

# OFFICE OF THE PRINCIPAL, PKACE, BARGARH

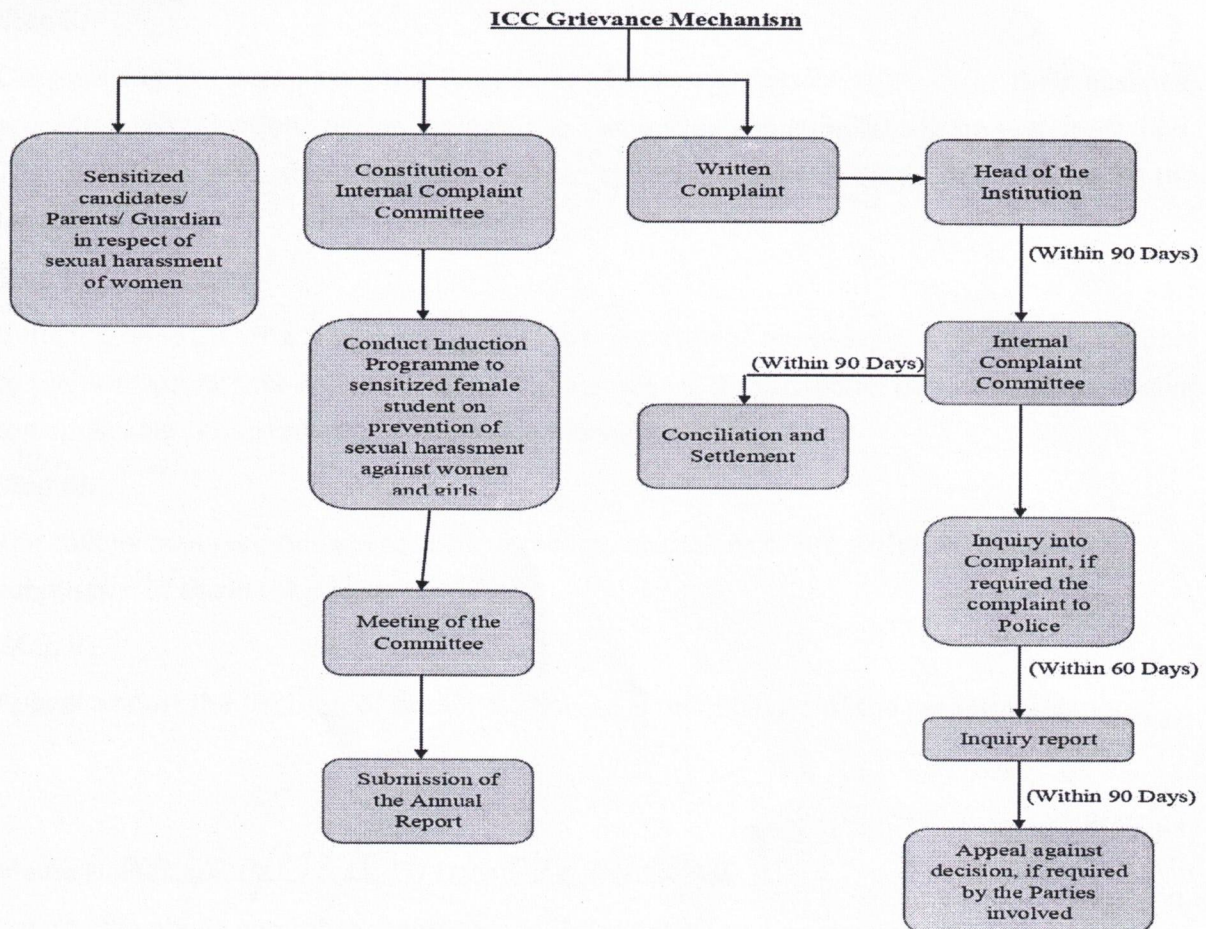
## INTERNAL COMPLAINT COMMITTEE

No. PKACE/ESTT/198/5 // Date 07.01.2025

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is India's first law against prevention, prohibition, and redressal of sexual harassment for women at the workplace. The Act, along with its rules, is collectively called the POSH law. The POSH Act of 2013 builds upon the Vishaka guidelines laid out in 1997 by the Supreme Court of India. The act applies to women working in the private, government, and informal sectors.

### Management and ICC Responsibilities

- Provide a safe working environment.
- Display the penal consequences of workplace sexual harassment.
- Employees should undergo POSH training at least once a year.
- Conduct orientation programmes for the ICC.
- Assist in any manner required to enable the aggrieved woman to receive justice according to the law.
- At least one half of the ICC should be women.





In observance of the above guidelines, Padmashree Krutartha Acharya Institute of Engineering and Technology has constituted one Internal Complaint Committee with the following members to act on the laid down procedure and in accordance with the above time schedule.

Sl. No	Name of the Committee Members	Designation	Contact Numbers	E-mail ID
1	Mrs.Subhrasmita Bhoi	Member	7873704347	subhrasmita39@gmail.com
2	Mrs. Bandita Panda	Member	7008487694	banditapan24@gmail.com
3	Mr.Sushil Kumar Panigrahi	Member	7978035231	babu_like@rediffmail.com
4	Mr.Nishikanta Dash	Member	9861453687	nishikanta.dash@gmail.com
5	Miss Reetuparna Sarap	Student	9937907548	reetuparnasaraf@gmail.com
6	Mr. Dambaru Behera	Student	6372614033	dambarubehera011@gmail.com

### The Process for Complaint and Inquiry:

#### Step I:

An aggrieved woman should give a written complaint either in person or through post or email to the 'Prevention of Sexual Harassment and Atrocities against Women Committee. The aggrieved should give the complaint within three months of the date of the incident. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

#### Step II:

On receiving the complaint, the ICC will inquire as per service rules or in their absence, according to regulations under the Act. The committee will complete them within 90 days. The committee will submit the report within ten days from the date of completion of the inquiry.

#### Step III:

If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as a misconduct under the provisions of the applicable service rules or as per rules framed under the Act.

#### Step IV:

The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

#### Step V:

Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

Memo No. PME/EST/198/15 // Date 07.01.2025

Copy to the above committee members for information and necessary action.

Principal  
PADMASHREE KRUTARTHA  
ACHRYA COLLEGE OF  
ENGINEERING, BARGARH

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ACHRYA COLLEGE OF  
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