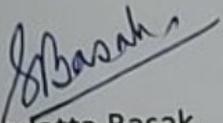


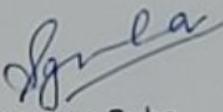
The Minutes of the Women Grievance Redressal Committee
meeting held on 27/07/2017 (Thursday) at MBA Deptt, SIT in
Room No 203 at 1.30 pm

Agenda: Discussion on smooth Functioning of the Women Grievance Redressal Committee,
SIT

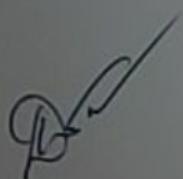
Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee and acquainted them about their role and responsibilities in the committee.
2. The house decided to acquaint the female students, teaching and non teaching women staff of the college at the beginning of the academic session in their respective department about the information regarding women grievance redressal procedure. Hence, a request will be made to the HODs of various departments to arrange a venue in their respective department and confirm a time slot as per their convenience.
3. Request was made to all the members to be present at the time of addressing the female students, teaching and non teaching women staff of the college..
4. The meeting ended with thanks to the chair.

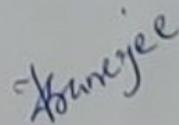

Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC


Santana Guha
Asst. Prof, MBA
Convener, WGRC

Copy to: Director/Administrator/All members



M. Ghosh



The Minutes of the Women Grievance Redressal Committee meeting held on 03/12/2017 (Saturday) at Main building(CSE Dept.), SIT in Room No 104 at 11.30 am

Agenda: To discuss the issues related to Women Grievances recorded in Odd semester 2017.

Members Present:

Ms. Moumita Ghosh , Chairperson
Ms. Santana Guha, Convener
Mr. Debayan Nandi, Asst. Prof, HOD, MBA
Mr. Rajeeb Chetri, Asst. Prof, DESH
Mrs. Archita Ganguly, T.A, Civil
Mrs. Anamika Pradhan ,PA to Director

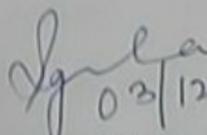
Members Absent:

NIL

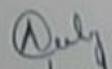
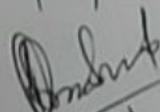
Following points were discussed in the meeting:

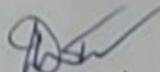
1. It was found that during the odd semester 2017 there was no complaint of sexual harassment lodged to the committee.
2. The house decided to meet again in the 4th week of February 2018 to discuss the activities of the committee for the even semester 2018.
3. The meeting ended with vote of thanks to the chair.

M. Ghosh 03.12.17
Moumita Ghosh
Asst. Prof, CSE
Chairperson, WGRC


03/12/17
Santana Guha
Asst. Prof, MBA
Convener, WGRC

Copy to: Director/Administrator/All members


3/12/17

3/12/17


3/12/17

SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of meeting of Women's Grievance Redressal Committee

Ref No:

Date: 03.07.18

Sub: Minutes of meeting of Women's Grievance Redressal Committee

Agenda:

1. Plan of work for upcoming semester
2. Misc.

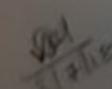
Venue: Dr. A. P. J. Abdul Kalam Hall, Department of EE
Time: 4.00 pm

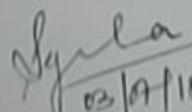
The members present in the meeting:

* Record of members attending the meeting is attached in separate sheet.

The points discussed and noted in the meeting are as follows:

1. Chairperson of the committee welcomed all the members present in the meeting and started the proceeding.
2. Everyone actively participated in the discussion and expressed their opinion for awareness regarding any sexual harassment of girls students, lady staff and faculty members within the college premises.
3. Committee decided to meet the new batch (2018-2022) after the 2nd week of commencement of new semester.
4. Committee decided to follow the Guidelines and norms laid down by the Hon'ble Supreme Court in Vishakhia guidelines and will acquaint it to the girl students, lady staff and faculty members of the institute.
5. The meeting ended by conveying thanks to the chair.


Prof. Shrabani Pal,
Asst. Prof. EE Dept.
Chair Person, WGRC, SIT


03/07/18
Prof. Santana Guha,
Asst. Prof. MBA Dept.
Convenor, WGRC, SIT

SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of meeting of Women's Grievance Redressal Committee

Ref No: WGRC/SIT/2018-02
Date: 18.07.18

Sub: Minutes of meeting of Women's Grievance Redressal Committee

Agenda:

1. Planning to meet new batch
2. Misc.

Venue: Dr. A. P. J. Abdul Kalam Hall , Department of EE
Time: 1:30 pm

The members present in the meeting:

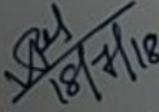
** Record of members attending the meeting is attached in separate sheet.*

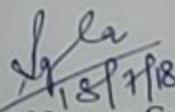
The points discussed and noted in the meeting are as follows:

1. Chairperson of the committee welcomed all the members present in the meeting and started the proceeding.
2. For interacting with the new batch of 1st year regarding this committee, committee will send a request mail to the Head of the Department of ~~DESH~~, MBA, MCA, HMCT & BHSM to provide a venue, date and time in their respective department within 1st week of August.
3. The house forms the following team to execute the above criteria.

Team	Members	Department
A	Mrs. Shrabani Pal, Ms. Moumita Ghosh & Mr. Rajeev Chettri	B. tech 1 st year & BHSM
B	Ms. Santana Guha Mrs. Archita Ganguly & Mrs. Anamika Pradhan	MBA, MCA, HMCT

The meeting ended by conveying thanks to the chair.


Prof. Shrabani Pal,
Asst. Prof., EE Dept.
Chair Person , WGRC, SIT


Prof Santana Guha,
Asst. Prof., MBA Dept.
Convenor , WGRC, SIT

SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:

Date: 05-12-2018

Venue: Room No-203, Library Building

Time: 1:30 pm

Agenda:

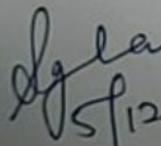
1. Semester End report
2. Misc., if any

Members Present in the meeting:

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

The following points were discussed:

- It was found that for the period August – December 2018 no complaint has been lodged to the committee against any women grievance.
- The house decided that the display boards comprising communication details of the committee members need to be replaced as the present boards are having the details of the previous committee.
- The meeting ended with thanks to the chair.


05/12/18

Santana Guha
Asst. Prof, MBA
Convenor, WGRC

Copy to: Director/Administrator/All members

SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:

Date: 18-02-2019

Venue: Room No-203, Library Building

Time: 1:30 pm

Agenda:

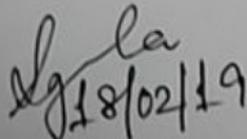
To discuss the activities to be taken up in the current semester.

