



Ref. No. TITE/ACA/504/25

Date: 18 December 2025

### Internal Complaint Committee

In supersession to earlier notice, the following committees are reconstituted to support effective governance, student welfare, academic excellence, discipline and ethical practices. These committees will function as per institutional policies and regulatory guidelines.

#### **All Committees must follow the following guidelines**

- Committees shall meet periodically and maintain proper records.
- Confidentiality, fairness and transparency must be ensured.
- The policy shall be reviewed periodically and updated as per Institutional requirements and regulatory guidelines.
- Committees will follow the guidelines of Institutional policies, rules and regulations.

The members of this Committee are as follows.

<b><u>Internal Complaint Committee</u></b>			
<u>Sl.Nos.</u>	<u>Name of the staff members</u>	<u>Designation</u>	<u>Committee designation</u>
1.	Dr. Chetana Tripathy	Asst. Prof. ME	President
2.	Dr. Swagatika Acharya	Asst. Prof. ME	Coordinator
3.	Prof. Farhad Jahan	HOD, CE	Member
4.	Prof. Saubhagyalaxmi Jena	Asst. Prof. EE	Member
5.	Prof. Namita Das	HOD, CSE	Member
6.	Ms. Kalpana Chand	Manager (HR)	Member
7.	Mr. Pramod Kumar Samal	SWO	Member
8.	Mr. Ajit Kumar Kar	A.O.(Exam.)	Member
9.	Mr. Bibhu Ranjan Pattanaik	NGO Authority	Member
10.	Ms. Puja Suna	Students Representative	Member
11.	Ms. Dipanjali Suna	Students Representative	Member

**PRINCIPAL**  
TempleCity Institute of  
Technology & Engineering  
Taraboi, Khordha

## **Internal Complaints Committee**

The Internal Complaints Committee (ICC) at TempleCity Institute of Technology & Engineering, operates in accordance with the guidelines set forth by the Government of India, particularly adhering to the principles of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

### **1. Constitution of the ICC**

The ICC is constituted as per the legal and regulatory requirements, with defined roles and responsibilities for each member. The committee includes:

- A Presiding Officer (woman faculty member)
- At least two teaching/non-teaching employees
- One external member with experience in dealing with cases of sexual harassment or with legal knowledge
- A student representative (where applicable)

### **2. Composition Guidelines**

- The majority of members must be women.
- The presence of an external member ensures impartiality and legal/experiential guidance.

### **3. Term of Office**

- The term for ICC members typically ranges from one to three years, as specified at the time of appointment.

### **4. Confidentiality**

- All proceedings, including the identities of the complainant, respondent, and witnesses, are to be treated with strict confidentiality and disclosed only to those directly involved in the resolution process.

### **5. Fair and Impartial Investigation**

- The ICC ensures an unbiased and transparent inquiry.
- Both the complainant and respondent are given equal opportunity to present their case.
- Support is provided to the complainant throughout the process.

### **6. Timely Resolution**

- All complaints are to be addressed and resolved within the stipulated timeframe to ensure prompt justice.

### **7. Prohibition of Retaliation**

- Retaliation against complainants, witnesses, or ICC members is strictly prohibited. Such actions will attract disciplinary measures.

## **8. Training and Awareness**

- ICC members receive periodic training on relevant laws, handling complaints, investigation procedures, and dealing with sensitive situations.

## **9. Record-Keeping**

- The ICC maintains comprehensive documentation of all complaints, investigations, and actions taken, securely and confidentially.

## **10. Reporting and Accountability**

- Regular reports on ICC activities, outcomes, and recommendations are submitted to institutional authorities and, where required, to regulatory bodies.

## **11. Disciplinary Action**

- Individuals found guilty of sexual harassment face consequences ranging from warnings and suspension to termination or legal action, depending on the severity of the misconduct.

## **12. Accessibility and Awareness**

- Policies regarding the ICC are made easily accessible to all staff and students.
- Awareness programs are conducted regularly to inform all stakeholders about the ICC's role and complaint procedures.

