/07/2018**

**Ref. no. : Admin/2018/03/507**

This is to inform all concerned that an Anti Ragging Squad has been formed for the forthcoming academic session; the members of the committee are as follows. All members are requested to participate actively to prevent the act of Ragging within the Campus and Hostel premises of the Institute.

**Chairperson:** Dr. J. Jhampati, Director, SIT

**Advisory Members** All Departmental Heads  
Mr. J. Guha, Administrator

**Jt. Convener** Dr. Jayanta Dutta, Asst. Prof.  
Mr. Subhajit Roy, Asst. Prof.

**Members Faculty Representatives**

Mr. Shuvendu Dey, Asst. Prof  
Mr. Prasanta Roy, Asst. Prof  
Mr. Samrat Ghosh, Asst. Prof  
Mr. Arup Das, Asst. Prof  
Ms. Antara Parai, Asstt. Prof  
Ms. Jayati Routh, Asst. Prof  
Mr. Saikat Singha, Asstt. Prof.  
Mr. Binoy Sarkar, LA.

**Member Non-Teaching Staff**

Mr. Somnath Banerjee, Sr. O.A.  
Mr. Debojit Paul, Support Staff

**Member Civil & Police Administration**

Officer In-Charge, Matigara P.S., Under Siliguri Commissionerate

**Member Local Media** Mr. Alok Sarkar, Journalist, Aajkal

**Student Member Fresher**

Ms. Damini Bose, Student of MBA  
Mr. Aniket Ghosh, Student of B.Tech (CSE)

**Student Member Senior**

Mr. Abhijit Das, Student of B.Tech(EE)  
Mr. Akshay Pradhan, Student of MBA

**Parents Representatives**

Mr. Ashoke Kr. Ghosh, Father of Mr. Aniket Ghosh, Student of B.Tech  
Mr. Dulal Kr. Bose, Father of Ms. Damini Bose, Student of MBA

**Advocate:** Mr. Sudipta Sen


**NGO Representative:** Mr. Pinaki Biswas, Prajjak Development Society, Siliguri

**Tenure :** upto 30.06.2019

**Meetings:** At least Two meetings in a year in addition to emergency meeting.

**NOTE:** Interest and involvement of the Committee members will be monitored by the Chairperson. However, the tenure of the Jt. Conveners and members may be changed if required as per the discretion of the Director for the betterment of the Institute.

**This committee will be in force with immediate effect and previous committee is hereby dissolved w.e.f. 11/07/2018.**

  
Dr. J. Jhampati 11/7/18  
Director-SIT



# SILIGURI INSTITUTE OF TECHNOLOGY

## CIRCULAR

Date: 11/07/2018

Ref. no. : Admin/2018/03/506

This is to inform all concerned that an **Anti Ragging Committee** has been formed for the forthcoming academic session; the members of the committee are as follows. All members are requested to participate actively to prevent the act of Ragging within the Campus and Hostel premises of the Institute.

**Chairperson:** Dr. J. Jhampati, Director, SIT  
**Advisory Members** All Departmental Heads  
Mr. J. Guha, Administrator  
**Jt. Convener** Mr. Ratnankur Majumder, Asst. Prof.  
Mr. Rajeeb Chetri, Asst. Prof.

**Members Faculty Representatives**

Mr. Pralay Roy, Asstt. Prof  
Ms. Sampa Das, Asst. Prof  
Mr. Debajyoti Misra, Asst. Prof  
Mr. Debayan Dey, Asstt. Prof.  
Mrs. Archita Ganguly, TA.  
Mr. Rama Prasad Mazumdar, STA

**Member Non-Teaching Staff**

Mr. Suhasish Ghosh, T & P Executive  
Mr. Arun Roy, Estate Manager  
Mr. Sourav Das, Asst. Librarian

**Member Civil & Police Administration**

Officer-In-Charge, Matigara P.S., under Siliguri Commissionerate

**Member Local Media** Mr. Alok Sarkar, Journalist, Aajkal

**Student Member Fresher**

Ms. Damini Bose, Student of MBA  
Mr. Aniket Ghosh, Student of B. Tech (CSE)

**Student Member Senior**

Mr. Abhijit Das, Student of B. Tech (EE)  
Mr. Akshay Pradhan, Student of MBA

**Parents Representatives**

Mr. Ashoke Kr. Ghosh, Father of Mr. Aniket Ghosh, Student of B. Tech (CSE)  
Mr. Dulal Kr. Bose, Father of Ms. Damini Bose, Student of MBA

**Advocate:** Mr. Sudipta Sen

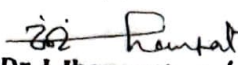
**NGO Representative:** Mr. Pinaki Biswas, Prajjak Development Society, Siliguri

Tenure : upto 30.06.2019

Meetings: At least Two meetings in a semester in addition to emergency meeting.

NOTE: Interest and involvement of the Committee members will be monitored by the Chairperson. However, the tenure of the Jt. Conveners and members may be changed if required as per the discretion of the Director for the betterment of the Institute.