Members Present in the meeting:

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

The following points were discussed:

- The house decided that an awareness programme relating to reliance and security of women may be organized in the institute and to discuss the same a further meeting will be conducted in the following month.
- The meeting ended with thanks to the chair.


18/02/19

Santana Guha
Asst. Prof, MBA
Convener, WGRC

Copy to: Director/Administrator/All members

SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:
Date: 30-04-2019
Venue: Room No-203, Library Building
Time: 4:00 pm

Agenda:

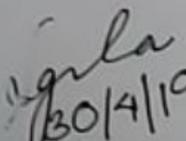
1. Semester End report
2. Misc., if any

Members Present in the meeting:

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

The following points were discussed:

- There was no complaint lodged with the committee for any kind of women grievance during the period January – May 2019.
- The meeting ended with thanks to the chair.


30/4/19
Santana Guha
Asst. Prof, MBA
Convener, WGRC

Copy to: Director/Administrator/All members

SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:

Date : 15-07-2019

Venue: Room No-202, Library Building

Time: 1.20 pm

Agenda: Activity to be undertaken for ODD Sem -2019

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 house decided that the 1st year(batch 2019-2020) female students of all streams will be addressed about the information related to women's grievance redressal procedure at the beginning of the academic session in their respective department. In this regard a request will be made to all the HODs to provide date, time and venue.

The house decided the following members will interact with the respective departments

Department	Members
MBA, MCA, BHMCT	Ms. Santana Guha and Mrs. Anamika Pradhan
B Tech	All Members of the committee
BBA, BCA	Mrs. Paramita Choudhury, Mrs. Archita Ganguly
BTTM, BBAHM, BHHA	Mrs. Sathi Ball and Ms. Manjima Bhattacharya

3. The committee has decided to replace the old display boards with the new boards containing the names of the present committee members. In this respect requisition will be sent to the competent authority for approval.
4. The committee decided to conduct an interactive session by eminent speakers.
5. The house decided to conduct its next meeting in the month of August.
6. The meeting ended with a vote of thanks to the chair.

Sathi Ball 15.7.19
Sathi Ball
Asst. Prof., IT
Jt. Coordinator, WGRC

Choudhury 15/7/19
Paramita Choudhury
Asst. Prof., MBA
Jt. Coordinator, WGRC

Santana Guha
15/7/19
Ms. Santana Guha
Asst. Prof., MBA
Chairperson, WGRC

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 1st 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 8th 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

CIRCULAR

Date: 9th July, 2019

Ref. No. : Admin/2019/03/622

This is to inform all concerned that as per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievance in Technical Institution) Regulation, 2016 a **Women's Grievance Redressal Committee** has been formed for the forthcoming academic session; the members of the committee are as follows:

Guidelines:

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

Chairperson Ms. Santana Guha, Asstt. Prof.

Advisory Members Director
Dean
Administrator
All Departmental Heads

Jt. Coordinator Ms. Paramita Chowdhury, Asstt. Prof.
Ms. Sathi Ball, Asstt. Prof.

Members Mr. Rajeeb Chetri, Asstt. Prof.
Dr. Manjima Bhattacharya, Asstt. Prof.
Mrs. Archita Ganguly, T.A
Mrs. Anamika Pradhan, Admin

Advocate Mr. Sudipta Sen

NGO Representative

Mrs. Shysmashree Choudhury, West Bengal Voluntary Health Association

Tenure: upto 30.06.2020

Meeting: At least one meeting in a month in addition to emergency meeting.

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

This committee will be in force with immediate effect and previous committee is hereby dissolved w.e.f. 9th July, 2019.

Director

Copy to: Chairperson, Advisory Members, Jt. Coordinators & Members

SILIGURI INSTITUTE OF TECHNOLOGY

NOTIFICATION

Date: 15.7.2013

Ref. no. : Admin/2013/03/36

This is to inform all concerned that as per Vishaka Guidelines against Sexual Harassment in the Workplace, a **Women's Grievance Redressal Committee** has been formed; the members of the committee are as follows:

Responsibilities:

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

Chairperson : Mrs. Somedatta Basak, Asstt. Prof., DESH

Convener : Ms. Santana Guha, Asstt. Prof., MBA

NGO:

Mrs. Shyamashree Choudhury, West Bengal Voluntary Health Association

Advocate

Mr. Sudipta Sen

Members

Mr. Debayan Nandi, Asst. Prof, MBA

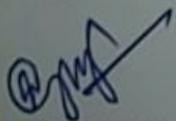
Dr. Amaresh Kundu, Asst. Prof., DESH

Mrs. Moumita Ghosh, Asst. Prof. CSE

Mrs. Tumpa Manna, Asst. Prof, MCA

Mrs. Archita Ganguly, TA, CE

NOTE: Interest and involvement of the Committee members will be monitored by the Convener.



Dr. A. Ganguly

Principal-in-Charge,

Siliguri Institute of Technology



Copy to: Administrator, All HOD's/In-charges, Head (CR&P), Librarian, I/C HR, Project Manager, Estate Manager, Officer (Estate & Facility), All Committee Members.

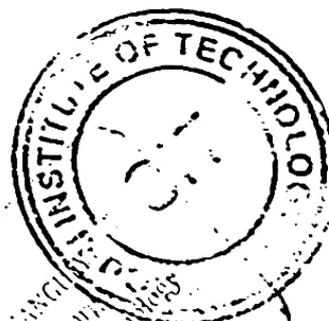
SILIGURI INSTITUTE OF TECHNOLOGY
WOMEN GRIEVANCE REDRESSAL COMMITTEE (WGRC)

Objectives of the Committee:

- To endow with the safe and sound milieu in the institute for the female students, teaching and non- teaching women staff members.
- To avert any sorts of physical or mental stocking and to endorse the general well being of female students, teaching and non- teaching women staff members.
- To provide a platform for listening to the sexual harassment related complaints and redressal of such grievances of the female students, teaching and non- teaching women staff members.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students, , teaching and non- teaching women staff members.

