

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

[Handwritten Signature]
Jt. Conveners
Internal Complaint Committee



Attendance Sheet
Internal Complaint Committee

Meeting on 21/02/2020

Sl. No	Name	Signature
1.	D. Nave	D. Nave
2.	S. Chatterjee	S. Chatterjee
3.	B. D. ...	B. D. ...


Jt. Conveners



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. Conveners
Internal Complaint Committee



Attendance Sheet

Internal Complaint Committee

Meeting on 08/11/2019

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


Jt. Conveners



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. D. ...
Jt. Convener, I.C.C.
Internal Complaint Committee



Attendance Sheet
Internal Complaint Committee

Meeting on 17/06/2019

Sl. No	Name	Signature
1.	Borrai Adhany Das	Borrai Adhany Das
2.	D. Laha	D. Laha
3.	L. Bhatnagar	L. Bhatnagar
4.	S. Chatterjee	S. Chatterjee

B. Das
Jt. Convener



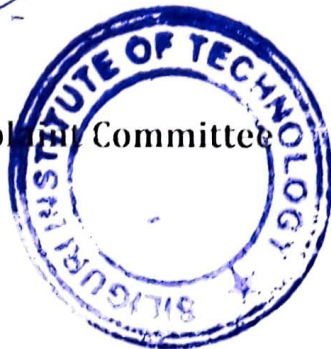
Minutes of the meeting of Internal Complaint Committee held on 17/06/2019 in the conference Room of SIT at 4:30p.m.

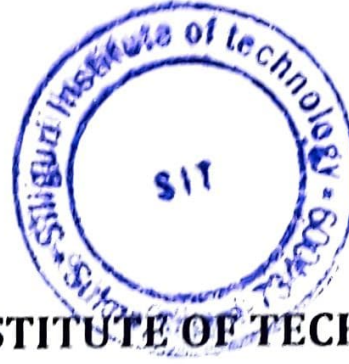
Followings has been discussed and resolved in the meeting.

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



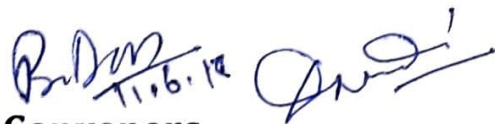


SILIGURI INSTITUTE OF TECHNOLOGY

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.






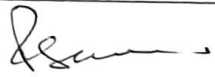

11.6.18

Jt. Conveners
Internal Complaint Committee

Attendance Sheet

Internal Complaint Committee

Meeting on 14/06/2018

Sl. No	Name	Signature
1.	Dr. J. Jhangpati	
2.	Dr. Banani Dasgupta	
3.	Debasan Dasgupta	 14.6.18
4.	Prasanna Saha	
5.	D. Kishor	



Jt. Conveners

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. Dimpal

**Chairman
Internal Complaint Committee**



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



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

Dated : 28/07/2017

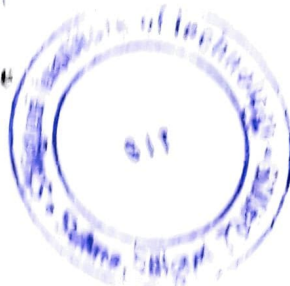
This is to inform all concerned that in view of the circular received from the Director SII regarding the formation of Internal Complaint Committee which have already been circulated to all the HODs.

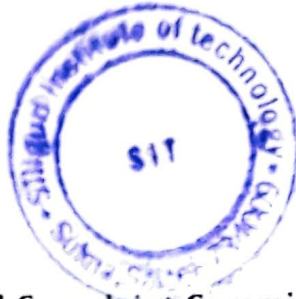
Considering above, A meeting of the Internal Complaint Committee is scheduled to be held on 04/08/2017 in the Conference Room of SII at 4.30pm to discuss the activities for smooth functioning of the Internal Complaint Committee.

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

(Signature)

H. Convensers
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

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



SILIGURI INSTITUTE OF TECHNOLOGY

CIRCULAR

Ref No- Admin/AC/20/01/38
Date: 05/03/2020

This is to inform all concerned that a revised **Internal Complain Committee** has been formed with the following members. The roles and responsibilities will be unchanged.

Chairperson

Director-SIT

Convener

Dr. Banani Adhikari Das
Dr. Subhendu Dey

Members

Ms. Shrabani Pal
Ms. Sharmistha Mandal
Ms. Sucharita Das
Mr. Sujit Chatterjee
Mr. Pinaki Sarkar



Director

Siliguri Institute of Technology

Cc to: All Concerned