**This committee will be in force with immediate effect and previous committee is hereby dissolved w.e.f. 11/7/2018**

  
Dr. J. Jhampati 11/7/18  
Director-SIT

# SILIGURI INSTITUTE OF TECHNOLOGY

## CIRCULAR

Date: 20<sup>th</sup> July, 2019

Ref. no. : Admin/2018/03/637

This is to inform all concerned that an **Anti Ragging Squad** has been formed for the forthcoming academic session; the members of the committee are as follows. All members are requested to participate actively to prevent the act of Ragging within the Campus and Hostel premises of the Institute.

**Chairperson:**

Advisory Director

**Advisory Members**

Dean (E & T)

Administrator

All Departmental Heads

**Jt. Coordinator**

Mr. Arup Das, Asst. Prof.

Mr. Hrishikesh Roy, Asst. Prof.

**Members Faculty Representatives**

Dr. Debabrata Moitra, Asstt. Prof.

Mr. Somnath Dutta, Asst. Prof Mrs.

Bahnisikha Das, Asstt. Prof. Mr.

Bidyut Das, Asstt. Prof.

Ms. Jayati Routh, Asst. Prof

Mr. Govind Baibhaw, Asstt. Prof.

**Member Non-Teaching Staff**

Mr. Ranjan Chhetri, Jr. Executive, T & P Cell

Mr. Somnath Banerjee, Sr. Executive, Operations & Admin

**Member Civil & Police Administration**

Officer In-Charge, Matigara P.S., Under Siliguri Commissionerate

**Member Local Media**

Mr. Sabyasachi Bhattacharjee, Journalist, Aajkal

**Student Member Fresher**

To be Incorporated

**Student Member Senior**

Mr. Aniket Ghosh, Student of B.Tech -CSE

Mr. Supratim Nag, Student of B.Tech- ECE

**Parents Representatives**

To be Incorporated

**Advocate:**

Mr. Sudipta Sen

**NGO Representative:**

Mr. Pinaki Biswas, Prajjak Development Society, Siliguri

Tenure : upto 30.06.2020

Meetings: At least Two meetings in a year in addition to emergency meeting.

**NOTE:**

1. Interest and involvement of the Committee members will be monitored by the Chairperson. However, the tenure of the Jt. Coordinators and members may be changed if required as per the discretion of the Advisory Director for the betterment of the Institute.
2. Dr. Sourav Kar, HOD-DESH is advised to send two names of Fresher's Students with their Parent details.

This committee will be in force with immediate effect.



Advisory Director-SIT

# SILIGURI INSTITUTE OF TECHNOLOGY

## CIRCULAR

Date: 20<sup>th</sup> July, 2019

Ref. no. : Admin/2019/03/636

This is to inform all concerned that an **Anti Ragging Committee** has been formed for the forthcoming academic session; the members of the committee are as follows. All members are requested to participate actively to prevent the act of Ragging within the Campus and Hostel premises of the Institute.

**Chairperson:**

Advisory Director

**Advisory Members**

Dean (E & T)  
Administrator  
All Departmental Heads

**Jt. Coordinator**

Mr. Rajeeb Chetri, Asst. Prof.  
Mr. Subhajit Roy, Asstt. Prof.

**Members Faculty Representatives**

Ms. Sampa Das, Asst. Prof  
Ms. Krittibas Parai, Asstt. Prof.  
Mr. Subhamay Sarker, Asstt. Prof.  
Mr. Siraj Hossain, Asstt. Prof.  
Ms. Swagata Nath, Asstt. Prof.  
Mr. Debayan Dey, Asstt. Prof.

**Member Non-Teaching Staff**

Mr. Suhasish Ghosh, T & P Executive  
Mr. Pinaki Sarkar, Librarian

**Member Civil & Police Administration**

ACP, West-II, Siliguri Police Commissionerate, Siliguri

**Member Local Media**

Mr. Sabyasachi Bhattacharjee, Journalist, Aajkal

**Student Member Fresher**

To be Incorporated

**Student Member Senior**

Mr. Suman Dutta, Student of B. Tech -EE  
Mr. Balaram Bhagat, Student of MBA

**Parents Representatives**

To be Incorporated

**Advocate:**

Mr. Sudipta Sen

**NGO Representative:**

Mr. Pinaki Biswas, Prajjak Development Society, Siliguri

Tenure : upto 30.06.2020


Meetings: At least Two meetings in a semester in addition to emergency meeting.

**NOTE:**

1. Interest and involvement of the Committee members will be monitored by the Chairperson. However, the tenure of the Jt. Coordinators and members may be changed if required as per the discretion of the Advisory Director for the betterment of the Institute.

2. Dr. Sourav Kar, HOD-DESH is advised to send two names of Fresher's Students with their Parent details.

This committee will be in force with immediate effect.