S. Basak

Approve
[Signature]



DR. ANUPAM GANGULI
Principal-In-Charge
Siliguri Institute of Technology

SILIGURI INSTITUTE OF TECHNOLOGY
WOMEN GRIEVANCE REDRESSAL COMMITTEE (WGRC)

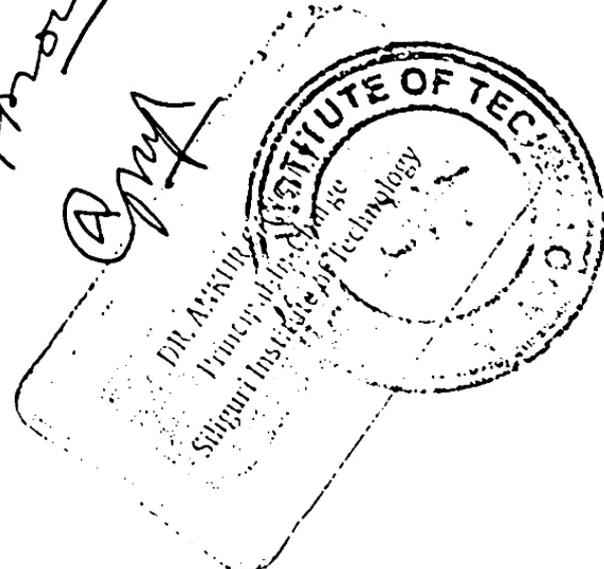
Complaint procedure & Redressal mechanism:

- Any female who wants to put up a grievance shall proceed through a written complaint addressing directly to the chairperson of WGRC through her departmental Head or directly to the Director/Principal of the institution.
- The complainant should include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.
- Inquiries and/or complaints will be investigated as quickly as possible.
- Any investigation will be conducted in confidential manner as compatible with a thorough investigation of complaints.
- The WGRC will ensure to redress the grievance in a stipulated time limit. Hence after proper investigation the committee will submit the report with recommendation to the Director/Principal for further action.
- The final decision for grievance redressal rests with the Director of the Institution.

S. Basak

Approved

A. Jey



SILIGURI INSTITUTE OF TECHNOLOGY

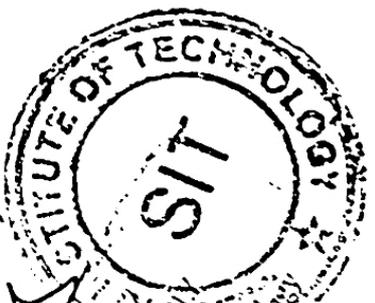
WOMEN GRIEVANCE REDRESSAL COMMITTEE (WGRC)

Functioning of the committee:

- After the selection of the Chairperson, Convener and the members of WGRC by the Director of the Institution, the committee meets and decides the activities at the beginning of every academic year.
- The committee shall meet atleast twice every academic year
- The committee meets the first year female students of the various departments in the presence of departmental faculty/staff members to acquaint them about the objective and redressal mechanism of WGRC.
- The committee displays the name of the members of the committee along with the helpline number details at different locations throughout the Institution.

S. Basak

Approved
A. J. J.
DR. ANEJUR GANGULY
Principal-In-Charge
Siliguri Institute of Technology



SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:

Date : 16-01-2020

Venue: Room No-202, Library Building

Time: 1.20 pm

Agenda: Discussion on Women's Day Celebration.

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 member in the committee.
2. It was decided by the house that a seminar will be organized on 03.03.2020 to celebrate "International Women's Day". The theme for International Women's Day (8 March) 2020 is, "I am Generation Equality: Realizing Women's Rights".
3. Three eminent speaker name was proposed by the house
 - a. Prof. Sanchari Roy Mukherjee (NBU)
Dean, Faculty Council of PG Studies in Arts, Commerce & Law & Professor Of Economics.
 - b. Mrs. Gangotri Dutta (Advocate)
 - c. Mrs Soma Ghosh (Psychologist)
Mind Care center for counseling
4. In this connection a proposal will be submit to the competent authority for approval.
5. The meeting ended with vote of thanks to the chair.

Sathi Ball
16.01.2020

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

Paramita Chowdhury
16/1/20

Ms. Paramita Chowdhury
Asst. Prof., MBA
Jt. Coordinator, WGRC

Santana Guha
16/01/20

Ms. Santana Guha
Asst. Prof., MBA
Chairperson, WGRC

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 1st 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 8th 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

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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.	Ganguly
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

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SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Date: 9th July, 2019

Ref. No. : Admin/2019/03/622

This is to inform all concerned that as per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievance in Technical Institution) Regulation, 2016 a **Women's Grievance Redressal Committee** has been formed for the forthcoming academic session; the members of the committee are as follows:

Guidelines:

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

Chairperson Ms. Santana Guha, Asstt. Prof.

Advisory Members Director
Dean
Administrator.
All Departmental Heads

Jt. Coordinator Ms. Paramita Chowdhury, Asstt. Prof.
Ms. Sathi Ball, Asstt. Prof.

Members Mr. Rajeeb Chetri, Asstt. Prof.
Dr. Manjima Bhattacharya, Asstt. Prof.
Mrs. Archita Ganguly, T.A
Mrs. Anamika Pradhan, Admin

Advocate Mr. Sudipta Sen

NGO Representative
Mrs. Shysmashree Choudhury, West Bengal Voluntary Health Association

Tenure: upto 30.06.2020

Meeting: At least one meeting in a month in addition to emergency meeting.

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

This committee will be in force with immediate effect and previous committee is hereby dissolved w.e.f. 9th July, 2019.

Director

Copy to: Chairperson, Advisory Members, Jt. Coordinators & Members

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Sathi Ball <sathiball@gmail.com>

Meeting of Women's Grievance Redressal Committee, 2019

2 messages

Sathi Ball <sathiball@gmail.com>

Thu, Jul 11, 2019 at 1:38 PM

To: santana guha <santanaguha@gmail.com>, anamlkapradhan85@gmail.com, mbmanjima7@gmail.com, architaganguly.slg@gmail.com, chetri_rajeev@rediffmail.com, pchoudhury10@gmail.com, sathi ball <sathiball@gmail.com>

Cc: director@sittechno.org, dean@sittechno.org, guhatamal@yahoo.com

Sir / Madam,

All the members of Women's Grievance Redressal Committee are hereby informed to attend the meeting will be held on 15.07.2019 (Monday) at 1.20 pm in the room no: 202 at Library Building, 2nd floor, SIT.

Agenda: Activity to be undertaken for ODD Sem -2019

Thanks & Regards
Sathi Ball
Jt. Coordinator
Women's Grievance Redressal Committee

tamal guha <guhatamal@yahoo.com>
To: Sathi Ball <sathiball@gmail.com>

Thu, Jul 11, 2019 at 2:09 PM

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SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:
Date : 15-07-2019
Venue: Room No-202, Library Building
Time: 1.20 pm

Agenda: Activity to be undertaken for ODD Sem -2019

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 house decided that the 1st year(batch 2019-2020) female students of all streams will be addressed about the information related to women's grievance redressal procedure at the beginning of the academic session in their respective department. In this regard a request will be made to all the HODs to provide date, time and venue.

