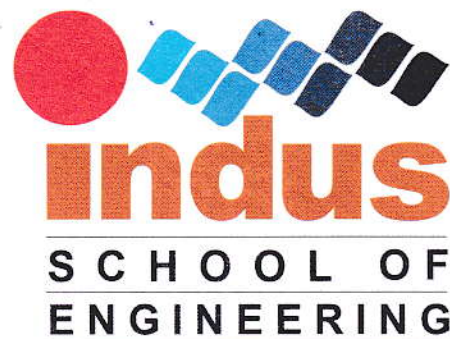


Ref No: ISE/Admin/2021/11/01-06

Dated: 10/02/2021



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 School 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 Member	Designation
Mrs Prasanna Pati	Director (HR)
Mr. Sangram K. Pattnayak	Principal
Miss Gayatri Swain	Asst Professor, EE
Mrs Padmaja Mohanty	Student Counselor
Miss Pujarchana Sahoo	Asst. Professor, Civil
Miss Ranu Nayak	Asst. Professor, EE

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

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 School campus.



Principal
Indus School of Engineering

CC to.

1. All Department notice boards
2. Website