

# SILIGURI INSTITUTE OF TECHNOLOGY



## OFFICE OF THE PRINCIPAL CIRCULAR

Ref. No. : Admin/2023/CIR/179

Date: 14.06.2023

This is to inform all concerned that as per Section- 4 of 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 and as per Vishaka Guidelines against Sexual Harassment in the Workplace a **Women's Grievance Redressal Committee** has been formed for the academic session 2023-24. 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 Principal for bigger investigation (internal/external) and punitive actions.
- Maintain appropriate data and record

### Chairperson

Ms. Santana Guha, Asstt. Prof.

### Advisory Members:

Principal-SIT  
Administrator-SIT  
All Academic Coordinators  
All HODs

### Joint Coordinators

Mrs. Sathi Ball, Asstt. Prof.  
Mrs. Paramita Chowdhury, Asstt. Prof.

### Members

Mrs. Anindita Sinha, Asstt. Prof.  
Mrs. Debarati Mitra, Asstt. Prof.  
Mrs. Sucharita Das, Asstt. Prof.  
Mrs. Mandobi Banerjee, Asstt. Prof.  
Mrs. Priyanka Nandi, TA  
Mrs. Moushumi Das, TA  
Mrs. Gargi Bhattacharyya, TA

### Invitee Members

Mr. Rajeeb Chetri, Asstt. Prof.  
Mr. Sujit Chatterjee, Asstt. Manager- HR & Admin  
Mr. Sayande Roy, Advocate  
Mr. Suvatu Ghatak, Uttarar Dishari, SSO Representative

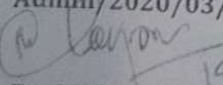
### Tenure

: Upto 30.06.2024

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 Chairperson, Convener and 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 as the previous order with Ref. No. Admin/2020/03/115 dated 24.09.2020 has already expired.**

  
14.06.23  
Dr. Mithun Chakraborty  
Principal  
Siliguri Institute of Technology

## ACTION TAKEN REPORT

Committee Name: **WOMAN'S GRIEVANCE REDRESSAL COMMITTEE**

REF. NO.:SIT/WGRC/2024/ODD

Meeting Date: 20/12/23; Meeting Time: 04.00 PM

Report on: Brief Report of Meeting with New Batch of 2023-24

The Women's grievance cell started raising awareness to prevent abuse towards the girls students, lady staff and faculty members. If they face any harassment from any staff or students of this Institute, they can give a written complain at Women's Grievance Redressal Committee through proper channel. The member will look into the issues, gather the evidence and submit the report to the authority. The authority will take the necessary action against the guilty.

The committee interacts with the new batches of 2023-24 and gives a brief description about this committee and the Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka. The Committee also provides two convener's contact number for future support.



*Sathi Ball*

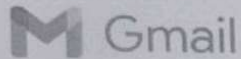
Ms. Sathi Ball  
Asst. Prof., IT  
Jt. Coordinator, WGRC

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

*Santa Guha*  
20/12/23

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





Sathi Ball <sathiball@gmail.com>

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## Call for Meeting of WGRC on 14.02.2023

1 message

Sathi Ball <sathiball@gmail.com>

Mon, Dec 18, 2023 at 11:39AM

To: santana guha <santanaguha@gmail.com>, pchoudhury10@gmail.com, Sathi Ball <sathiball@gmail.com>, Sucharita Das <sucharita.das007@gmail.com>, Anindita Sinha <aninditasinha07@gmail.com>, Debarati Mitra <deb23.mitra@gmail.com>, priyankanandi1983@gmail.com, Gargi Bhattacharyya <pupugargi@gmail.com>, moushumimoon.das2021@gmail.com

### Notice-Call for Meeting

Committee Name: WOMEN'S GRIEVANCE REDRESSAL COMMITTEE  
REF. NO.: SIT/WGRC/2023/02  
Meeting Date: 21.12.23  
Meeting Time: 04:15 PM  
Meeting Venue: CSE/IT Departmental Library, 1<sup>st</sup> Floor, Main Buliding, SIT  
Meeting Agendas: Activity to be undertaken for next semester &  
Semester end (Odd) Report, 2023

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Sathi Ball

Jt. Coordinator, WGRC  
Siliguri Institute of Technology,  
(A Unit of Techno India Group)