The house decided the following members will interact with the respective departments

Department	Members
MBA, MCA, BHMCT	Ms. Santana Guha and Mrs. Anamika Pradhan
B Tech	All Members of the committee
BBA, BCA	Mrs. Paramita Choudhury, Mrs. Archita Ganguly
BTTM, BBAHM, BHHA	Mrs. Sathi Ball and Ms. Manjima Bhattacharya

3. The committee has decided to replace the old display boards with the new boards containing the names of the present committee members. In this respect requisition will be sent to the competent authority for approval.
4. The committee decided to conduct an interactive session by eminent speakers.
5. The house decided to conduct its next meeting in the month of August.
6. The meeting ended with a vote of thanks to the chair.

Sathi Ball 15.7.19
Sathi Ball
Asst. Prof., IT
Jt. Coordinator, WGRC

Choudhury 15/7/19
Paramita Choudhury
Asst. Prof., MBA
Jt. Coordinator, WGRC

Sg Guha
15/7/19
Ms. Santana Guha
Asst. Prof., MBA
Chairperson, WGRC

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SILIGURI INSTITUTE OF TECHNOLOGY

MEETING ATTENDANCE RECORD

Meeting Date: 15/7/19

Time: 1.20 pm

Venue: Room 202, Library Bldg.

Committee/Dept:

Agenda: Activity to be undertaken for ODD Sem: 2019.

Members Present

Sl No	Name	Designation/Dept	Signature
1	Arunima Ghosh	P.A to Director	A Ghosh.
2	Archita Ganguly	T.A., C.E. Dept.	Archita
3	Manjima Bhattacharya	Assistant Professor, DESH	Manjima
4	Sathi Ball	Asst. Prof., IT	Sathi Ball
5	Paranita Choudhury	Asst. Prof. MBA/Convener.	Paranita
6	Rajeeb Chetri	Asst. Prof. DESH	Rajeeb
7.			
8.			
9.			
10.			

Signature 15/7/19

Signature of the HOD/Convener/Chairperson of the committee

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SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of the meeting of Women's Grievance Redressal Committee

Ref No:
Date: 18-02-2019
Venue: Room No-203, Library Building
Time: 1:30 pm

Agenda:

To discuss the activities to be taken up in the current semester.

Members Present in the meeting:

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

The following points were discussed:

- The house decided that an awareness programme relating to reliance and security of women may be organized in the institute and to discuss the same a further meeting will be conducted in the following month.
- The meeting ended with thanks to the chair.


18/02/19

Santana Guha
Asst. Prof, MBA
Convener, WGRC

Copy to: Director/Administrator/All members

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SILIGURI INSTITUTE OF TECHNOLOGY
ATTENDANCE RECORD

Meeting Date 18/02/19 Time 1:30 PM

Venue MBA Dept. Room No-203 Committee WGRC

Agenda To discuss the activities to be taken up for the current semester

Members Present:

Sl.No.	Name	Department	Designation	Signature
1.	MOUMITA GHOSH	CSB/IT	Asst. Prof	Mc Ghosh
2.	ARCHITA GANGULY	C.E	T.A.	@Archy.
3.	Arumila Das	Admin	D.A to Director	A. Das
4.	Rajeeb Chetri	DESH	Asst. Prof.	Rajeeb

[Signature]
18/02/19
Signature of Chairperson / Convener

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SILIGURI INSTITUTE OF TECHNOLOGY
Minutes of meeting of Women's Grievance Redressal Committee

Ref No:

Date: 03.07.18

Sub: Minutes of meeting of Women's Grievance Redressal Committee

Agenda:

1. Plan of work for upcoming semester
2. Misc.

Venue: Dr. A. P. J. Abdul Kalam Hall, Department of EE
Time: 4 00 pm

The members present in the meeting:

* Record of members attending the meeting is attached in separate sheet.

The points discussed and noted in the meeting are as follows:

1. Chairperson of the committee welcomed all the members present in the meeting and started the proceeding.
2. Everyone actively participated in the discussion and expressed their opinion for awareness regarding any sexual harassment of girls students, lady staff and faculty members within the college premises.
3. Committee decided to meet the new batch (2018-2022) after the 2nd week of commencement of new semester.
4. Committee decided to follow the Guidelines and norms laid down by the Hon'ble Supreme Court in Vishakha guidelines and will acquaint it to the girl students, lady staff and faculty members of the institute.
5. The meeting ended by conveying thanks to the chair.

SP
31/7/18
Prof. Shrabani Pal,
Asst. Prof., FI Dept.
Chair Person, WGRC, SIT

Santana Guha
03/07/18
Prof. Santana Guha,
Asst. Prof., MBA Dept.
Convenor, WGRC, SIT

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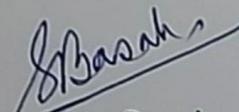
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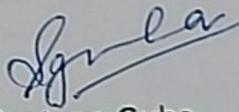
The Minutes of the Women Grievance Redressal Committee
meeting held on 27/07/2017 (Thursday) at MBA Deptt , SIT in
Room No 203 at 1.30 pm

Agenda: Discussion on smooth Functioning of the Women Grievance Redressal Committee,
SIT

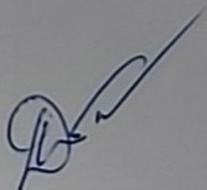
Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee and acquainted them about their role and responsibilities in the committee.
2. The house decided to acquaint the female students, teaching and non teaching women staff of the college at the beginning of the academic session in their respective department about the information regarding women grievance redressal procedure. Hence, a request will be made to the HODs of various departments to arrange a venue in their respective department and confirm a time slot as per their convenience.
3. Request was made to all the members to be present at the time of addressing the female students, teaching and non teaching women staff of the college..
4. The meeting ended with thanks to the chair.

