



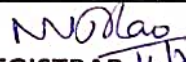
OFFICE OF THE REGISTRAR
GIET UNIVERSITY, GUNUPUR, ODISHA

No: 2160 /GIETU/2022

Date: 14.07.2022

Internal Complaints Committee
(Academic Year 2022-2023)

Sl. No.	Name	Designation	Position
1	Dr. Prativa Kar	Associate Professor, Dept. of BSH, SoET	Presiding Officer
2	Dr. Rinny Swain	Assistant Professor, SoAg	Member
3	Ms. Rashmiprava Moharana	Assistant Professor, SoAg	Member
4	Mrs. Bijayalaxmi Kuanar	Assistant Professor, Dept. of BSH, SoET	Member
5	Mrs. Sagarika Satapathy	Assistant Professor, Dept. of BT, SoET	Member
6	Mrs. Suman Mishra	Assistant Professor, Dept. of CHE, SoET	Member
7	Dr. Bandita Sahu	Assoc. Professor, Dept. of CSE, SoET	Member
8	Mrs. Archana Patnaik	Assistant Professor, Dept. of CSE, SoET	Member
9	Mrs. Ranjita Rout	Assistant Professor, Dept. of ECE, SoET	Member
10	Ms. Niharika Patel	Assistant Professor, Dept. of CE, SoET	Member
11	Dr. Saswati Mishra	Assistant Professor, SoS	Member
12	Mrs. Manasi Choudhury	HR Executive, HR Cell	Member
13	Mrs. Sujata Mishra	Office Assistant, Office of the Dean_Academic	Member
14	Mrs. Susandhya Sahoo	Student Welfare Officer (SWO)	Member
15	Ms. Rupali Panda	Student	Member
16	Ms. Anisha Kumari	Student	Member
17	Ms. Deepika Dipanwita	Student	Member


REGISTRAR
GIET University, Gunupur

Copy to

1. Director General / Vice Chancellor for kind Information
2. Deputy Registrar /Dean School of Engineering & Technology /Dean Academics / Dean R & D / Dean(School of Agriculture) / Dean (School of Management Studies) / HOD (School of Management Studies) / HOD (School of Sciences) / Admin. officer- School of Agriculture / Controller of Examination /Head of all departments / HR Officer /Dean of Admission/ Head -Digital Marketing / Prof I/C T & P/ Convener of Examinations / IQAC/ E Class /Chief Librarian / Account officer/ Audit officer / Central Office /Security Officer / Sports Officer / PRO/ Admission Officer (Foreign Nationals) /Manager- Facilities / Warden Town & Campus Control Room / Hardware Section /Manager Canteen / Manager Catering / Dispensary and all concerned for information.
3. Persons concerned for information /Personal file for record.


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Key Responsibility Area – Internal Complaints Committee Academic Year: 2022-23

1. Displaying Whatsapp no/ mobile no of Presiding Officer of ICC at various important vulnerable places.
2. To educate and to inform all the girl students about the E- report system for lodging a complaint with evidences.
3. To provide Suggestion boxes at various locations in the campus & ladies hostels to receive various difficulties uncounted by lady staff and girl students, open by preceding officer once in a fortnight.
4. To conduct meetings at regular intervals of time for educating the girls students about sexual harassment in its various forms and to report the concern about the harassment with evidences.
5. Prominently display notices in various places in the establishment spreading awareness about the issue of “Sexual Harassment at the Workplace” and giving information about the redressal mechanism that has been put in place and encouraging people to file their grievances.
6. To fulfill the directives of the Hon'ble Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the workplaces
7. To commit to ensuring an environment without gender bias or gender-based discrimination on the University campus.
8. Prevention of sexual harassment to ensure a safe working environment for women employees and girl students.
9. Undertake workshops and training programs at regular intervals quarterly basis for sensitizing the lady staff members and girls students
10. The ICC is entitled to initiate an inquiry into the complaint of a sexual harassment incident at workplace .
11. It's summons witness's and parties before the committee to give statement.
12. It can assert it powers and summons evidence to be examined if it is deemed necessary to do so by the committee.
13. Once the inquiries completed and if the internal complaint committee finds a person guilty it is well within its right to prescribe the following actions:
 - a) Corrective action may be taken, including Formal apology, Counseling, a written warning to the perpetrator and a copy of it maintained in the employee's file, Change of work assignment/transfer for the perpetrator or the victim, etc.

b) service withholding promotion, suspension or termination of services of the employee found guilty of the offense.

c) It can deduct from the salary of respondent as compensation to be paid to aggrieved woman

ICC will forward the minutes of meeting to the higher authorities as and when an enquiry is completed against a compliant for taking final decision.

14. Obtain high-level support from the Higher Authorities, dean SOET, Registrar and Director for implementing a comprehensive strategy: Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students, providing information and training to managers, supervisors, and staff conducting teaching and learning activities on meeting their responsibilities about maintaining a work and study environment free from sexual harassment.

15. To upload the Annual Report containing the following details by 30th June of the Calendar Year in AICTE Portal:

i. Number of complaints of sexual harassment received in the year

ii. Number of orientation or training programs carried out for the members of the ICC to deal with complaints


iii. Number of complaints disposed of during the year

iv. Number of cases pending for more than 90 days

v. Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment

vi. Nature of action taken by the Technical Institution against the perpetrator

16. Any other special issue as directed by higher authorities as and when required.


Dr. Prativa Kar
Presiding Officer

Internal Complaints Committee


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