



राजधानी इंजीनियरी कलेज RAAJDHANI ENGINEERING COLLEGE

(Managed by Samridhi Educational Trust, Bhubaneswar, Odisha)
Approved by AICTE, New Delhi and Affiliated to BPUT and SCTE & VT Govt. of Odisha. Accredited by "NBA", Recognized by DST, Govt. of India as SIRO
Accredited by NAAC - "A" Grade

Ref. No. : REC/PO/3351/2026

Date : 20.07.2026

Office Order

(Internal Complaints Committee)

In compliance with the instructions of the UGC, National Commission for Women and guidelines issued in implementation of the directives of the Hon'ble Supreme Court Judgment dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, the Internal Complaint Committee of Raajdhani Engineering College, Bhubaneswar, is constituted with the following members for redressing the complaints of sexual harassment of women students and women working in the Institute.

Sl. No	Name and designation	Position in the committee	Signature
1	Prof.(Dr) Punam Tripathy Asso. Prof. in Electrical Engineering, Raajdhani Engineering College, Bhubaneswar (Senior Women Faculty)	Presiding Officer	
2	Prof.(Dr) Sushree Ipsita Asst. Prof, BSH Raajdhani Engineering College, (Women Faculty)	Member	
3	Prof. Jayanti Manjari Sahoo Asst. Prof in ME, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member	
4	Prof. Pujalin Rout Asst. Prof in BSH, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member	
5	Prof. Sunita Dalei Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member	
6	Prof. Ananya Preeti Padma Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member	
7	Prof. Shibani Rani Samal Asst. Prof in CE, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member	
8	Dr. Uttam Kumar Jena Asso. Prof, CSE Raajdhani Engineering College, Bhubaneswar (Male faculty)	Member	
9	Mr Nirakar Mohapatra Administrative Officer, Raajdhani Engineering College, Bhubaneswar (Non-Teaching Staff)-Male	Member	

10	Dr. Prakash Chandra Jena, Director, Evergreen Forum, NGO, Bhubaneswar (External Member)	Member	P. Jena
11	Ms Arpita Rout Regd. No-2421294075 Student 4 th year, EE (Student Member)	Member (Student)	Arout
12	Ms Devishree Hota Regd. No- 2501294059 Student 2 nd Year, CSE (Student Member)	Member	D. Hota

Basic objectives:

1. To create a secure and gender-sensitive environment on campus.
2. To prevent incidents of sexual harassment through awareness and sensitization.
3. To provide a confidential and supportive mechanism for redressal of complaints.
4. To recommend corrective and preventive measures.
5. To ensure compliance with statutory guidelines.

Legal references:

1. Section 4 of the POSH Act, 2013
2. UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015
3. AICTE Guidelines on Gender Sensitization & Prevention of Sexual Harassment, 2016
4. The Gazette of India Dated 2nd May, 2016: [7203627 UGC_regulations-harassment.pdf](#)

Roles and responsibilities:

1. The Committee needs to follow strictly the Prevent discrimination and sexual harassment by promoting gender amity among students and employees,
2. Make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
3. Deal with cases of discrimination and sexual harassment against women, in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment;


 Principal
Raajdhani Engineering College
Bhubaneswar

4. Recommend appropriate punitive action against the guilty party to the Management. Here it should be noted that, according to the Supreme Court guideline, sexual harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as:
- a) Physical contact and advances;
 - b) Demand or request for sexual favors;
 - c) Sexually colored remarks;
 - d) Showing pornography; and
 - e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. etc
5. Presiding officer:
- a) Lead ICC meetings and proceedings.
 - b) Ensure fair and neutral inquiry.
 - c) Maintain confidentiality and sensitivity

Members:

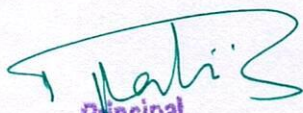
- a) Support the inquiry process.
- b) Assist in awareness and sensitization programs.
- c) Maintain documentation and records.

