

**Minutes of the meeting of the First Internal Complaints Committee (ICC) held on 12.02.2025 on prevention of Sexual Harassment of Women at workplace in National Skill Training Institute for Women (NSTI-W), Kolkata under the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013.**

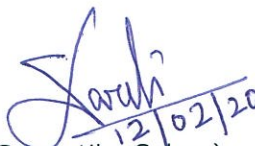
1. A meeting of Internal Complaints Committee (ICC) of National Skill Training Institute for Women (NSTI-W), Kolkata was held on 12.02.2025 at 12 Noon presided by Ms. Deepti Bagga, DCA (EZ), CBIC, Kolkata in the Regional Director (RD) office, RDSDE(WB), Ground Floor, CP-16, Sector-V, Salt Lake, Kolkata and the following members of Internal Complaints Committee (ICC) attended the meeting:

1	Ms. Deepti Bagga, DCA (EZ), CBIC, Kolkata	Presiding Officer
2	Dr. Nawal Kishore Arora, RD/ HOD, RDSDE Kolkata	Member
3	Ms. Mahima Totla, ADT, NSTI(W) Kolkata	Member
4	Ms. Swagatika Sahoo, TO (DM) NSTI(W) Kolkata	Custodian/Member

- Ms. Pragya Jhunjhunwala, NGO Member of ICC could not attend the said meeting due to emergent work.
2. At the onset of the meeting Regional Director Dr. Nawal Kishore Arora warmly greeted Ms. Deepti Bagga, Presiding Officer of the ICC and thanked her for making presence in the first reconstituted ICC meeting in the Institute.
  3. The Presiding Officer Ms. Deepti Bagga broadly explained about the functioning of ICC, its importance and its scope. Further she explained that conducting Awareness programmes for employees and trainees are important for better understanding of Prevention of Sexual Harassment (POSH) law.
  4. It was informed that no complaint of sexual harassment has been received from any woman employee or trainee of this institute till date. Also it was emphasised that in order to create awareness and continuous sensitization among the employees and trainees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the NSTI(W) Kolkata Office and hostel premises.
  5. The Committee deliberated on the provisions of the act and recommended for installations of complaint boxes at prominent places to enable the aggrieved women to submit their complaint of sexual harassment.
  6. The committee had discussions at length and the following suggestions were made:
    - I. The latest order of the composition of the Internal Complaints Committee in NSTI (W), Kolkata must be uploaded on NSTI-W's website.
    - II. The latest order of DoP&T dated 1st November 2017 (copy enclosed) must be uploaded in NSTI-W's website about launching of an online management system titled "Sexual Harassment Electronic-Box (SHe-Box)" for registering complaints by female employees of the Department and also to prevent instances of harassment of women employees in future.

Dr. Nawal Kishore Arora, RD/ HOD, RDSDE Kolkata conveyed his thanks to all the members for attending the meeting and sharing their valuable thoughts & suggestions. All the members agreed that the committee will meet every quarter on a regular basis or earlier, if need arises.


Meeting ended with vote of thanks to the Chair. The date and time for the next meeting will be communicated to all members in due course.

  
(Swagatika Sahoo)

Custodian / Member

— Absent —  
(Pragya Jhunjunwala)

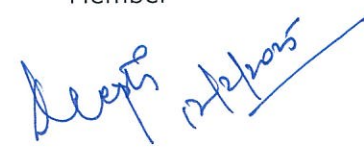
NGO Member

  
(Mahima Totla)

Member

  
(Nawal Kishore Arora)

Member

  
(Deepti Bagga)

Presiding Officer