



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/202

Date: 24.09.2020

This is to inform all concerned that **INTERNAL COMPLAINT COMMITTEE** has been constituted with effect from 01.09.2020 as per the guide lines of UGC and Supreme Court of India, to provide a healthy and congenial atmosphere among the staff and students of the institution. The committee will follow Vishaka Guidelines to prevent, prohibit and redress the issues of sexual harassment at workplace. The Vishaka Guidelines were a set of procedural guidelines for use in India in cases of sexual harassment. They were promulgated by the Indian Supreme Court in 1997 and superseded in 2013 by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. Any grievances on the subject may please be brought to notice of the committee. The following will be the constitution and guidelines of the Committee.

Members:

SL. NO.	CATEGORY	MEMBERS NAME	DESIGNATION BY PROFESSION	GENDER	POSITION IN COMMITTEE
1.	Presiding Officer	Ms. Shahana Sengupta	AP, BSH	Female	Coordinator
2.	Two Faculty Members	Dr. Susmita Bakshi	AP, CE	Female	Member Secretary
3.		Ms. Epsita Chakraborty	AP, EE	Female	Member
4.	One Non-Teaching Employee	Mrs. Subhadra De	Assistant Manager Compliances, Admin	Female	Member
5.	A member from NGO or a person familiar with sexual harassment issues	Ms. Bidisha Ghosh Biswas	Secretary, Mukti Rehabilitation Centre	Female	External Member
6.	External Member	Prof. (Dr.) S.K Bhattacharya	Director - AQA - TIG	Male	External Member
7.	External Member	Ms. Tulika Sighania	Counselor	Female	Member
8.	Student Member - PG	Anisha Das	Student	Female	Member
9.	Student Member - UG	Dyuti Mohapatra	Student	Female	Member
10.	Student Member - UG	Maria Rafique	Student	Female	Member

Note: As per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

Roles and Responsibilities:

1. To create awareness amongst all faculty members and students about the problems faced by women due to gender issues.
2. To create awareness amongst all members of the Institute about the scope of the Committee.
3. To create awareness amongst all about the actions or comments that falls under the category of sexual Harassment
4. To disseminate knowledge about rights and laws related to women.
5. To enhance the self-esteem and self-confidence of girl students, women faculty and staff.
6. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
7. Recommend appropriate punitive action against the guilty party to the Head of the Institution.
8. Here it should be noted that according to the Supreme Court guideline **Sexual harassment** can be defined as "**unwelcome**" sexually determined behavior (whether directly or by implication) as:
 - ✓ Physical contact and advances;
 - ✓ Demand or request for sexual favours
 - ✓ Sexually coloured remarks;
 - ✓ Showing pornography; and
 - ✓ Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.(Vishaka judgment by Supreme Court)

The following is also sexual harassment and is covered by the committee:

- ✓ Eve-teasing,
- ✓ Unsavory remarks,
- ✓ Jokes causing or likely to cause awkwardness or embarrassment,
- ✓ Innuendos and taunts,
- ✓ Gender based insults or sexist remarks,

Procedures to lodge a complaint:

1. Any complaint should be filed to the Head of the Institution (HOI). The complaint should come in written. The HOI in turn will forward it to the committee for enquiry.
2. Any complaint should be filed within 3 months from the date of incident.
3. Enquiry to be done according to law with all supporting documents, witnesses, evidences.



4. Action to be taken within 90 days and the findings to be sent back to the Head of the Institution (HOI).
5. HOI will take action within 60 days.

Proceedings:

1. After accepting complaint in writing from the aggrieved, HOI keeps the original with himself and sends a copy of the complaint to the committee, confidentiality should be strictly maintained.
2. The committee should at first after hearing from both the parties separately, will try to see if a mutual settlement is possible.
3. The committee should at first after hearing from both the parties separately, will try to see if a mutual settlement is possible.
4. Every finding should be supported by documents and evidences/witnesses.
5. If proved guilty, for offences like verbal abuses law imposes monetary fine. For more severe offences penalty can go to the extent of rustication or further the case to be handed over to the police.
6. If complaint is proved false, equal counter proceedings will be started against the complainant. Compensation criteria are provided by law.