## **Procedural Guidelines**

- **Meeting Convening:** Meetings are called by the Chairperson with a minimum notice of 5 working days. In urgent situations, an emergency meeting may be convened as needed.
- **Conflict of Interest:** Individuals directly involved in a complaint—as complainant, witness, or respondent—shall not participate as ICC members in that case.
- **Suspension of Member:** Any ICC member accused in a formal written complaint must step down during the course of the inquiry.
- **Declining Inquiry:** If the ICC chooses not to proceed with an inquiry into a complaint, it must record valid reasons in the meeting minutes and communicate the decision in writing to the complainant.

Copy to all concern

**PRINCIPAL**  
TempleCity Institute of  
Technology & Engineering  
Taraboi, Khordha

Ref. No. TITE/ 276 /25

Date: 22<sup>nd</sup> December 2025

## **CIRCULAR**

Meeting of the Internal Complaint Committee will be held on 27.12.2025 at 10.00 A.M. at Conference Hall. All the members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee which aims at mainstreaming of women in all-round development and thus achieve a holistic and life-cycle approach to women's betterment.

### **Agenda**

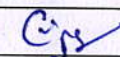


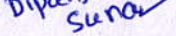
- 1) To Create awareness among first year students about Internal Complaints Committee (ICC)
- 2) To check the complaint status of Internal Complaints Committee (ICC)
- 3) To organize guest lecture program on Opportunities for Women Entrepreneur.
- 4) 4. Any other matters.

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**PRINCIPAL**  
Principal  
TempleCity Institute of  
Technology & Engineering  
Taraboi, Khordha

## Minutes of the meeting of the Internal Complaint Committee held on 27.12.2025 at 11.00 A.M.

A meeting was called by the Chairman of the Committee on 27.12.2025 at 11.A.M. in his chamber to discuss about the various grievances of the students. The following members were present in the said meeting.

	<u>Name of the staff members</u>	<u>Designation</u>	<u>Committee designation</u>	<u>Signature</u>
1.	Prof.(Dr.) Subrat Ku.Mohanty	Principal	Chairman	
2.	Dr. Chetana Tripathy	Asst. Prof. ME	President	
3.	Dr. Swagatika Acharya	Asst. Prof. ME	Coordinator	
4.	Prof. Farhad Jahan	HOD, CE	Member	
5.	Prof. Saubhagyalaxmi Jena	Asst. Prof. EE	Member	
6.	Prof. Namita Das	HOD, CSE	Member	
7.	Ms. Kalpana Chand	Manager (HR)	Member	
8.	Mr. Pramod Kumar Samal	SWO	Member	
9.	Mr. Ajit Kumar Kar	A.O.(Exam.)	Member	
10.	Mr. Bibhu Ranjan Pattanaik	NGO Authority	Member	
11.	Ms. Puja Suna	Students Representative	Member	
12.	Ms. Dipanjali Suna	Students Representative	Member	

The following points were discussed and shared in the meeting.

- 1) An awareness session on ICC for all first Year students for 2 days to be organized regarding the functioning of the committee, Point of contact and confidentiality maintained in case of any cases received on sexual harassment.

- 2) It was decided to organize Guest Lecture program on Opportunities for Women Entrepreneur in Environmental Protection and conservation in the month of March 2026. The Resource person for the program would be Mr. Bibhu Ranjan Pattnaik.
- 3) It is planned to organize a talk on prevention strategies for intricate situations against mistreatment for girl students.
- 4) It is planned to conduct counselling if any case of abuse is addressed and will be handled whenever it requires by senior faculty members.
- 5) Students are encouraged to concentrate on Academics.
- 6) Students are advised to use the social networks safely.
- 7) With these discussions the meeting came to an end.

### **Action Taken Report**

- 1) The committee has taken up measures for continuous monitoring and control the action of students. The mentors have had regular one on one session to make sure that there are no instances occurred. Hence, there are no instances of harassment reported during the academic year 2024-25.
- 2) Guest Lecture program on Opportunities for Women Entrepreneur in Environmental Protection and conservation was held on on 13/09/2025. The Resource person for the program was Mr. Bibhu Ranjan Pattanaik, IIG Versity, Bhubaneswar.
- 3) CCTV camera surveillance system has been installed in the institution to maintain safety and security for students and staff.
- 4) Security Guards are patrolling at all floors to enhance over all safety and security.

Copy to All members

Chairman  
Internal Complaint Committee  
Principal  
TempleCity Institute of  
Technology & Engineering  
Taraboi, Khordha