



Ref No : ICE/Admin/ICC/2021/10/1

Date : 10/2/2021

### OFFICE ORDER

Sub: Sexual Harassment of Women at workplace- Constitution of Internal Complaints Committee (ICC).

In the terms of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Research) Act, 2013, with a view to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto, the Internal Complaints Committee (ICC) comprising the following members have been reconstituted in respect of all departments located in Indus College of Engineering, Barakuda, Bhubaneswar.

The Chairperson of the committee will be Mrs Prasanna Pati, Director (HR) and the details of other members of the ICC are as listed below:

Name of the Committee Member	Profession	Mobile Number	e-mail address	Designation
Mr Basanta Ku Dash	CHAIR PERSON	9437564275	principalice@indus.ac.in	Director
Mrs Prasanna Pati	CHAIR PERSON	9437097949	prasannapati05@gmail.com	Director (HR)
Mr. Sangram K. Mohanty	MEMBER	7894449365	sangrammohanty05@gmail.com	PROFESSOR
Mrs Padmaja Mohanty	MEMBER	8081975553	padmajamohanty@gmail.com	NON TEACHING FACULTY
Miss Pujarchana Sahoo	MEMBER	9937656878	pujarchana.sahu@gmail.com	TEACHING FACULTY
Miss Ranu Nayak	MEMBER	7978849631	ranunayak8@gmail.com	ASSOCIATE PROFESSOR
Priya Binita Ekka	MEMBER	8895587913	ekkapriya1209@gmail.com	STUDENT
Miss Gayatri Swain	MEMBER	7978849631	ranunayak8@gmail.com	ASSOCIATE PROFESSOR

#### **Objective and purpose of the committee:**

To sensitize and prohibit the incidents of sexual /gender based harassment at workplace pertaining to the academic environment of the educational institution. To address the complaints received thereof and create a positive workspace where such incidents are discouraged in future.

### **Who can approach ICC for help?**

Any female employee (faculty, student or staff)

### **Working of the committee:**

Any staff/student/plaintiff may forward such a complaint in written form (hard copy) as well a mail is to be sent to [info@indus.ac.in](mailto:info@indus.ac.in)

On receiving a complaint the convener shall call upon the committee members to hear the grievance within 24 working hours. Keeping the sensitivity of the matter in purview, the names of either the plaintiff or the accused shall not be made public under any circumstances.

After a suitable hearing of the grievance, the committee shall forward the report to Principal's office who shall take necessary action at his end that may amount to suspension/criminal proceedings against the accused.

Definition of Sexual Harassment: "**Sexual harassment**" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **What are the possible actions that can be taken against the respondent?**

- Warning
- Written apology
- Bond of good behavior
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

### **Inquiry process:**

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

- If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

For any other queries in this regard, kindly contact the office of the Principal at College campus.



**Director**  
**Indus College of Engineering**  
**Khordha**

Cc to:

1. All departmental notice boards
2. Website