## Signature Roll of the Meeting

Committee Name: WOMAN'S GRIEVANCE REDRESSAL COMMITTEE

REF. NO.:SIT/WGRC/2023/ODD

Meeting Date: 21/12/23; Meeting Time: 04.00 PM

Meeting Venue: : CSE/IT Departmental Library, Main Building, 1st floor, SIT

SL. NO.	NAME OF THE MEMBER (as per committee list)	POSITION IN THE COMMITTEE	MEMBER DESIGNATION	FULL SIGNATURE
1	Mrs. Paramita Chowdhury	Jt. Coordinator	Asstt. Prof.	
2	Mrs. Sathi Ball	Jt. Coordinator	Asstt. Prof.	<i>Sathi Ball</i> 21/12/23
3	Mrs. Sucharita Das	Member	Asstt. Prof.	<i>Sucharita Das</i> 21/12/23
4	Mrs. Anindita Sinha	Member	Asstt. Prof.	<i>Anindita Sinha</i> 21/12/23
5	Mrs. Debarati Mitra	Member	Asstt. Prof.	
6	Mrs. Priyanka Nandy Das	Member	TA	<i>P. Nandy</i> 21/12/23
7	Mrs. Gargi Bhattacharyya	Member	TA	<i>Gargi Bhattacharyya</i> 21/12/23
8	Mrs. Moushumi Das	Member	TA	<i>M. Das</i> 21/12/23

*[Signature]*  
21/12/23

Chair-Person Full Signature:



## MINUTES OF THE MEETING

Committee Name: **WOMAN'S GRIEVANCE REDRESSAL COMMITTEE**

REF. NO.: (SIT/Short Committee Name/ Session/Memo No.) SIT/WGRC/2023/ODD

Meeting Date: 21.12.23

Meeting Time: 04.15PM

Meeting Venue: CSE/IT Departmental Library, 1<sup>st</sup> Floor, Main Building SIT

Meeting Facilitator: Chairperson

Minutes Issued By: Joint Coordinator

Meeting Purpose/Agendas: Semester end (ODD) Report 2023

I. **Member Present: ALL**

II. **Member Absent: NIL**

III. **Key Discussion Points on present agendas:**

- a. It was decided by the house that a program will be organized on 8<sup>th</sup> March, 2024 to celebrate "International Women's Day". In this regards a proposal has been submitted to the competent authority for approval.
- b. It was found that for the period July-December no complaint has been lodged to the committee.

IV. The meeting ended with vote of thanks to the chair

*Sathi Ball*

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

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

*Santa*  
21/12/23

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





## Signature Roll of the Meeting

Committee Name: WOMAN'S GRIEVANCE REDRESSAL COMMITTEE

REF. NO.:SIT/WGRC/2024/EVEN-01

Meeting Date: 22/02/24; Meeting Time: 04.00 PM

Meeting Venue: : CSE/IT Departmental Library, Main Building, 1st floor, SIT

SL. NO.	NAME OF THE MEMBER (as per committee list)	POSITION IN THE COMMITTEE	MEMBER DESIGNATION	FULL SIGNATURE
1	Mrs. Paramita Chowdhury	Jt. Coordinator	Asstt. Prof.	
2	Mrs. Sathi Ball	Jt. Coordinator	Asstt. Prof.	<i>[Signature]</i> 22-02-24
3	Mrs. Sucharita Das	Member	Asstt. Prof.	<i>[Signature]</i> 22/02/2024
4	Mrs. Anindita Sinha	Member	Asstt. Prof.	<i>[Signature]</i> 22/02/24
5	Mrs. Debarati Mitra	Member	Asstt. Prof.	<i>[Signature]</i> Debarati Mitra 22/02/24
6	Mrs. Priyanka Nandy Das	Member	TA	<i>[Signature]</i> P. Nandy 22/2/24
7	Mrs. Gargi Bhattacharyya	Member	TA	<i>[Signature]</i> 22/2/24
8	Mrs. Moushumi Das	Member	TA	<i>[Signature]</i> M. Das 22/02/24

Chair-Person Full Signature:



## MINUTES OF THE MEETING

Committee Name: **WOMAN'S GRIEVANCE REDRESSAL COMMITTEE**

REF. NO.:SIT/WGRC/2024/EVEN-01

Meeting Date: 22/02/24; Meeting Time: 04.00 PM

Meeting Venue: : CSE/IT Departmental Library, Main Building, 1st floor, SIT

Meeting Purpose/Agendas: Semester end (Even)Report 2021

### Members Present in the meeting:

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

### The following points were discussed:

1. The Jt. Coordinator welcomed all the members in the committee.
2. The house decided to celebrate International Women's Day on the **theme 'Invest in women: Accelerate Progress'** on March 8, 2024, from 1.30 pm to 3.00 pm.
3. A pre-event proposal will be submitted in this regard to the competent authority for approval.
4. To run the programme, all accountability has been divided among the members.
5. The meeting ended with vote of thanks to the chair.