The principle of gender equality is enshrined in the Indian Constitution. At MSIT, we strongly believe that women and men have right to live as free and equal human beings and this equality should exist in all areas of life. All the activities conducted by the cell are directed towards successful execution of this goal. The committee may seek legal help as and when felt necessary.

Terms of Members: Two years for nominated members.

Meetings: At least two times in a year and as and when deemed fit by the committee.

Modus operandi:

1. The Committee/Cell/Council will be reporting to Coordinator – Academic Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/140 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The Coordinator – Academic Affairs will report to HOI with all required details.
3. The HOI may call the individual committee for meeting as and when deemed fit by the same.


Prof. (Dr.) Ankur Ganguly
Principal- In-Charge



CC: The GCEO – TIG, The Director - AQA – TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator – Academic Affairs.



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/203

Date: 24.09.2020

This is to inform all concerned that **INFRASTRUCTURE DEVELOPMENT COMMITTEE** has been constituted with effect from 01.09.2020 to assess the requirements of Infrastructure in the Institute. The following will be the constitution and guidelines of the Committee.

Members:

SL. NO.	MEMBERS NAME	DESIGNATION BY PROFESSION	POSITION IN COMMITTEE
1	Prof. (Dr.) Ankur Ganguly	Principal-In-Charge	Chairperson
2	Mr. Subhas Kumar Basu	Coordinator-ADAC	Coordinator
3	Mr. Tufan Datta	AP, CE	Convener
4	Prof.(Dr.) Tapobrata Bhattacharya	Professor & HOD, ME	Member
5	Dr. Sudip Dogra	Assoc Professor, ECE	Member
6	Dr. Sumit Som	AP & HOD, BSH	Member
7	Mr. Subhrapratim Nath	AP & HOD, CSE	Member
8	Mr. Subir Hazra	AP & HOD, IT	Member
9	Dr. Swapnadip De	AP & HOD, ECE	Member
10	Mr. Sheak Hasim	AP & HOD, CE	Member
11	Dr. Susmita Adhikary	AP & FIC, EE	Member
12	Ms. Aparna Datta	AP & FIC, CA	Member
13	Mr. Debarshi Ghosh	AP & FIC, BA	Member
14	Ms. Sharmee Bose	AP, BSH	Member
15	Mr. Sanjoy Roy	AP, IT	Member
16	Mr. Sougata Bera	AP, CSE	Member
17	Mr. Arindam Samanta	AP, ME	Member
18	Ms. Sayanti De	AP, EE	Member
19	Mr. Saubhik Goswami	AP, CA	Member
20	Mr. Saibal Banerjee	TPO	Member
21	Mr. Arnab Sen	PA to Principal	Member
22	Mr. Sunanda Moitra	Sr. Executive Accounts	Member

Roles & Responsibilities:

1. To assess requirements of Infrastructure of Institute.
2. Prepare Annual Budget for the requirements and submit to the Chairperson.
3. To identify the required Infrastructure for different programs of the Institute and proceed as per approved budget by the BOG.


4. To approve the Infrastructure proposals i.e., acquisition of Land and/or Building or construction of Building at Institute's Offices, besides the requirement of the Corporate Office, surveillance such projects as per the direction of BOG.
5. To review the ongoing projects, if any, Infrastructure issues are referred to this Committee from time to time.
6. To recommend to the Council from time to time modification and/or updation in Infrastructure policy pertaining to each program, besides the Corporate Office.
7. To review entire existing Infrastructure Projects of Institute and do the due diligence of same.
8. Any other tasks/functions that may be assigned by the BOG from time to time.
9. Recommend and obtain administrative approval and expenditure sanction of the higher Management in respect of all minor and major works;
10. On getting administrative approval and expenditure sanction of the Management to minor and major works, proceed for the plans and estimates of such works prepared from the certified Engineer of the College or the Architect selected for a project.
11. Maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works.

Terms of Members: Two years for nominated members.

Meetings: At least twice a semester and as and when necessary as deemed fit by the members of the committee.

Modus operandi:

1. The Committee will be reporting to Coordinator – Administration Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/142 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The Coordinator – Administration Affairs will report to HOI with all required details.
3. The HOI may call the individual committee for meeting as and when deemed fit by the same.


Prof. (Dr.) Ankur-Ganguly
Principal-In-Charge



CC: The GCEO - TIG, The Director - AQA - TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator - Administration Affairs.