



Office of the Principal

NM Institute of Engineering and Technology, Bhubaneswar

Ref. No: NMIET /ICC/22/2021

Date: 21/01/2021

Internal Complaints Committee

The Internal Complaints Committee (ICC) of the Institute is hereby constituted as per the provisions of section 4 of All Indian Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressed of Grievances in Technical Institutions) Regulations, 2016 vide No: F. AICTE/ WH/ 2016/01 dated on 10th June 2016.

COMPOSITION OF THE INTERNAL COMPLAINT COMMITTEE (ICC)

The committee consists of the following members, as listed below.

Sl.No.	Name	Designation	Gender	Role
1	Mrs. Rajashree Sukla	Asst. Prof, CSE	Female	Chairperson
2	Miss Sukanya Nayak	Asst. Prof. ECE	Female	Member
3	Miss Subhalaxmi Satapathy	Asst. Prof., EE	Female	Member
4	Miss Rupali Sahu	Asst. Prof., MECH	Female	Member
5	Prof. Bikash Ranjan Mohapatra	Asst. Prof. PHYSICS	Male	Member
6	Mrs. Kabita Singh	Girl's Hostel I/C	Female	Member
7	Mr. Basanta Mohanty	Laboratory I/C	Male	Member
8	Arpita Aradhana	Student	Female	Member
9	Smruti Pragya Jena	Student	Female	Member

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.


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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.

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 Convener/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 NMIET, Bhubaneswar.

Definition of Sexual Harassment:

"Sexual Harassment" includes any unwelcome sexually inclined behavior, whether directly or indirectly such as:

- Physical contact and advances.
- Demand or request for sexual favors.
- Sexually colored remarks.
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.


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Possible actions that can be taken against the respondent:

- Warning.
- Written apology.
- Bond of good behavior.
- 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.

Frequency of Meeting:

According to the regulations framed by AICTE, the Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented. The Committee functions under the Chairmanship of the Committee

N. P.
21.01.2021
PRINCIPAL

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Copy to:

- Member Secretary, AICTE, New Delhi, ERO, AICTE
- Commissioner cum secretary, SDTE, Govt. of Odisha
- Register, BPUT, Rourkela
- Chairman, NMIET, Bhubaneswar
- All Members Concerned, GF

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Rajashree Sunda

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J. Nayak

Ashok Kumar

R. Saha