

MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR
Department of Science, Technology & Technical Education, Government of Bihar

NOTICE

Ref. No.: IC/MIT/04/25

Date: 05/12/25

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

All the members of the **Internal Committee (IC)**, Muzaffarpur Institute of Technology, Muzaffarpur are hereby informed that a meeting will be held to discuss the **registration of the Institute/Internal Committee on the SHe-Box (Sexual Harassment electronic Box) Portal** and related matters.

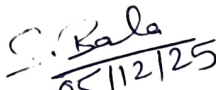
The meeting will discuss the following agenda:

1. Registration of the Institute/Internal Committee on the SHe-Box Portal.
2. Discussion on the procedure and requirements for registration.
3. Verification and submission of the required institutional and Internal Committee details.
4. Creating awareness among students, faculty and staff regarding the SHe-Box Portal.
5. Any other matter related to prevention and redressal of sexual harassment.

All members of the Internal Committee are requested to attend the meeting and actively participate in the discussion for effective implementation of the SHe-Box Portal mechanism.

Date & Time: 06/12/2025, 11:00am

Venue: Presiding officer's chamber, MIT, Muzaffarpur


05/12/25
Presiding Officer

Internal Committee, MIT

Institution: Muzaffarpur Institute of Technology, Muzaffarpur

Date: 06/12/25

Time: 11:00 am

Venue: Presiding officer's chamber

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

Agenda

To discuss the registration of the Institute/Internal Committee on the **SHe-Box (Sexual Harassment electronic Box) Portal** and to ensure effective dissemination of information regarding the portal among the students, faculty and staff of the Institute.

Members Present:

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



Key Points Discussed

1. The need for registration of the Institute/Internal Committee on the SHe-Box Portal was discussed.
2. The Committee emphasized the importance of providing accurate institutional and Internal Committee details during registration.
3. It was decided that information regarding the SHe-Box Portal should be disseminated among students, faculty members and staff.
4. The Committee proposed displaying information regarding the SHe-Box Portal at prominent locations on the Institute campus.
5. The link/information regarding the SHe-Box Portal may also be shared through appropriate official communication channels of the Institute.
6. The Committee emphasized that confidentiality, dignity and privacy of complainants should be duly maintained while dealing with complaints.
7. The registration status and functioning of the portal would be reviewed periodically by the Internal Committee.

Resolutions/Decisions

After detailed discussion, the following decisions were taken:

- The Internal Committee shall initiate/complete the registration of MIT, Muzaffarpur on the SHe-Box Portal as applicable.
- The concerned official/authorized member shall coordinate the registration process and provide the required information.

- Awareness regarding the SHe-Box Portal shall be created among all stakeholders of the Institute.
- Information regarding the portal shall be incorporated, wherever appropriate, in the Institute's awareness and sensitization activities.
- The Internal Committee shall periodically review the status of registration and ensure that the information provided to the Institute community remains updated.

S. Bala
08/12/25
(Dr. Shail Bala)
P/I
Internal Committee
MIT