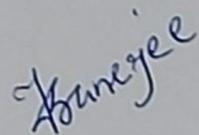

Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC


Santana Guha
Asst. Prof, MBA
Convener, WGRC

Copy to: Director/Administrator/All members



M. Ghosh



SILIGURI INSTITUTE OF TECHNOLOGY

ATTENDANCE RECORD

Meeting Date 27/07/2017 Time 1.30 pm
 Venue Room-203, MBA Deptt Committee WGRC
 Agenda To Discuss The activities of WGRC The 1st Semester 2017
 Members Present:

Sl.No.	Name	Department	Designation	Signature
1.	Santana Guha	MBA	Asst. Prof & Convener WGRC	<i>S Guha</i>
2.	Anamika Pradhan	Admin	P.A to Director	<i>A. Pradhan</i>
3.	Archita Garguly	CIVIL Engg.	T.A.	<i>A. Garguly</i>
4.	Moumida Chosh	CSG	Asst Prof	<i>M. Chosh</i>
5.	Rajeeb Chetri	DESH	Asst. Prof.	<i>R Chetri</i>
6.	Debayan Nandi	MBA	HOD & Asst Prof (Member)	<i>D Nandi</i>

S Basak
27/07/2017
 Signature of Chairperson

The Minutes of the Women Grievance Redressal Committee
meeting held on 30/03/2017 (Thursday) at DESH building, SIT in
Room No 101 at 4.30 pm

Agenda: Women grievance awareness camp .

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members.
2. It was found that till March 2017 there was no complaint of sexual harassment lodged to the committee.
3. The house discussed that although there hasn't been any women grievance lodged to the committee there was a need for arranging an awareness camp and burn out phenomenon from mental trauma.
4. Mr. Amaresh Kundu suggested that Mrs. S. Lepcha, commissioner of police, Siliguri metropolitan police may be invited as a guest speaker for the symposium.
5. Mr Debayan Nandi suggested the names of Utkarsh Kapoor, Motivational Speaker, New Delhi and Ms Sulochina Mitra , Eminent psychologist.
6. The house decided that a proposal will be made to the higher authority for approval after the completion of the current semester to organise the event.
7. The meeting ended with vote of thanks to the chair

S Basak
30/03/17
Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC



S Guha
30/3/17
Santana Guha
Asst. Prof, MBA
Convener, WGRC

Copy to: Director/Administrator/All members

A. Ganguly

D. Gurav

30/3/17

M. Ghosh

Anamika Pradhan

SILIGURI INSTITUTE OF TECHNOLOGY

MEETING ATTENDANCE RECORD

Meeting Date: 30.03.17

Time: 1.30 PM

Venue: DESH, # 101

Committee: WGR

Agenda: Women grievance awareness camp.

Members Present

SI No	Name	Department	Designation	Signature
1.	AMARESH KUNDU	DESH	AP	A. Kundu.
2.	D. Nandi	MBA	HOD/MBA, Member	D. Nandi
3.	S. Guha	MBA	AP/Member WGR C	S. Guha
4.	Moumita Ghosh	CSE	AP	M. Ghosh
5.	ARCHITA GANGULY	CIVIL	TA	A. Ganguly
6.	Anamika Pradhan	ADMIN	PA to Director	Anamika Pradhan

S. Basak
30/03/17

Signature of the Chairperson



The Minutes of the Women Grievance Redressal Committee
meeting held on 01/8/2016 (Thursday) at DESH building, SIT in
Room No 104 at 4.15 pm

Agenda: Discussion on smooth Functioning of the Women Grievance Redressal Committee, SIT

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee and acquainted them about their role and responsibilities in the committee.
2. The house discussed about the objectives, complaint procedure, redressal mechanism and the various function of the committee.
2. The house decided to emphasize that in order to create awareness it is essential to put up posters/flex/notices in conspicuous places in the college premises along with the composition of the members of the committee and contact information of the chairperson and the convenor.
3. The house decided to acquaint the female students, teaching and non teaching women staff of the college at the beginning of the academic session in their respective department about the information regarding women grievance redressal procedure. Hence, a request will be made the HODs of various departments to arrange a venue on a specified schedule provided by the committee.
4. It was decided by the house that the complainant should submit their complaint of any grievance related to sexual harassment in writing to the chairman of the committee. The committee will hold regular meetings to decide the further proceedings /steps to be taken accordingly.
5. Mr. Amaresh Kundu, Asst. Prof, DESH suggested that the committee should meet after the end of every semester to review the activities during that period.
6. The meeting ended with vote of thanks to the chair.

S Basak
02/08/2016
Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC

S Guha
2/8/2016
Santana Guha
Asst. Prof, MBA
Convener, WGRC

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Ayanganly

Anamika Pradhan

A. Kundu
D. Ghosh
02/8/16

M. Ghosh

SILIGURI INSTITUTE OF TECHNOLOGY
ATTENDANCE RECORD

Meeting Date 01/8/2016 Time 4:15 PM

Venue Room No. 104, DESH Building Committee WGRC

Agenda Discussion on smooth functioning of WGRC

Members Present:

Sl.No.	Name	Department	Designation	Signature
1.	Debayan Nanda	MBA	HOD/ Member WGRC	<i>[Signature]</i>
2.	AMARESH KUNDA	DESH	ASP.	<i>[Signature]</i>
3.	Moomita Ghosh	CSE	"	M. Ghosh
4.	S. Guha	MBA	AP/Convener WGRC	<i>[Signature]</i>
5.	ARCHITA GANGULY	CIVIL	TA	<i>[Signature]</i>
6.	A. Pradhan	ADMIN	P.A to Director	Anarita Pradhan



[Signature]
Signature of Chairperson
01/08/2016

The Minutes of the Women Grievance Redressal Committee
meeting held on (10/06/2016) at DESH building, SIT in Room No
104 at 4.15 pm

Agenda: To discuss the issues related to Women Grievances recorded in 2015-16 & to discuss the courses of action for next year.

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee.
2. The house discussed about preparing a formal year - end report of the activities of the committee and submit it to the higher authority.
3. The house noted that no complaint of sexual harassment against any one has been received.
4. The chairperson expressed her thanks to all members.
5. The meeting ended with vote of thanks to the chair.

S Basak
11/06/2016

Mrs. Samedatta Basak
Asst. Prof, DESH
Chairperson
WGRC

Santana Guha

Ms Santana Guha
Asst. Prof, MBA
Convenor
WGRC

Copy to: Director/Administrator/All Members

Amrinderjeet
Amrinderjeet

M. Ghosh

[Signature]

[Signature]

For Director
Sanjiv Kumar
11/6/16



SILIGURI INSTITUTE OF TECHNOLOGY

ATTENDANCE RECORD

Meeting Date 10/06/2016 Time 4:15 PM

Venue ROOM NO - 104, DEPT. BUILDING Committee W.G.R.C.

Agenda Discuss the issues related to women grievances recorded in 2015-16 and to discuss the course of action for next year (2016-17).

