



GANDHI ACADEMY OF TECHNOLOGY AND ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to BPUT and SCTE & VT, Odisha)

Contact : +91 9337753377 Ph. : 0680-2280828, Fax : 0680-2010006
P.O/P.S : Golanthara, Konisi, Berhampur- 761 008, Dist : Ganjam (ODISHA)

Ref. No. 224/GATE/2024

Date 11/07/2024

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 2024-2025 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 Gandhi Academy of Technology and Engineering of ICC has responsibility to establish an effective Internal Compliant Procedure, where

- 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



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ICC of Gandhi Academy of Technology and 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



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Constitution of Internal Complaint Committee (ICC) w.r.t Prevention, Prohibition and Redressal of Sexual Harassment for the Academic Year 2024-2025

Name	Designation	Position in Committee
Dr. Gouri Shankar Mohapatro	Principal, Gandhi Academy of Technology and Engineering	Chairman
Dr. Mantravadi Lalitha Mahalakshmi	Asst. Professor, Department of Electronics & Communication Engineering	Convener
Dr. Biswajyoti Pani	Asso. Professor, Department of Mechanical Engineering	Co-convenor
Mrs.Renubala Dakua	Asst. Professor, Department of BSH	Member
Mr.Abhisek Pradhan	Asst. Professor, Department of Mechanical Engineering	Member
Mr.Manoj Kumar Patnaik	Asst. Professor, Department of Electrical Engineering	Member
Mrs. Ankita Jena	Asst. Professor, Department of Civil Engineering	Member
Mr. Banamali Pathi	Administrative Officer, Gandhi Academy of Technology and Engineering	Member
Ms. Mamata Behera	Student, Gandhi Academy of Technology and Engineering	Student Member
Ms.Sandhyarani Ponda	Student, Gandhi Academy of Technology and Engineering	Student Member
Mr. Rudra Pratap Pattnayak	Student, Gandhi Academy of Technology and Engineering	Student Member
Mr.Shubham Kumar Mishra	Student, Gandhi Academy of Technology and Engineering	Student Member

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Objectives of the cell:

The Objectives of Internal Complaints Committee at Gandhi Academy of Technology and 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.
7. 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.



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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.



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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.



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Frequency of Meeting:

According to the regulations framed by AICTE, the Committee meets at least two times a year and the decisions arrived at are mandatory to be implemented.

The Committee functions under the Chairmanship of the Committee.

Annual Report

The Chairperson of the Committee will prepare an Annual Report at the end of each academic year by giving details of the activities of the Committee. A copy of the report may be sent to Registrar of Biju Patnaik University of Technology, Rourkela, Odisha.

Dr. Mantravadi Lalitha Mahalakshmi

(Convener)

Dr. Gouri Shankar Mohapatro

Principal
Gandhi Academy of
Technology and Engineering
Principal

Gandhi Academy of
Technology and Engineering, Berhampur