

OFFICE ORDER

Sub: Sexual Harassment of Women at workplace- Constitution of Internal Complaints Committee (ICC) for the session 2024-25

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 Ms. Binapani Sethi (Asst Professor,EE) and the details of other members of the ICC are as listed below:

Name of the Member	Designation
Ms. Binapani Sethi	Asst Professor,EE
Mrs Smrutirekha Maharathi	Associate
Ms Subhadra Sahoo	Sr. Lecturer, Chemistry
Mrs Minakshi Harichandan	Ex-Chairperson(Khurda Block)
Miss Banaja Behera	Asst. Professor, CSE
Miss Soumya Sudarshini	Lecturer
Miss T. Anuradha	Student Representative
Miss Subhadra Bhatra	Student Representative
Miss Diptilekha Mohanty	Student Representative

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.

Debabrata Das
Principal

Principal Indotech College of Engineering
Indotech College of Engineering
Khurda

CC to.

1. All Department notice boards
2. Website

**RAGOOR
SUJATHA**

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Date: 04/03/2024

ANNUAL REPORT 2024-25

Internal Complaints Committee

This to state that during the last academic sessions of 2024-25 no complaints were received from either staff or students regarding the issues mentioned in the office order and said procedure.

Name of The Member	Designation	Signature
Ms. Binapani Sethi	Asst. Professor	Binapani Sethi
Mrs Smrutirekha Maharathi	Associate	Srutirekha Maharathi
Ms Subhadra Sahoo	Sr. Lecture, Chemistry	Subhadra Sahoo
Mrs Minakshi Harichandan	Ex- Chairperson (Khurda Block)	Minakshi Harichandan
Miss Banaja Behera	Asst.Professor, CSE	Banaja Behera
Miss Soumya Sudarshini	Lecture	Soumya sudarshini
Miss. T.Anuradha	Student Representative	T.Anuradha
Miss. Subhadra Bharta	Student Representative	Subhadra Bharta
Miss Diptilekha Mohanty	Student Representative	Diptilekha Mohanty

Binapani Sethi

Chairperson

ICC

Principal
Indotech College of Engineering
Dr. Ravi P Reddy

Principal

Indotech College of Engineering

Bhubaneswar

**RAGOOR
SUJATHA**
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ipAddress=106.106.106.106, email=CCUAT07211@INDOTECH.COM,
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