

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 Indotech College of Engineering, Khurda.

The Chairperson of the committee will be Mrs. Ema Pattanaik (Asst Professor,ETC) and the details of other members of the ICC are as listed below:

| Name of the Member | Designation |
|---------------------------|------------------------------|
| Mrs Ema Pattanaik | Asst Professor,ETC |
| Mrs Smrutirekha Maharathi | Associate |
| Miss Sanghamitra Biswal | Sr. Lecturer, Mechanical |
| Dr. Ravi P Reddy | Principal |
| Mrs Minakshi Harichandan | Ex-Chairperson(Khurda Block) |
| Miss Monalisa Sharma | Asst. Professor, Civil |

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.

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@indotech.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.

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

A handwritten signature in black ink, which appears to read "Padma Prasad Reddy".

**Principal
Indotech College of Engineering
Khurda**

CC to.

1. All Department notice boards
2. Website