

MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR

Department of Science, Technology & Technical Education, Government of Bihar

NOTICE

Ref. No.: IC/MIT/01/23

Date: 25/10/23

Meeting on Prevention of Sexual Harassment (PoSH) Act, 2013

All concerned **Internal Committee Members** (Newly constituted) are hereby informed that an **Awareness Meeting on the Prevention of Sexual Harassment at Workplace under the PoSH Act, 2013** is being organized by the **Internal Complaints Committee (ICC)** of the Institute.

Date: 25 /10/ 2023

Venue: Conference Room, MIT, Muzaffarpur

S. Rala
25/10/23
Presiding Officer

Internal Committee, MIT

MINUTES OF MEETING

Orientation Meeting of the Newly Constituted Internal Committee

Date: 25/10/23

Time: 02:30 P.M

Venue: Conference Room

Chairperson/Presiding Officer: Dr. Kumari Shail Bala

Institution: Muzaffarpur Institute of Technology, Muzaffarpur

1. Agenda of the Meeting

1. Introduction of the newly constituted Internal Committee members.
2. Overview of the PoSH Act, 2013 and its objectives.
3. Roles and responsibilities of the Presiding Officer and Committee members.

2. Roles and Responsibilities Discussed

The following responsibilities of the Internal Committee were discussed:

- To provide a safe and supportive mechanism for reporting complaints of sexual harassment.
- To receive and appropriately deal with complaints in accordance with the PoSH Act and applicable rules.
- To maintain proper documentation and records of complaints and proceedings.
- To organize awareness programmes, workshops, and sensitization activities

6. Decisions/Action Points

After discussion, the following action points were agreed upon:

Sl. No.	Action Point	Responsibility
1	Orientation of all IC members regarding the PoSH Act and inquiry procedure	Presiding Officer/IC
2	Display and dissemination of information regarding the Internal Committee and complaint mechanism	IC/Institute Administration
3	Organization of regular awareness and sensitization programmes	Internal Committee

Conclusion

The meeting concluded with a commitment from all members of the newly constituted Internal Committee to discharge their duties responsibly and impartially. The members affirmed their



commitment to preventing sexual harassment and promoting a safe, dignified, and inclusive environment for all members of the Institute.

S. Bala
25/10/23

Presiding Officer

Internal Committee(MIT)