External Member:

- a) Bring expertise on gender issues.
- b) Ensure impartiality in the inquiry.
- c) Guide the committee based on statutory provisions

Functions of ICC:

- a. Receive and acknowledge complaints in writing or through the institutional grievance portal
- b. Conduct preliminary assessment of complaints.
- c. Initiate inquiry within 7 working days, as per the POSH Act and other relevant laws.
- d. Complete inquiry within 60 days.
- e. Submit a detailed report with recommendations to the Head of Institution within 10 days after completion of inquiry
- f. Facilitate interim relief to the complainant if required.
- g. Maintain strict confidentiality per Section 16 of the Act.


Principal
Raajdhani Engineering College
Bhubaneswar

Tenure of ICC

The tenure of the ICC members shall be three years from the date of constitution, unless replaced as per institutional office orders or statutory requirements.

Meetings

- a) ICC shall meet at least once in every quarter.
- b) Emergency meetings need to be convened as and when required or a case reported
- c) Minutes shall be recorded and maintained confidentially.

Awareness & Sensitization Activities

The ICC shall conduct:

- a. One session during the mandatory induction programme
- b. Workshops on legal rights & gender sensitivity
- c. Orientation programs for new students
- d. Poster campaigns, seminars, and expert sessions
- e. Online awareness modules
- f. Awareness on consequences of ICC cases
- g. **Penalties for false registration of ICC cases**

Principal

Raajdhani Engineering College

Principal

**Raajdhani Engineering College
Bhubaneswar**

Copy to:

- 1. Person concerned
- 2. Registrar, Biju Patnaik University of Technology, Rourkela
- 3. Director, DTET, Cuttack
- 4. Vice- Chairman, SCTE&VT
- 5. AICTE, New Delhi
- 6. Govt. of Odisha, SDTE
- 7. **Institutional website**

For information and necessary action

INTERNAL COMPLAINT COMMITTEE



**RAAJDHANI ENGINEERING COLLEGE
BHUBANESWAR**

Affiliated to
BPUT, Odisha & SCTEVT, Odisha
2026 - 27

INTERNAL COMPLAINT COMMITTEE

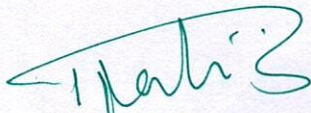
The Internal Complaint Committee has been formed in Raajdhani Engineering College, Bhubaneswar strictly following the UGC / AICTE guidelines. The Internal Complaint committee (ICC) looks after any complaints made by the students and staff members related to gender inequality or sexual harassment. The committee mostly accepts the complaints from the victim in written mode and keeps it confidential so that the victim in no way gets influenced to withdraw the complaints under the pressure of the offender(s). Any case of sexual harassment or assault in any forms is dealt strictly by the committee. The committee not only takes punitive measures against the offenders of sexual harassment but also takes initiative to promote awareness about it through sensitization programs. The ICC addresses the issues on emergency basis and takes prompt action. Thus due to this quick redressal system the students and staff feels completely safe within the campus.

OBJECTIVE

- To promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault
- To provide a neutral, confidential and supportive environment for victims of sexual abused (if any)
- To advise complainants of the informal and formal means of resolution as specified by the Cell
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment
- Recommend appropriate punitive action against the guilty party
- To provide information regarding counseling and support services on our campus.

ROLES & RESPONSIBILITIES:

- The committee should advice and counsel the students not to indulge themselves in any kind of sexual harassment activities which may spoil their career, character, academics & social life.
- The committee shall ensure to solve the sexual harassment matter inside the college campus /bus/canteen/library/hostels and at any other vulnerable points, if any, then and there.
- The matter may be reported to the higher authority on receipt of the reply of show cause notice from the accused and the complaint letter from the affected student.

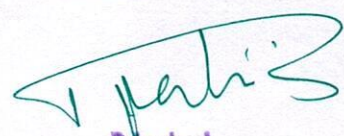

Principal
Raajdhani Engineering College
Bhubaneswar

- The committee should take the disciplinary / legal action against the accused student/person immediately after thorough investigation and their parents may be informed.

