



RIT/MoM/ICC/2025

Date: 11/09/2025

MINUTES OF MEETING

Internal Complaint Committee (ICC)

Minutes of Meeting of the **Internal Complaint Committee (ICC)** Meeting held on 11th Sep, 2025 at 3:00 PM in Board Room.

Following Members were present during the meeting:-

S. No.	Name of Members	Role
01	Dr. Tanushree Chatterjee (HOD & Prof., Biotech)	Chairperson
02	Dr. Asha Ambhaikar (HOD & Prof., CSE)	Member
03	Mr. Gopesh Dawda (HOD & Asst. Prof., Civil)	Member
04	Mr. Monu Nigam (Student, 5 th Sem, IT)	Member
05	Ms. Tanjila (Student, 5 th Sem, CSE)	Member
06	Mr. VanshNishad (Student, 5 th Sem, Civil)	Member
07	Ms. Padma Haridas (Librarian)	Member
08	Mr. Daneshwar Yadu (Lab. Asst.)	Member

Agenda of the Meeting:

1. Constitution confirmation of ICC for the academic session
2. Review of Sexual Harassment Prevention Policy
3. Awareness and sensitization programs planning
4. Complaint review (if any)
5. Grievance redressal mechanism strengthening

Proceedings of the Meeting:

1. Confirmation of ICC Constitution

The Chairperson welcomed all members and confirmed the constitution of the Internal Complaints Committee as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The roles and responsibilities of members were reviewed.



RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)
Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



2. Review of Institutional Policy

- The committee reviewed the existing policy on prevention of sexual harassment:
- Policy uploaded on college website.
- Displayed on notice boards and staff rooms.
- Contact details of ICC members circulated to students and staff.

3. Awareness & Sensitization Programs

- The committee resolved to conduct:
- Orientation program for first-year students regarding gender sensitization.
- Workshop on “Prevention of Sexual Harassment at Workplace.”

4. Complaint Status

- No written complaints were received during Session-I.
- Members emphasized maintaining confidentiality and prompt response in case of any complaint.

5. Strengthening Reporting Mechanism

- Suggestion box to be installed at key locations.
- ICC committee list to be re-circulated.
- Anonymous complaint mechanism to be promoted.

Resolutions:

- Confidentiality to be strictly maintained in all cases.
- Continuous monitoring of campus environment to ensure safety and dignity.


Chairperson


Principal
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