Members Present:

Sl.No.	Name	Department	Designation	Signature
1.	Tumpa Banerjee	MCA	Asst. Prof	T Banerjee
2.	D. Nandi	MBA	HOD	D Nandi
3.	Moumita Ghosh	CSE	Asst. Prof	M. Ghosh
4.	D. Kundu	DEPT.	"	D Kundu
5.	Santana Ghula	MBA	Asst. Prof/ Convener	S Ghula
6.	ARCHITA GRANGULY	CIVIL	WGRC TA	A Granguly

S Basak
10/06/2016
Signature of Chairperson



The Minutes of the Women Grievance Redressal Committee
meeting held on 24/8/2015 (Tuesday) at DESH building, SIT in
Room No 104 at 4.15 pm

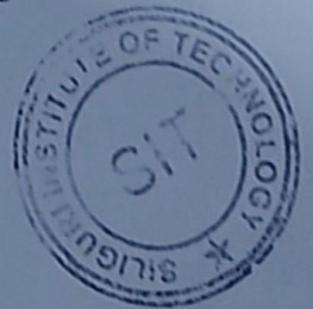
Agenda: Discussion on various activities of the Women Grievance Redressal Committee, SIT for the academic year 2015-16

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee.
2. The house decided not to replace the old flex/notices in conspicuous places in the college premises as the composition of the committee and the contact numbers remains unchanged for the academic year 2015-16. Hence, the old flexes could be continued with.
3. The house decided alike last year only 1st year female students of all streams will be addressed about the information related to women grievance redressal procedure at the beginning of the academic session in their respective department. Hence, a request will be made to all the HODs (B. Tech 1st year, MBA, MCA & HMCT) to arrange a venue on a specified schedule provided by the committee
4. It was decided that all the members should be present at the time the students are addressed in the different departments.
5. It was decided that there will be no change in the mode of making a complaint and the redressal mechanism.
6. The meeting ended with vote of thanks to the chair.

S. Basak
25/8/2015
Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC

S. Guha
Sartana Guha
Asst. Prof, MBA
Convener, WGRC



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For Director
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M. Ghosh

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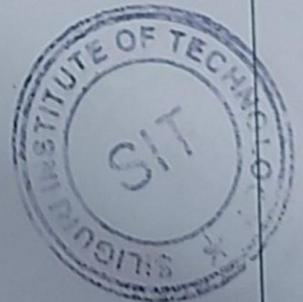
SILIGURI INSTITUTE OF TECHNOLOGY

ATTENDANCE RECORD

Meeting Date 24.8.15 Time 4.15 pm
 Venue DESH / # 104 Committee WGRC
 Agenda Discussion on smooth functioning of WGRC/SVT

Members Present:

Sl.No.	Name	Department	Designation	Signature
1	AMAR KESH KUNDU	DESH.	AP.	[Signature]
2.	Tumpa Banerjee	MCA	"	[Signature]
3.	D. Nandi	MBA	HOD	[Signature]
4.	Moumita Ghosh	CSE	Asst. Prof	M. Ghosh
5.	S. Guha	MBA	AP/Convener WGRC	[Signature]
6.	ARCHITA GANGULY	CIVIL	TA	[Signature]



[Signature]
 24/08/2015
 Signature of Chairperson

Laws and Procedures: Sexual Harassment in the Workplace

Vishaka Guidelines against Sexual Harassment in the Workplace

Guidelines and norms laid down by the Hon'ble Supreme Court in
Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)

HAVING REGARD to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

1. Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

2. Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:



- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Worker's Initiative

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Other legal provisions include filing a **criminal case** under sections of the Indian Penal Code (IPC), the Indecent Representation of Women (Prohibition) Act and/or filing a civil suit.

The sections of the **Indian Penal Code** that can be applicable to sexual harassment (which makes it a criminal case):

1. Section 294

'Whoever, to the annoyance of others, (a) does any obscene act in any public place, or (b) sings, recites and utters any obscene songs, ballads or words, in or near any public space, shall be punished with imprisonment of either description for a term that may extend to three months, or with fine, or with both.' This provision is included in Chapter XVI entitled 'Of Offences Affecting Public Health, Safety, Convenience and Morals' and is cognisable, bailable and triable by any magistrate.

2. Section 354

Whoever assaults or uses criminal force on any woman, intending to outrage her modesty or knowing it likely that he will thereby outrage her modesty, shall be punished with imprisonment for a term which may extend to two years, or with fine, or with both.

3. Section 509

(Word, gesture or act intended to insult the modesty of a woman) This is included in Chapter 22 entitled 'Of Criminal Intimidation, Insult and Annoyance', and is cognisable, bailable and triable by any magistrate. It holds: 'Whoever, intending to insult the modesty of

a woman, utters any word, makes any sound or gesture, or exhibits any object, intending that such word or sound shall be heard, or that such gesture is seen by such woman, or intrudes upon the privacy of such woman, shall be punished with simple imprisonment for a term which may extend to one year, or with fine, or with both.'

Under the **Indecent Representation of Women (Prohibition) Act (1987)** if an individual harasses another with books, photographs, paintings, films, pamphlets, packages, etc. containing the "indecent representation of women", they are liable for a minimum sentence of 2 years. Section 7 (Offenses by Companies) further holds companies where there has been "indecent representation of women" (such as the display of pornography) on the premises, guilty of offenses under this act, with a minimum sentence of 2 years.

Civil case

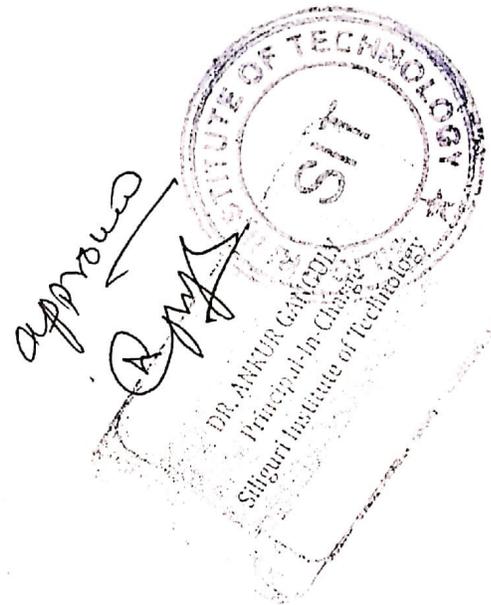
A civil suit can be filed for damages under tort laws. That is, the basis for filing the case would be mental anguish, physical harassment, loss of income and employment caused by the sexual harassment.

