

# DISHA COLLEGE OF MANAGEMENT AND TECHNOLOGY

Office: RC Church Road, Beside LIC Office, Berhampur – 760001, Odisha

Campus: Biswanathpur Rd, Jagannathpur, Dist.-Ganjam, Odisha, Pin – 761008

Ph-0680 2233466, Website – www.dishacollege.in, E-mail – disha.berhampur@gmail.com

Letter No. DCMT/P6/43/2026

Date. 25/05/2026

## OFFICE ORDER

Sub: Reformation of Internal Complaints Committee (ICC)

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. The 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.

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) is re-constituted as under to deal with the complaints relating to Sexual Harassment at work place.

The ICC Comprises of the following members:

Sl.No	Name of the Committee Member	Profession	Associated with	Mobile Number
1	Dr. Prafulla Kumar Padhi	PRINCIPAL	CHAIRPERSON	9437259262
2	Ms. Nikita Padhy	TEACHING	PRESIDING OFFICER-ICC	9078690222
3	Mr. Nityananda Patnaik	TPO	CO-CONVENOR	9778159205
4	Ms. Subhangi Panda	TEACHING	MEMBER	7873871502
5	Mr. Susant Palo	TEACHING	MEMBER	7008578416
6	Mr. Rajesh Acharjya	MEMBER	MEMBER-ICC	6370521417
7	Mr. T. Venkat Girl	MEMBER	MEMBER-ICC	7750021213
8	Mr. B Venkata Ravana	MEMBER	MEMBER-ICC	8280017134
9	Ms. Sanjukta Behera	MEMBER	MEMBER-ICC	8249303127
10	Ms. Asha Kumari Gauda	STUDENT-1 <sup>st</sup> YEAR	MEMBER	9668307906
11	Mr. Harihar Panigrahi	STUDENT-1 <sup>st</sup> YEAR	MEMBER	6372584031

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 Convenor/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.

*Prafulla Kumar Padhi*  
Principal

Disha College of Management  
and Technology (389)

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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 complaintant 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 coordinate the deliberations of the ICC on the complaints received.

Who can approach to ICC for help?

Any female employee (Faculty, Students or Staff) of DCMT, Berhampur.

Definition of Sexual Harassment:

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

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

Possible actions that can be taken against the respondent:

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report.
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions
- 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.



*Prabrella Kumar Reddy*

Principal

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Term of office of the Members:

- The term of office of the members of the ICC shall be a period of three years effective from the date of formation of the committee.
- The present Committee and order Supersede the earlier Internal Complaint Committee Constituted vide office order No-DCMT/MBA/58/23 Dated 20/03/2024.

Copy to:

1. All Notice Boards for information,
2. All members of the Committee for information and necessary action.
3. Chairman/A.O/HR Cell for information and necessary action.
4. All Students through whats App group / Mail.
5. Web-site in-charge for uploading the same in college website.



*Prabella Kumar Reddy*

Principal  
Disha College of Management  
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## CERTIFICATE

It is hereby certified that no internal complaint has been received till date.



*Praballa Kumar Padhi*

PRINCIPAL

Disha College of Management & Technology

Principal  
Disha College of Management  
and Technology (389)