



Orissa School of Engineering and Polytechnic (OSE)

Approved by A.I.C.T.E., New Delhi and recognised by D.T.E. & T., Cuttack, SCTE&VT, BBSR Odisha
Under the management of Binayak Educational Charitable Trust (BECT)

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Ref. No.: OSE/528/25

Date: 24/07/25

OFFICE ORDER

Internal Complaint Committee (ICC)

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) for the academic year 2025-2026 is constituted as under to deal with the complaints relating to Sexual Harassment at the workplace.

As per law, every workplace must have an Internal Complaints Committee that would a critical role in the prevention, prohibition and redressal of sexual harassment at the workplace.

With reference to vide policy of **Orissa School of Engineering** of ICC has responsibility to establish an effective Internal Compliant Procedure, were

- Assurance that no victimization will result from making a complaint.
- The 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.

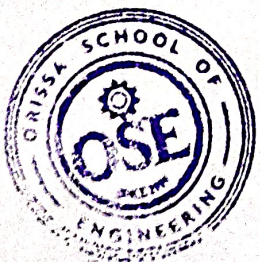
- Ensuring the process is confidential, independent and based on principles of natural justice.
- Ensuring the process has clear timelines.
- All conflicts of interest are managed appropriately

ICC of Orissa School of Engineering is formed to facilitate Safe and secure educational and working environments for both female students and staff. The institute follows the policy of zero tolerance towards human rights violation and the above committee looks into issues regarding prevention, prohibition and redressal of Sexual harassment of woman at workplace.

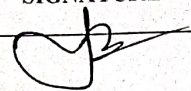
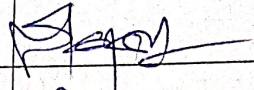
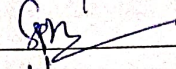
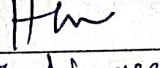
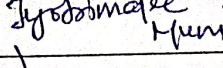
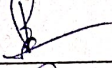
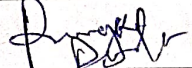
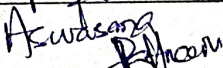
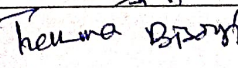
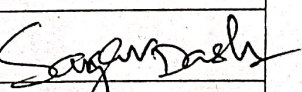
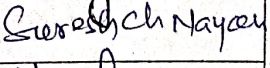
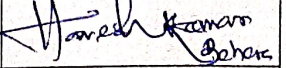
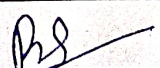
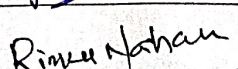
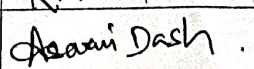
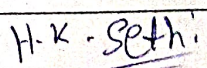
Sexual Harassment Means:

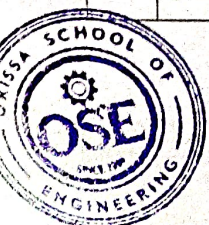
Any inappropriate advances towards a person in sexual manner which could directly or indirectly affect or influence the job, salary and career along with personal lives. The SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 clearly defines the sexual harassment as the following:

1. Physical contact and advance
2. A demand or request for sexual favours
3. Making sexually coloured remarks
4. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature



Constitution of Internal Complaint Committee (ICC) w.r.t Prevention, Prohibition and Redressal of Sexual Harassment for the Academic Year 2025-2026