*Sathi Ball*  
23.02.24

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

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

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

**SILIGURI INSTITUTE OF TECHNOLOGY**  
**ANTI-RAGGING CELL**

**Minutes of meeting of Anti-Ragging Cell held in the Conference Room of SIT on  
08.09.2023 at 4:30 PM**

Ref No.: SIT/ARC/2023-24/09-01

Date: 11.09.2023

**Agenda:**

1. Discussion on activities of Anti-Ragging Cell.
2. Misc.

**Members present:**

Prof. (Dr.) Mithun Chakraborty, Chairperson - in the Chair

**Anti-Ragging Committee**

1	Dr. Susanta Kumar Saha	Joint Coordinator
2	Mrs. Anindita Sinha	Joint Coordinator
3	Dr. Sudip Kumar Ghosh	Member
4	Dr. Rabindranath Singha	Member
5	Ms. Sathi Ball	Member
6	Mr. Pralay Roy	Member
7	Ms. Sharmistha Bose	Member
8	Mr. Govind Baibhaw	Member
9	Ms. Debalina Raha	Member
10	Mr. Suhasish Ghosh	Member
11	Mr. Sourav Das	Member



**Anti-Ragging Squad**

1	Mr. Subhajit Roy	Joint Coordinator
2	Mr. Rajeeb Chhetri	Joint Coordinator
3	Dr. Jayanta Dutta	Member
4	Dr. Asit Barman	Member
5	Dr. Bishwajit Roy	Member
6	Ms. Sucharita Das	Member
7	Ms. Aditi Sengupta	Member
8	Mr. Pritam Sinha	Member
9	Mr. Shomnath Dutta	Member
11	Mr. Apurba Chakraborty	Member
12	Mr. Bikram Bhattacharya	Member
13	Mr. Pankaj Sarkar	Member

**Members absent:****Anti-Ragging Committee**

1	Dr. Uddalak Mitra	Member
2	Ms. Sampa Das	Member
3	Ms. Sarmistha Mondal	Member
4	Mr. Rupam Dutta	Member

**Anti-Ragging Squad**

1	Mr. Bidyut Das	Member
2	Mr. Ranjan Chhetri	Member
3	Mr. Somnath Banerjee	Member

The following has been discussed and accordingly the decisions have been taken in the meeting:

1. The Chairperson of Anti-Ragging Committee welcomed all the newly appointed members of Anti-Ragging Committee and Anti-Ragging Squad.
2. The house has decided to follow: 'Zero- tolerance with Ragging.'
3. Uploading of committee list at [www.sittechno.org](http://www.sittechno.org) in the form of JPEG image for wide circulation of the activity (Especially for UGC/AICTE/NBA & Higher Education Ministry and Departments) – TO BE DONE.
4. Organizing Anti Ragging awareness and counseling program for fresher and senior students. – CONDUCTED on 12.08.2023 & 18.08. 2023.
5. 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)/ Canteen Area/Library Building including Non B. Tech (1<sup>st</sup> year building). TO BE VERIFIED.
6. Identify the requirement of pictorial and motivational flex with frame in various departmental lobbies for wide circulation. TO BE VERIFIED.
7. Extra security measures for odd semester 2022. IT IS CONTINUING.
8. Duty roster for Anti-Ragging Committee and Squad. TO BE MODIFIED.
9. Canteen facility to be offered at all 1<sup>st</sup> year buildings. An official order to be issued to canteen manager in this regard. IT IS DONE.
10. The bus facility to be extended to all 1<sup>st</sup> year students. IT IS EXECUTED.
11. Preparing weekly report by the coordinator of Anti-Ragging squad.

The meeting ended with a vote of thanks to the chair.

SK Saha 

**(Dr. Susanta Kumar Saha & Mrs. Anindita Sinha)**

Name and Signature of Joint Coordinator



## MINUTES OF THE MEETING

Committee Name: Anti-Ragging Committee

REF. NO.: SIT/ARC/2023-24/08-01

Meeting Date: 18.08.2023;

Meeting Time: 4:40 PM.

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

Meeting Facilitator: Joint Coordinators, Anti-Ragging Committee

Minutes Issued By: Joint Coordinators, Anti-Ragging Committee

Meeting Agendas:

1. Anti ragging activities during B. Tech. 1<sup>st</sup> year classes.
2. Misc.

I. Member Present: 15

II. Member Absent: 10

III. Key Discussion Points on present agendas:

- a) The house has decided to follow: 'Zero- tolerance with Ragging.'
- b) A duty roster is prepared for Anti-Ragging Cell members to keep in vigil in the campus.