SILIGURI INSTITUTE OF TECHNOLOGY
WOMEN GRIEVANCE REDRESSAL COMMITTEE (WGRC)

Functioning of the committee:

- After the selection of the Chairperson, Convener and the members of WGRC by the Director of the Institution, the committee meets and decides the activities at the beginning of every academic year.
- The committee shall meet atleast twice every academic year
- The committee meets the first year female students of the various departments in the presence of departmental faculty/staff members to acquaint them about the objective and redressal mechanism of WGRC.
- The committee displays the name of the members of the committee along with the helpline number details at different locations throughout the Institution.

S. Basak



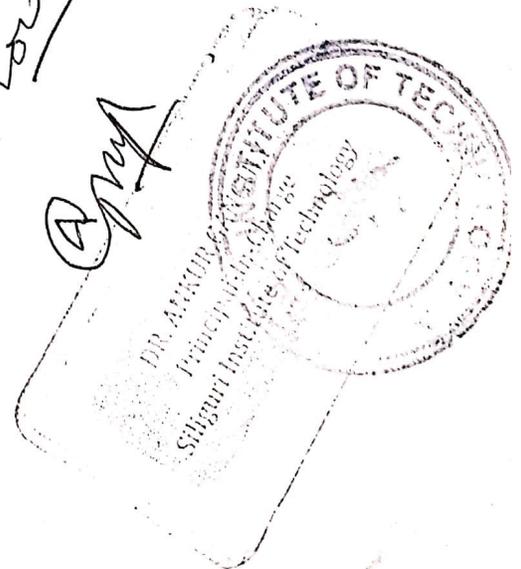
SILIGURI INSTITUTE OF TECHNOLOGY
WOMEN GRIEVANCE REDRESSAL COMMITTEE (WGRC)

Complaint procedure & Redressal mechanism:

- Any female who wants to put up a grievance shall proceed through a written complaint addressing directly to the chairperson of WGRC through her departmental Head or directly to the Director/Principal of the institution.
- The complainant should include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.
- Inquiries and/or complaints will be investigated as quickly as possible.
- Any investigation will be conducted in confidential manner as compatible with a thorough investigation of complaints.
- The WGRC will ensure to redress the grievance in a stipulated time limit. Hence after proper investigation the committee will submit the report with recommendation to the Director/Principal for further action.
- The final decision for grievance redressal rests with the Director of the Institution.

S. Banerjee

Approved
(Signature)



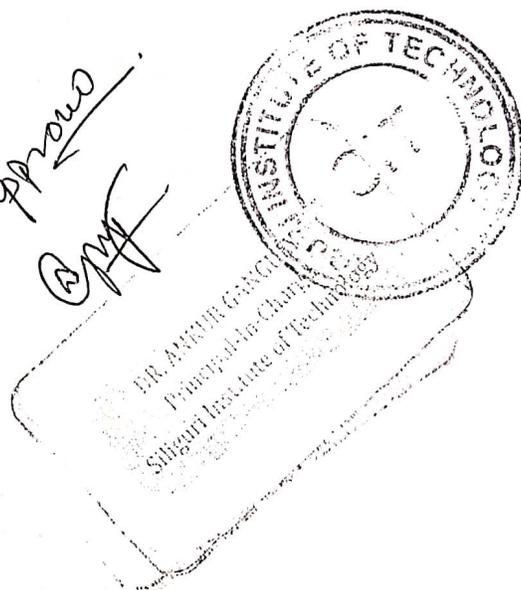
SILIGURI INSTITUTE OF TECHNOLOGY
WOMEN GRIEVANCE REDRESSAL COMMITTEE (WGRC)

Objectives of the Committee:

- To endow with the safe and sound milieu in the institute for the female students, teaching and non- teaching women staff members.
- To avert any sorts of physical or mental stocking and to endorse the general well being of female students, teaching and non- teaching women staff members.
- To provide a platform for listening to the sexual harassment related complaints and redressal of such grievances of the female students, teaching and non- teaching women staff members.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students, , teaching and non- teaching women staff members.

S. Basak

Approved
[Signature]



Laws and Procedures: Sexual Harassment in the Workplace

Vishaka Guidelines against Sexual Harassment in the Workplace

Guidelines and norms laid down by the Hon'ble Supreme Court in
Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)

HAVING REGARD to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

1. Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

2. Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:



- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Worker's Initiative

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Other legal provisions include filing a **criminal case** under sections of the Indian Penal Code (IPC), the Indecent Representation of Women (Prohibition) Act and/or filing a civil suit.

The sections of the **Indian Penal Code** that can be applicable to sexual harassment (which makes it a criminal case):

1. Section 294

'Whoever, to the annoyance of others, (a) does any obscene act in any public place, or (b) sings, recites and utters any obscene songs, ballads or words, in or near any public space, shall be punished with imprisonment of either description for a term that may extend to three months, or with fine, or with both.' This provision is included in Chapter XVI entitled 'Of Offences Affecting Public Health, Safety, Convenience and Morals' and is cognisable, bailable and triable by any magistrate.

2. Section 354

Whoever assaults or uses criminal force on any woman, intending to outrage her modesty or knowing it likely that he will thereby outrage her modesty, shall be punished with imprisonment for a term which may extend to two years, or with fine, or with both.

3. Section 509

(Word, gesture or act intended to insult the modesty of a woman) This is included in Chapter 22 entitled 'Of Criminal Intimidation, Insult and Annoyance', and is cognisable, bailable and triable by any magistrate. It holds: 'Whoever, intending to insult the modesty of

a woman, utters any word, makes any sound or gesture, or exhibits any object, intending that such word or sound shall be heard, or that such gesture is seen by such woman, or intrudes upon the privacy of such woman, shall be punished with simple imprisonment for a term which may extend to one year, or with fine, or with both.'

Under the **Indecent Representation of Women (Prohibition) Act (1987)** if an individual harasses another with books, photographs, paintings, films, pamphlets, packages, etc. containing the "indecent representation of women", they are liable for a minimum sentence of 2 years. Section 7 (Offenses by Companies) further holds companies where there has been "indecent representation of women" (such as the display of pornography) on the premises, guilty of offenses under this act, with a minimum sentence of 2 years.

Civil case

A civil suit can be filed for damages under tort laws. That is, the basis for filing the case would be mental anguish, physical harassment, loss of income and employment caused by the sexual harassment.

The Minutes of the Women Grievance Redressal Committee
meeting held on 24/8/2015 (Tuesday) at DESH building, SIT in
Room No 104 at 4.15 pm

Agenda: Discussion on various activities of the Women Grievance Redressal Committee, SIT for the academic year 2015-16

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee.
2. The house decided not to replace the old flex/notices in conspicuous places in the college premises as the composition of the committee and the contact numbers remains unchanged for the academic year 2015-16. Hence, the old flexes could be continued with.
3. The house decided alike last year only 1st year female students of all streams will be addressed about the information related to women grievance redressal procedure at the beginning of the academic session in their respective department. Hence, a request will be made to all the HODs (B. Tech 1st year, MBA, MCA & HMCT) to arrange a venue on a specified schedule provided by the committee
4. It was decided that all the members should be present at the time the students are addressed in the different departments.
5. It was decided that there will be no change in the mode of making a complaint and the redressal mechanism.
6. The meeting ended with vote of thanks to the chair.