MEMBERS

Folllowings are the members of the Internal Complaint committee for the academic year 2026 - 27 formed vide resolution held on 20.07.2026.

Sl. No	Name and designation	Position in the committee
1	Prof.(Dr) Punam Tripathy Asso. Prof in EE, Raajdhani Engineering College, Bhubaneswar (Senior Women Faculty)	Presiding Officer
2	Prof(Dr) Sushree Ipsita Asst. Prof, BSH, Raajdhani Engineering College, (Women Faculty)	Member
3	Prof. Jayanti Manjari Sahoo Asst. Prof in ME, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member
4	Prof. Pujalin Rout Asst. Prof in BSH, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member
5	Prof. Sunita Dalei Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member
6	Prof. Ananya Preeti Padma Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member
7	Prof. Shibani Rani Samal Asst. Prof in CE, Raajdhani Engineering College, Bhubaneswar (Women Faculty)	Member
8	Dr. Uttam Kumar Jena Asso. Prof, CSE, Raajdhani Engineering College, Bhubaneswa (Male faculty)	Member
9	Mr Nirakar Mohapatra Administrative Officer, Raajdhani Engineering College, Bhubaneswar (Non-Teaching Staff)-Male	Member


Principal
Raajdhani Engineering College
Bhubaneswar

10	Dr. Prakash Chandra Jena, Director, Evergreen Forum, NGO, Bhubaneswar (External Member)	Member
11	Ms Arpita Rout Regd. No-2421294075, Student 4 th year, EE (Student Member)	Member (Student)
12	Ms Devishree Hota Regd. No- 2501294059, Student 2 nd Year, CSE (Student Member)	Member

WORKING MECHANISM

- The complainant will have to submit an application duly signed, addressing to the Convener of the Committee.
- A meeting will be called immediately where the members of the Committee will discuss the complaint.
- If the case comes under the purview of the Committee, an enquiry committee will be set up.
- The Committee will submit a report to Principal and also recommend the nature of action to be taken after discussion with the Principal.

AWARENESS ACTIVITIES

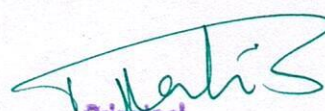
- Student awareness about the existence of **Internal Complaint committee**.
- As it is natural in our society that people do not open up about their sexual harassment, counseling is very important. Confidential counseling service is provided to the students as well as the staff members.
- Awareness Workshops on sexual harassment and gender awareness at professional area is organized at definite intervals for the faculty, non-teaching staff and students. The aim of the workshops is to develop non-threatening and non-intimidating atmosphere of mutual learning.
- Zero tolerance policy towards sexual harassment of women employees and students.

TENURE OF ICC

The tenure of the ICC members shall be three years from the date of constitution, unless replaced as per institutional office orders or statutory requirements.

MEETINGS

- ICC shall meet at least once in every quarter.
- Emergency meetings need to be convened as and when required or a case reported
- Minutes shall be recorded and maintained confidentially.


Principal
Raajdhani Engineering College
Bhubaneswar

AWARENESS & SENSITIZATION ACTIVITIES

The ICC shall conduct:

- a. One session during the mandatory induction programme
- b. Workshops on legal rights & gender sensitivity
- c. Orientation programs for new students
- d. Poster campaigns, seminars, and expert sessions
- e. Online awareness modules
- f. Awareness on consequences of ICC cases
- g. **Penalties for false registration of ICC cases**

COUNSELLING UNIT & STUDENT HELP LINE

Sl. No.	Name	Responsibility	Mobile No.
1	Dr. Poonam Tripathy	Convener	6370349372
2	Dr. Sushree Ipsita	Member	7978963467
3	Prof. Sibani Rani Samal	Member	7608894057
4	Mr. Nirakar Mohapatra	Member	9338090011
5	URL	www.rec.ac.in/grievance-redressal.php	
6	National Women Helpline Number	181	

PRINCIPAL

Principal
Raajdhani Engineering College
Bhubaneswar