

MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR
Internal Committee (IC)

NOTICE

Ref. No. IC/MIT/02/24

Date: 15/07/2024

Subject: Awareness Programme on the PoSH Act, 2013 and Roles & Functions of the Internal Committee

All concerned are hereby informed that the **Internal Committee (IC), Muzaffarpur Institute of Technology, Muzaffarpur** is organizing an awareness programme to sensitize the members of the Institute about the **Prevention of Sexual Harassment (PoSH) Act, 2013** and to create awareness regarding the roles and functions of the Internal Committee.

Date: 15/07/2024

Time: 03:30 PM

Venue: Conference Room

S. Bala
15/07/24

Presiding Officer

Internal Committee(MIT)

Institution: Muzaffarpur Institute of Technology, Muzaffarpur

Date: 15/07/24

Time: 03:30 PM

Venue: Conference Room

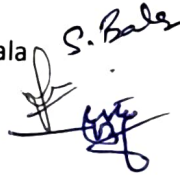
Organized by: Internal Committee (IC), MIT

Agenda

1. Introduction and purpose of the Internal Committee.
2. Awareness about the PoSH Act, 2013.
3. Composition and roles of the Internal Committee

Members Present:

1. Dr.Kumari Shail Bala
2. Dr.Shweta Kumari
3. Dr. Vijay Kumar
4. Prof. Aarti Kumari
5. Mrs. Kumud Sinha



Roles and Functions of the Internal Committee:

The following major functions of the Internal Committee were discussed:

- To create awareness regarding prevention of sexual harassment.
- To receive and address complaints in accordance with the applicable provisions of the PoSH Act.
- To conduct inquiries in a fair, impartial and confidential manner.
- To safeguard the dignity and privacy of the persons involved in the proceedings.
- To undertake regular sensitization and awareness programmes.
- To advise the Institute on preventive measures.
- To maintain appropriate records of complaints and proceedings.
- To prepare and submit reports as required under applicable rules and regulations.

Key Points Discussed

The participants were specifically made aware that:

- Every individual has the right to a safe and respectful working/studying environment.
- Confidentiality must be maintained during the entire complaint-handling process.
- The Committee should function objectively and without prejudice.
- Awareness and prevention are essential components of the Internal Committee's functioning.

- All members of the Institute share responsibility for maintaining a harassment-free environment.

Sl. No.	Action Point	Responsibility
1	Dissemination of information about the Internal Committee and its members	Internal Committee
2	Display of IC members/contact details at appropriate locations	IC/Administration
3	Conduct of regular (once in a year) awareness and sensitization programmes	Internal Committee
4	Orientation of newly joined faculty, staff and students	Internal Committee

S. Bala
 15/07/24
 (Dr. Kumari Shail Bala)
 P/I
 Internal Committee