Advisory Director-SIT



Siliguri Institute of Technology  
Anti-Ragging Cell

Date: 30/08/19

Sub: Minutes of meeting of Anti-Ragging Committee and Anti-Ragging Squad, held on 30.08.2019.

Agenda:

1. To discuss various activities of Anti-Ragging Cell.
2. Discussion on planning of upcoming Freshers' Welcome Program.
3. Misc.

Venue: Dr. A. P. J. Abdul Kalam Hall, Department of Electrical Engineering

Time: 1.30 p.m.

In the chair: Chairperson, Anti-Ragging Committee and Squad

Members present: As per attached sheet

The progress/status of the duties assigned was as follows:

Sl. No.	Activities	Persons Assigned for planning & reporting	Updated Status / Remarks on 30.08.2019
1	To identify and review the existing flex in different locations as well as requirement for installing in the 1 <sup>st</sup> year building (B. Tech)/ Main Gate (Entrance)/ Girls' Hostel/Boys' Hostel/Canteen Area/Library Building including Non B. Tech (1 <sup>st</sup> year building).	Mr. Bidyut Das, Mrs. Sampa Das & Mr. Pinaki Sarkar	Flexes have been received and will be placed by this week.
2	Hostel/mess Visit during college timing.	Mr. Ranjan Chettri.	Mr. Ranjan Chettri has been assigned the duty. He will submit a short report on the visit to nearby messes.
3	A motivational counseling session should be arranged by inviting the external expert to create awareness among the students (for 1 <sup>st</sup> year i.e. newly joined students)	Mr. Suhasish Ghosh, Mr. Ranjan Chhetri & Mr. Siraj Hossain as per consultation with higher authority	The committee is in discussion with the authority.
4	Fresher's Welcome program for 1 <sup>st</sup> year students (UG).	Jt. Coordinators and respective members of Anti-Ragging Cell.	The departmental members will look after the respective program. The Jt. Coordinators will overall monitor the smooth conduction of the whole process.

5	Fresher's Welcome program for 1 <sup>st</sup> year students (PG).	Jt. Coordinators and respective members of Anti-Ragging Cell.	The departmental members will look after the respective program. The Jt. Coordinators will overall monitor the smooth conduction of the whole process.
6	Surprise visit to hostels without informing hostel super.	Members selected	The hostel visits have been completed and all the reports have been received.

- ❖ After the Frershers' Welcome Program, (after 31.08.19 for BBA, BCA and BTM, 06.09.19 for B. Tech and 07.09.19 for BH&HA, BHMCT, MCA, MBA), the students can avail lunch facility from college canteen. Thus, the Anti-Ragging Cell members have to be very alerted specially in and around garden area and canteen area during lunch hour to avoid any unwanted incident.
- ❖ For the process of online affidavit form fill up against ragging, MOOCS and OTW periods will be utilized where the Jt. Coordinators/members of Anti-Ragging cell will guide the students to fill up the form online. After successful fill up of that form, the students will submit the signed form of student's copy and guardian's copy to their respective Class Representatives. Those will be in turn collected by the Anti-ragging Cell within next week.
- ❖ Next meeting is scheduled on 16/09/19.

The meeting ended by conveying thanks to the chair.

Regards,

.....  
Mr. R. Chetri & Mr. S. Roy  
Joint Coordinator, Anti-Ragging Committee,  
Siliguri Institute of Technology

.....  
Mr. A. Das & Mr. H. Roy,  
Joint Coordinator, Anti-Ragging Squad,  
Siliguri Institute of Technology



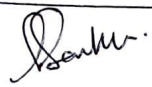



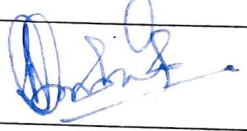
# Siliguri Institute of Technology

## Attendance Sheet-Meeting of Anti-Ragging Committee

Date: 30.08.19

Time: 1:30 pm

Agenda: 1) Activity of Anti-Ragging Cell  
2) Upcoming Freshers' Welcome Program

Sl.No.	Name	Signature	Dept.
1			
2	Siraj Hossain		CE
3	KRITTIBAS PARAI		CSE/IT
4	Subharmay Sarker		ECE.
5	Subhashis Ghosh		T&P
6	Sampa Das		CSE/IT
7	Subhajit Roy		EE
8	Rajeeb Chetri		DESH
9			
10			
11			
12			
13			
14			








# Siliguri Institute of Technology

## Attendance Sheet-Meeting of Anti-Ragging Squad

Date: 30.08.19

Time: 1:30 pm

Agenda: 1) Activity of Anti-Ragging Cell  
2) Upcoming Freshers' Welcome Program

Sl.No.	Name	Signature	Dept.
1	Rajan Chatterjee		TEP
2	Jayanti Borthi		ECE
3	Dr. Debabrata Moitra		DESH.
4	Hrishikesh Roy		DESH.
5	Bidyut Das		MCA
6			
7			
8			
9			
10			
11			
12			
13			
14			