



OFFICE ORDER

Imphal, the 27th April 2022

No. NITM.1/(07-Estt)/Order/2021 (Pt)/ 281 The competent authority of the Institute is pleased to constitute a Committee for maintenance of safe working environment for female employees at NIT Manipur with the following members :

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|--|---|-----------------|
| 1. Dr. Mamata Maisnam, Asst. Professor, Dept. of Physics | - | Convenor |
| 2. Dr. Chanam Barchand Singh, Assoc. Prof., Maths Dept. | - | Member |
| 3. Dr. Sangeeta Laishram, Assistant Professor, HSS Dept. | - | Member |
| 4. Dr. Dushyant Singh, Assistant Professor, ME Dept. | - | Member |
| 5. Dr. Naorem Vidyavati Devi, Asst. Librarian | - | Member |
| 6. Ms. Sophia Rajkumari, Founder & Chairman,
Eta North East Women's Network | - | External Member |
| 7. Ms. Suchitra Wangkhem, Superintendent, Administration | - | Member |

This will be in addition to their normal duties. The tenure of all members will be for a period of 2 (two) years from the date of issue of this order or till further order whichever is earlier.

Terms of reference:

- To handle all issues related to providing safe working environment for all female employees of NIT Manipur.
- To conduct gender sensitization programme.
- To display banners/posters at conspicuous places in the buildings to create awareness amongst employees about what is sexual harassment and how to prevent it.
- To display names and contact details of the members of the Complaints Committee at Notice Boards in the Institution.
- To upload the (i) "Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013"; (ii) Constitution of the Complaint Committee; and (iii) details of the Members of the Complaints Committee such as name, phone number, address etc., on their respective portal at a prominent place.
- To conduct training programmes to sensitize the employees of the Institution.

Registrar (i/c), NIT Manipur

Copy to:

1. P.S. to the Director, NIT Manipur
2. All Members concerned
3. All Asst. Registrars
4. Technical Officer for uploading the document
5. CF/GF/ PF