Daily Duty Roster for Anti-Ragging Committee and Squad Members up to end of 1<sup>st</sup> year ODD semester (w.e.f 22.08.2023)

Time	Venue	Name of the member to be present at the venue	Jt. Coordinators
Arrival of student's bus	Main Gate	1. Mr. Apurba Chakraborty 2. Mrs. Samima Yasmin 3. Mr. Rupam Dutta 4. Mr. Shomnath Dutta	1. Dr. Susanta Kumar Saha 2. Mrs. Anindita Sinha 3. Mr. Ranjan Chettri
	In front of DESH Building	5. Mr. Pritam Sinha 6. Mr. Suhasish Ghosh 7. Mr. Ranjan Chettri	



Departure of student's bus	In front of DESH Building	<ol style="list-style-type: none"><li>1. Dr. Jayanta Dutta</li><li>2. Mrs. Sampa Das</li><li>3. Mrs. Sathi Ball</li><li>4. Mrs. Sharmistha Mondal</li><li>5. Dr. Sudip Ghosh</li><li>6. Mrs. Aditi Sengupta</li><li>7. Mrs. Sucharita Das</li><li>8. Mr. Sourav Das</li></ol>	
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The roster is based on the choices submitted by members. Those who have not been given any choice have not mentioned here.

- c) Anti-Ragging Cell of SIT observed Anti-Ragging Day and Anti-Ragging Week successfully as per AICTE mandate.
- d) Roster duties chart of the anti ragging cell members is circulated in the anti-ragging cell whatsapp group.

*KLake*  
18/8/23

*Shrin*  
18/8/23

Joint Coordinators' Signature with date:



# SILIGURI INSTITUTE OF TECHNOLOGY

## Antiragging Committee

### Attendance Record of Meeting

Ref. No. SIT/ARC/2023-24/08-01

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

Date: 18.08.2023

Time: 4:40 PM

- Agenda: 1. Anti Ragging activities during B. Tech. 1st year classes.  
2. Misc.

Sl. No.	Name	Position in the Committee	Member Designation	Signature
1	Dr. Susanta Kumar Saha	Joint Coordinator	Asst. Professor	<i>[Signature]</i>
2	Mrs. Anindita Sinha	Joint Coordinator	Asst. Professor	<i>[Signature]</i>
3	Dr. Sudip Kumar Ghosh	Member	Asst. Professor	<i>[Signature]</i>
4	Ms. Sampa Das	Member	Asst. Professor	<i>[Signature]</i>
5	Mr. Rupam Dutta	Member	Asst. Professor	<i>[Signature]</i>
6	Ms. Sathi Ball	Member	Asst. Professor	<i>[Signature]</i>
7	Mr. Apurba Chakraborty	Member	Asst. Professor	
8	Ms. Sarmistha Mondal	Member	Asst. Professor	<i>[Signature]</i>
9	Mr. Rohit Kumar Roy	Member	Asst. Professor	
10	Ms. Debjani Mukherjee	Member	Asst. Professor	
11	Mr. Suhasish Ghosh	Member	T& P Exe	
12	Mr. Sourav Das	Member	Asst. Librarian	

*[Signature]* 18/8/23  
*[Signature]* 18/8/23  
Joint Coordinators' Signature with date:

# SILIGURI INSTITUTE OF TECHNOLOGY

## Antiragging Squad

Attendance Record of Meeting

Ref. No. SIT/ARS/2023-24/08-01

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

Date: 18.08.2023

Time: 4:40 PM

Agenda: 1. Anti Ragging activities during B. Tech. 1st year classes.  
2. Misc.

Sl. No.	Name	Position in the Committee	Member Designation	Signature
1	Mr. Subhajit Roy	Joint Coordinator	Asst. Professor	 18.08.23
2	Mr. Rajeeb Chhetri	Joint Coordinator	Asst. Professor	 18/08/23
3	Dr. Jayanta Dutta	Member	Asst. Professor	 18/08/2023
4	Dr. Mandobi Banerjee	Member	Asst. Professor	
5	Mr. Shomnath Dutta	Member	Asst. Professor	 18/8/23
6	Ms. Sucharita Das	Member	Asst. Professor	 18/8/2023
7	Mr. Pritam Sinha	Member	Asst. Professor	 18/8/23
8	Mr. Bidyut Das	Member	Asst. Professor	
9	Ms. Aditi Sengupta	Member	Asst. Professor	 18/8/23
10	Mr. Gobinda Baibhaw	Member	Asst. Professor	
11	Ms. Samima Yasmin	Member	Asst. Professor	 18/8/23
12	Mr. Ranjan Chhetri	Member	T& P Exe	
13	Mr. Somnath Banerjee	Member	Admin	

Joint Coordinators' Signature with date:

 18.08.23

 18/08/23