

TempleCity Institute of Technology & Engineering (TITE)

Taraboi, Khordha

Ref. No. TITE /267 /24

Date: 10. 07. 2024

OFFICE ORDER

(Internal Complaint Committee)

The Internal Complaints Committee (ICC) of the Institute is hereby constituted as per the provisions of Section 4 of the All India Council for Technical Education (Gender Sensitization, Prevention, and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, vide No: F. AICTE/WH/2016/01 dated 10th June 2016 and Internal Complaint Committee at HEIs level for Sexual Harassment of Women at Workplace Act, 2013 Regarding-.

Sl. No.	Name	Designation	Position in the Committee	Cont. Nos.	Email.ID
1.	Mrs. Namita Das	HOD, CSE Deptt.	Presiding officer	8328822407	nmt.das@gmail.com
2.	Mrs. Swagatika Acharya	Asst. Prof., ME	Member	9937322675	swagatika.acharya@gmail.com
3.	Mrs. Farhad Jahan	HOD, CE	Member	6371644306	farad.jhn91@gmail.com
4.	Mrs. Saubhagya Laxmi Jena	Asst. Prof. (Girl's Hostel I/c)	Member	7381257380	sbhjena@gmail.com
5.	Mr. Ajit Ku. Kar	A.O.	Member	9337556448	akk@tite.ac.in
6.	Mr. Pramod Ku. Samal	SWO	Member	9861066387	pramodsamal66@gmail.com
7.	Mr. Bibhu Pattanaik	NGO	Member	9668700813	Bibhu.pk@tite.ac.in
8.	Ms. Puja Suna	2 nd year CSE	Member	8917660657	pujasuna905@gmail.com
9.	Ms. Dipanjali Suna	2 nd year CSE	Member	7067202421	dipanjalisuna1234@gmail.com
10.	Mr. Pradeep Nayak	3 rd year CE	Member	9692224582	pn975417@gmail.com
11.	Mr. Dwtikrushna Behera	3 rd year EE	Member	6370320368	krishnaofficial07@gmail.com

Who Can Approach the ICC for Help?

Any female employee (faculty, students, or staff) of Temple City Institute of Technology and Engineering can approach the ICC for assistance.

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.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

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 or promotions.
- Suspension.
- Dismissal.
- Any other relevant actions.

Responsibilities of the Internal Complaints Committee (ICC)

The ICC is responsible for establishing an effective internal complaints procedure with the following provisions:

1. **Assurance of No Victimization:** Ensuring that no victimization occurs as a result of making a complaint.
2. **Accessibility:** Ensuring that the procedure is well-documented, available, and accessible in formats that can be easily understood by all.
3. **Training:** Members who manage complaints shall be well-trained in handling such issues.
4. **Assistance:** Providing assistance, including language interpreters if needed, for all parties involved in a complaint.
5. **Confidentiality and Independence:** Maintaining the confidentiality of the process and ensuring it is independent and based on principles of natural justice.
6. **Clear Timelines:** The procedure shall have clear timelines to ensure timely resolution of complaints.
7. **Managing Conflicts of Interest:** All potential conflicts of interest shall be appropriately managed.

Inquiry Process

- The inquiry shall be completed within a period of seven days from the date of the complaint.
- Upon completion of the inquiry, the ICC shall provide a report of its findings to the employer within ten days from the date of completion, and this report shall be made available to the concerned parties.
- If the allegations against the respondent are proven, the ICC shall recommend punitive actions to the employer.
- The employer is required to act upon the ICC's recommendation within 15 days of receiving it.

Procedure for Handling Complaints

- Upon receiving a complaint, the ICC shall conduct a preliminary inquiry to ascertain the truth of the allegations by collecting documentary evidence and recording statements from possible witnesses, including the complainant.
- The ICC shall submit the preliminary inquiry report to the Convener/Disciplinary Authority, along with all original documents collected during the proceedings.
- If the complaint is not related to sexual harassment, it may be referred to the Grievance Redressal Cell or the Registrar.
- In cases where sexual harassment is caused by a third party or outsider, the ICC shall take necessary and reasonable steps to assist the affected person with support and preventive actions.
- The ICC shall follow the procedures prescribed in the UGC Regulations 2015 and the Sexual Harassment Act, ensuring the inquiry is conducted in a time-bound manner.
- If the ICC concludes that the allegations were false, malicious, or made knowing them to be untrue, or if misleading information was provided during the inquiry, the complainant may be punished as per the relevant provisions of the UGC Regulations 2015.


Frequency of Meetings

As per the AICTE regulations, the ICC shall meet at least two times a year. The decisions made during these meetings are mandatory for implementation. The Committee functions under the Chairmanship of the Committee.

Role of the Member Secretary/Chairperson

The Member Secretary/Chairperson of the ICC shall receive sexual harassment complaints on behalf of the ICC and coordinate the deliberations on the complaints received.

Copy to Director, TITE / Director (Academics) / HODs
Copy to Persons Concerned
Copy to Notice Boards (College & Hostels)


PRINCIPAL
Principal
TempleCity Institute of
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