

MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR

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

NOTICE

Ref. No.: IC/MIT/03/25

Date: 06/01/25

Meeting for display of Posters and Banners of the Internal Committee (IC) in the MIT Campus

All concerned members of the **Internal Committee (IC), Muzaffarpur Institute of Technology, Muzaffarpur** are hereby informed that a meeting will be held to discuss the **display of posters and banners related to the Internal Committee and prevention of sexual harassment** at prominent and appropriate locations across the Institute campus.

The meeting will focus on the following points:

1. Identification of suitable locations for displaying IC posters and banners.
2. Preparation and placement of awareness materials regarding the **Prevention of Sexual Harassment (PoSH) Act, 2013**.
3. Ensuring easy visibility and accessibility of information for students, faculty members, staff and other members of the Institute.

All concerned members are requested to attend the meeting and contribute their suggestions for effective dissemination of information regarding the Internal Committee and prevention of sexual harassment in the Institute.

Date & Time: 07 /01/ 2025, 04:00pm

Venue: Presiding officer's chamber, MIT, Muzaffarpur

S. Bala
06/01/25

Presiding Officer

Internal Committee, MIT

Institution: Muzaffarpur Institute of Technology, Muzaffarpur

Date: 07/01/25

Time: 04:00 PM

Venue: Presiding officer's chamber

Organized by: Internal Committee (IC), MIT, Muzaffarpur

Agenda

To discuss and finalize the arrangements for displaying posters and banners of the Internal Committee (IC) at prominent locations in the Institute campus for creating awareness regarding prevention of sexual harassment and the functioning 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



The following points were discussed:

1. **Identification of Locations:** Suitable and highly visible locations across the campus were discussed for displaying IC posters and banners.
2. **Awareness Content:** The posters and banners should provide essential information regarding the Internal Committee, prevention of sexual harassment, and the mechanism for approaching the Committee.
3. **Visibility and Accessibility:** It was decided that the awareness materials should be placed at locations frequently visited by students, faculty and staff so that the information remains easily visible and accessible.
4. **Information about IC:** The displayed material should include relevant information about the Internal Committee and its role in promoting a safe, respectful and harassment-free environment.
5. **Regular Maintenance:** The members emphasized that the posters and banners should be properly maintained and replaced/updated whenever necessary.
6. **Responsibility for Implementation:** Necessary coordination would be undertaken for the printing, placement and proper display of the posters and banners at the identified locations.

Decisions/Resolutions

After discussion, the Committee resolved that:

- Posters and banners related to the Internal Committee and prevention of sexual harassment shall be displayed at prominent locations in the MIT campus.
- The awareness materials shall be designed in a clear, informative and easily understandable manner.

- The display shall be given adequate visibility to ensure that students, faculty and staff are aware of the Internal Committee and its purpose.
- The information displayed shall be reviewed periodically and updated whenever required.
- Necessary action shall be taken by the concerned authorities/officials for effective implementation of the above decisions.

Action Taken/Responsibility

Sl. No.	Action Item	Responsibility
1.	Identify prominent locations for display	Internal Committee
2.	Finalize content/design of posters and banners	Internal Committee
3.	Arrange printing of awareness materials	Concerned Authority/Section
4.	Display posters and banners at identified locations	Concerned Staff/Section
5.	Periodic review and maintenance of displayed materials	Internal Committee


 7/1/25
 (Dr. Shail Bala)
 P/I
 IC, MIT