



**ODM BUSINESS SCHOOL**

(A UNIT OF ODM EDUCATIONAL FOUNDATION)

Approved by AICTE, Ministry of Education, Govt. of India

### **ANTI SEXUAL HARASSMENT COMMITTEE /INTERNAL COMPLAINT COMMITTEE (ICC)**

The institution has the responsibility to sensitize employees about sexual harassment issues by organizing and conducting workshops and seminars. Under the Anti-Sexual Harassment at Workplace Act, the central government requires organizations to implement the following measures: —

1. Dissemination of policies against sexual harassment.
2. Carrying orientation programs for the members of the Internal Complaints Committee.
3. Conduct skill building programs for the members of the Internal Complaints Committee.
4. Publish the names and contact details of the members of the Internal Complaints Committee for easy access by employees of the institution.
5. The institution may invite legal practitioners, representatives of NGOs, or organizations that have worked on issues related to women's rights or human rights for orientation programs aimed at sensitizing employees about sexual harassment.

#### **Functions**

The aim of the committee is to allow every woman employee to pursue her work in a safe and dignified environment and to protect women against any form of harassment or gender discrimination and to provide a means of redress should such cases arise.

1. To organize programs to enhance the confidence levels of female students and empower them in society.
2. To counsel and solve the personal and academic related problems of students.
3. To pay special attention to safety and security, and address issues related to exploitation to ensure a secure and supportive environment for all.
4. To bring about attitudinal and behavioral changes in adolescent female youth, promoting positive development and empowerment.
5. To provide a working and living harassment-free atmosphere by identifying and assigning responsibility to the concerned individuals, ensuring equal treatment and participation of women in all areas.
6. To create awareness about women's welfare laws and provide counseling support.
7. To prevent sexual harassment and promote the general well-being of female students, as well as female teaching and non-teaching staff of the college

8. To create awareness about equal opportunities for women, which will ultimately lead to improved attitudes and outcomes.
9. To empower women through a multidisciplinary approach.

### **Roles And Responsibilities**

The aim of the committee is to ensure that every female employee can pursue her work in a safe and dignified environment, protect women against any form of harassment or gender discrimination, and provide a means of redress should such cases arise

- To enquire the complaints received from female students or staff of the college
- To conduct various gender sensitization programmes.
- To organize health awareness programs, address women-related issues, and resolve complaints.
- To organize self-defense courses for the women and girls of the college community
- To conduct a Women's Day program, create social awareness about women's issues, and specifically address gender discrimination.
- To deal with issues of Gender Based Violence
- To impose penalty or punishment
- To address reported cases of sexual harassment, abuse, or discrimination appropriately, and take action against grievances related to unfair treatment due to gender bias.

### **Constitution: (ICC)**

The Committee shall consist of the following members:

- The Dean as the Chairman
- The Convener of the Committee, nominated by the Dean as the Member Secretary (Ex-officio), and one senior female faculty member from each department, nominated by the HODs.
- One external member from the society
- Two girl students from each Department to be nominated by HODs
- The number of members can be increased by adding nominees of the Dean, ensuring an equal distribution. However, the total number of members of the Women Protection Cell shall not exceed 12.

The purpose of this Committee is to provide protection to the women in professional environment and prevention, redressed of complaints of sexual harassment.

### **Constitution of the Enquiry Committee:**

The Enquiry Committee is a part of the Internal Committee with the specific function of conducting the enquiries and making recommendations. The following parameters could be followed in the

constitution of the Enquiry Committee. The chair person, three members from the faculty, two women and a man shall be the regular members.

#### The Process of Inquiry:

In general the following is the procedure of inquiry

- A notice shall be issued to both parties asking them to make written explanations within 48 hrs
- The process of oral hearing starts after receiving the written explanations, including witnesses
- The enquiry commission is entitled to ask probing questions to arrive at the facts.
- Additional witnesses may also be summoned
- No outsider will be allowed during the process unless warranted.

The decision of the committee will be final and binding.

#### Disciplinary Actions:

The Disciplinary actions to be implemented depend on the gravity of the offence and may include the following:

- A strict Warning
- Written explanation & Written apology
- Declaration of good behavior
- Suspension for a specific period of time Penalties
- Issuing TC
- Any other appropriate measure as may deem fit.

#### Internal Complaints Committee (ICC)

S.No	Name of the Member with Designation	Role	Phone Number	E-Mail ID	Signature
1	Prof. Satyabrata Bhuyan, Dean	Chairman	8895483100	satyabrata.bhuyan@odmegroup.org	
2	Prof. Dr. Nirajana Das, Assoc. Professor	Convener	9348395100	nirajana.das@odmegroup.org	
3	Mr. Kanhu Charan Nayak, Trustee	Member	9437013115	kanhucharn.nayak@odmegroup.org	



4	Prof. Rakhi Dutta, Assoc. Professor	Member	9437015815	rakhi.dutta@odmegroup.org	<i>Rakhi</i>
5	Ms. Preeti Smurti Pattnaik, SRO	Member	9439465201	preeti.pattnaik@odmegroup.org	<i>Pattnaik</i>
6	Ms. Shymalika Dash, Lib. In-charge	Member	7008234643	shymalika.dash@odmegroup.org	<i>Dash</i>
7	Shradha Suman Nayak Student	Member	9348839370	<a href="mailto:nayakshradha646@gmail.com">nayakshradha646@gmail.com</a>	<i>Shradha Suman Nayak</i>
8	Adyasha Dhal Student	Member	9124457775	<a href="mailto:adyashadhal329@gmail.com">adyashadhal329@gmail.com</a>	<i>Adyasha Dhal</i>
9	Ragini Student	Member	8280464010	<a href="mailto:raginiradhika02@gmail.com">raginiradhika02@gmail.com</a>	<i>Ragini</i>



*[Signature]*  
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DEAN  
ODM BUSINESS SCHOOL  
Bhubaneswar-24  
Dean

Date: *13/9/24*