



GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

(Managed by Venketeswar Educational Trust, Bhubaneswar)

(Approved by AICTE & Govt. of Odisha, Affiliated to BPUT)

Ref. No. G.I.E.T/234/2020-21

Date: 24/11/2020.

OFFICE ORDER

Internal Complaints Committee (ICC)

As per law, it is mandatory for every workplace to have an Internal Complaints Committee (ICC) that would a critical role in prevention, prohibition and redressal of sexual harassment at the work place. The ICC has a responsibility to establish an effective internal complaints procedure, where:

- Assurance that no victimization will result from making a complaint.
- Procedure is well documented, available and in accessible formats.
- Members who manage complaints are well trained.
- Assistance is provided in the form of language interpreters as needed for parties to a complaint.
- Ensuring the process is confidential, independent and based on principles of natural justice.
- Ensuring the process has clear timelines.
- All conflicts of interest are managed appropriately.

In pursuance of UGC [Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational Institutions] Regulations, 2015 read with sexual Harassment of Women at Workplace [Prevention, prohibition and redressal] Act, 2013 and in partial modification of Office Order No. 449 dated 02.08.2016, the Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual Harassment at work place.

The ICC Comprises of the following members:

Sl.No	Name of the Committee Member	Profession	Associated with	Mobile
1	SUMITA PADHI	CHAIR PERSON	PRESIDING OFFICER-ICC	7894424117
2	RENUBALA MOHANTA	MEMBER	TEACHING	9658260506
3	PRAJNA PRIYADARSHINI MOHANTY	MEMBER	TEACHING	8917474140
4	RAJAT KUMAR MISRA	MEMBER	TEACHING	9437829027
5	SONALISA PATTANAYAK	MEMBER	LIBRARY	8594948411
6	SASMITA SAMANTARAY	MEMBER	OFFICE EXECUTIVE	9090030005
7	SRIRAM PRADHAN	MEMBER	TEACHING	8895888884
8	KARGIL KARISMA JENA	STUDENT	TEACHING	7381241075
9	PRACHI PRACHURYA JENA	STUDENT	TEACHING	7684990052
10	ANSHU AYUSHMAN JENA	STUDENT	TEACHING	8018398974

CAMPUS :

Santi Niketan, At: Ghangapatna,
Po: Kantabada, Bhubaneswar
Dist: Khurdha, Pin-752054
Odisha, India.

CITY OFFICE :

Plot No. 88/2, Behind TTD Kalyan Mandap
Jayadev Vihar, Bhubaneswar-751013
Ph.: 0674-2541843/2542842

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Ref. No. On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Convenor/Disciplinary authority along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell or to Registrar.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it is to be untrue or forged or misleading information has been provided during the enquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/ Chairperson, ICC shall receive the complaints of Sexual Harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

Who can approach to ICC for help?

Any female employee (Faculty, Students or Staff) of GIET, Bhubaneswar.

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 colored remarks.
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Possible actions that can be taken against the respondent:

- Warning
- Written apology
- Bond of good behaviour

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- Adverse remark in the Confidential Report.
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

Inquiry Process:

- The enquiry shall be completed within a period of seven days from the date of the complaint.
- On completion of the enquiry, 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 enquiry and such report be made available to the concerned parties.
- If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within 15 days of receiving it.

PRINCIPAL

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Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

Copy to:

1. All Notice Boards for information.
2. All members of the Committee for information and necessary action.
3. GM-Admin/Registrar/A.O/HR Cell, GIET Bhubaneswar for information and necessary action.
4. All Students of GIET through mail.
5. Web-site in-charge for uploading the same in college website.

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