S. Basak
25/8/2015
Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC

S. Guha
Santana Guha
Asst. Prof, MBA
Convener, WGRC



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For Director
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J. Mukherjee

M. Ghosh

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The Minutes of the Women Grievance Redressal Committee
meeting held on (10/06/2016) at DESH building, SIT in Room No
104 at 4.15 pm

Agenda: To discuss the issues related to Women Grievances recorded in 2015-16 & to discuss the courses of action for next year.

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee.
2. The house discussed about preparing a formal year - end report of the activities of the committee and submit it to the higher authority.
3. The house noted that no complaint of sexual harassment against any one has been received.
4. The chairperson expressed her thanks to all members.
5. The meeting ended with vote of thanks to the chair.

S Basak
11/06/2016

Mrs. Samedatta Basak
Asst. Prof, DESH
Chairperson
WGRC

Santana Guha

Ms Santana Guha
Asst. Prof, MBA
Convenor
WGRC

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Sanjay Kumar
M. Ghosh

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For Director
Srijit Ghosh
11/6/16

The Minutes of the Women Grievance Redressal Committee
meeting held on 01/8/2016 (Thursday) at DESH building, SIT in
Room No 104 at 4.15 pm

Agenda: Discussion on smooth Functioning of the Women Grievance Redressal Committee, SIT

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members in the committee and acquainted them about their role and responsibilities in the committee.
2. The house discussed about the objectives, complaint procedure, redressal mechanism and the various function of the committee.
2. The house decided to emphasize that in order to create awareness it is essential to put up posters/flex/notices in conspicuous places in the college premises along with the composition of the members of the committee and contact information of the chairperson and the convener.
3. The house decided to acquaint the female students, teaching and non teaching women staff of the college at the beginning of the academic session in their respective department about the information regarding women grievance redressal procedure. Hence, a request will be made the HODs of various departments to arrange a venue on a specified schedule provided by the committee.
4. It was decided by the house that the complainant should submit their complaint of any grievance related to sexual harassment in writing to the chairman of the committee. The committee will hold regular meetings to decide the further proceedings /steps to be taken accordingly.
5. Mr. Amaresh Kundu, Asst. Prof, DESH suggested that the committee should meet after the end of every semester to review the activities during that period.
6. The meeting ended with vote of thanks to the chair.

S. Basak
02/08/2016
Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC

S. Guha
2/8/2016
Santana Guha
Asst. Prof, MBA
Convener, WGRC

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A. Kundu

Anamika Pradhan

A. Kundu
02/8/16

M. Ghosh

The Minutes of the Women Grievance Redressal Committee
meeting held on 21/12/2016 (Wednesday) at DESH building, SIT
in Room No 104 at 4.30 pm

Agenda: To discuss the activities of WGRC recorded during the odd Semester 2016.

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members.
2. The house noted that no complaint of sexual harassment against any one has been received during the odd semester 2016.
4. The chairperson expressed her thanks to all members.
5. The meeting ended with vote of thanks to the chair.

S Basak
22/12/2016

Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC

S Guha
22/12/16

Santana Guha
Asst. Prof, MBA
Convener, WGRC

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Ananika Pradhan
AG
22/12/16

M. Ghosh

M. Ghosh

The Minutes of the Women Grievance Redressal Committee
meeting held on 30/03/2017 (Thursday) at DESH building, SIT in
Room No 101 at 4.30 pm

Agenda: Women grievance awareness camp .

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members.
2. It was found that till March 2017 there was no complaint of sexual harassment lodged to the committee.
3. The house discussed that although there hasn't been any women grievance lodged to the committee there was a need for arranging an awareness camp and burn out phenomenon from mental trauma.
4. Mr. Amaresh Kundu suggested that Mrs. S. Lepcha, commissioner of police, Siliguri metropolitan police may be invited as a guest speaker for the symposium.
5. Mr Debayan Nandi suggested the names of Utkarsh Kapoor, Motivational Speaker, New Delhi and Ms Sulochina Mitra , Eminent psychologist.
6. The house decided that a proposal will be made to the higher authority for approval after the completion of the current semester to organise the event.
7. The meeting ended with vote of thanks to the chair

S. Basak
30/03/17
Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC



S. Guha
30/3/17
Santana Guha
Asst. Prof, MBA
Convener, WGRC

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A. Kundu

D. Kundu

D. Kundu
30/3/17

M. Ghosh

Anamika Pradhan

**The Minutes of the Women Grievance Redressal Committee
meeting held on 17/06/2017 (Saturday) at DESH building, SIT in
Room No 104 at 11.30 am**

Agenda: To discuss the issues related to Women Grievances recorded in 2016-17.

Members Present:

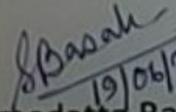
Mrs. Somedatta Basak, Chairperson
Ms. Santana Guha, Convenor
Mr. Debayan Nandi, Asst. Prof, HOD, MBA
Mr. Rajeeb Chetri, Asst. Prof, DESH
Ms. Moumita Ghosh, Asst. Prof, CSE
Mrs. Archita Ganguly, T.A, Civil
Mrs. Anamika Pradhan ,PA to Director

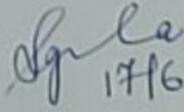
Members Absent:

NIL

Following points were discussed in the meeting:

1. The Chairperson welcomed all the members.
2. It was found that during the academic year 2016-2017 there was no complaint of sexual harassment lodged to the committee.
3. As discussed in the last meeting (30.03.2017) of the committee the house decided to arrange an awareness camp (tentatively) on 15th September 2017 and hence a proposal will be made to the higher authority for necessary approval.
4. Mr. Debayan Nandi suggested the names of Mr. Sudipta Sen, Advocate and Mrs. Shyamashree Choudhury (NGO), West Bengal Voluntary Health Association as speakers for the camp.
5. The house decided to meet again in the 3rd week of July to discuss the activities of the committee for the academic year 2017-18.
6. The meeting ended with vote of thanks to the chair.


Somedatta Basak
Asst. Prof, DESH
Chairperson, WGRC


Santana Guha
Asst. Prof, MBA
Convenor, WGRC

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