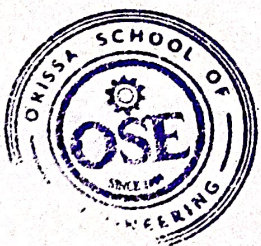
SL NO.	Name of the committee member	Associated with committee as	Professional/professional designation	Contact no.	EMAIL_ID	SIGNATURE
1	Ass. Prof. Mithun Kumar Sahu	Chairperson	Principal	8895308893	Mithunkumarsahu2008@gmail.com	
2	Ass. Prof. Siba Ranjan Nayak	Convenor	Vice-Principal	7008807461	Sibaranjan84@gmail.com	
3	Sr. Lec. Siba Prasad Panda	Co-Convenor	Teaching-Asso. Prof., Dept. of ETC	9937542272	Pandasibaprasad455@gmail.com	
4	Er. Hari Krushna Padhy	Presenting Officer ICC	Teaching-Asso. Prof., Dept. of ME	7008104266	Hkpadhy1992@gmail.com	
5	Er. Jyotirmoyee Muni	Member-ICC	Teaching-Asso. Prof., Dept. of CE	7205795136	joytrimayimuni@gmail.com	
6	Er. Chinmaya Kumar Patra	Member-ICC	Teaching-Asso. Prof., Dept. of EE	9778650677	Ckpatra4@gmail.com	
7	Er. Amar Kumar Panigrahi	Member-ICC	Teaching-Asso. Prof., Dept. of EE	9438244097	amarkumarpanigrahi@gmail.com	
8	Er. Rajat Kumar Behera	Member-ICC	Teaching-Asso. Prof., Dept. of ME	9776937488	Rkbehera2000@gmail.com	
9	Er. Priynka Panda	Member-ICC	Teaching-Asso. Prof., Dept. of Basic Science	9938567258	Pp123@gmail.com	
10	Er. Aswasana Pattnaik	Member-ICC	Teaching-Asso. Prof., Dept. of CE	8763520147	Aswp321@gmail.com	
11	Mr. Tukuna Bisoyi	Member-ICC	Legal Expert	9936541296	Tkbisoyi32@gmail.com	
12	Mr. Sagar Dash	Member-ICC	NGO Social Worker	7008612385	dash2009@gmail.com	
13	Mr. Suresh Chandra Nayak	Member-ICC	Student Welfare	9349562321	scnayak@gmail.com	
14	Haresh Kumar Behera	Member-ICC	1 st year Student	7978679696	hareshkumarbehera1996@gmail.com	
15	Basanta Kumar Sethi	Member-ICC	2 nd Year Student	7978663305	bk009006@gmail.com	
16	Rinku Nahak	Member-ICC	2 nd Year Student	9348717374	Rinkunahak143143@gmail.com	
17	Aswini Dash	Member-ICC	3 rd Year Student	9778485213	Akdash2006@gmail.com	
18	Hemant Kumar Sethi	Member-ICC	Non-Teaching	7853820137	hemanta123@gmail.com	



Objectives of the cell:

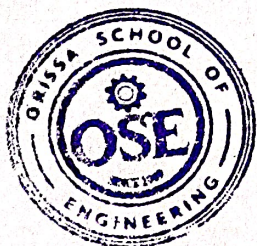
The Objectives of Internal Complaints Committee at **Orissa School of Engineering** includes:

1. To listen the internal complains and grievances of students, faculty and staffs in person in order to provide them justice whenever their intuitional rights are being hampered, violated, humiliated and threatened by any internal or external persons/forces.
2. Prevention of discrimination and sexual harassment against women, by promoting gender amity among students and employees.
3. Recommend appropriate punitive action against the guilty.
4. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
5. To create a secure physical and social environment to deter any act of sexual harassment.
6. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
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Roles and Responsibilities

1. Providing safe work and academic environment for staff and students respectively.
2. Providing indisputable justice against all genders who are involved in an incident.
3. Working towards achieving gender equity and empowering the women students and staff.
4. Conducting awareness programs for students and staff on gender equity, woman health, safety & security and sexual harassment.
5. Publicizing the rules against Sexual Harassment display the policy at various locations in college
6. Displays the name & phone numbers of the committee members whom can be reached for a complaint
7. Creates a mechanism for registering the complaints.
8. Conduct inquiries and facilitates redressal of the complaints.
9. Recommends follow-up action & monitoring to the concerned authorities
10. Provides appropriate emotional & psychological support to the victims in the form of counselling, security.

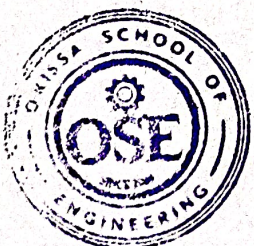


Possible actions that can be taken against the respondent:

1. Warning
2. Written apology
3. Bond of good behaviour
4. Adverse remark in the Confidential Report
5. Stopping of increments/promotion
6. Suspension from attending classes/hostel.
7. Dismissal
8. Debarred from Class test
9. Any other relevant actions

Inquiry Process:

1. The enquiry shall be completed within a period of seven days from the date of the complaint.
2. 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.
3. The allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
4. The employer shall act upon the recommendation within 15 days of receiving it.



Powers of the Committee

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimising the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

