

Letter No. : D9688-12958/2024/RCM
Date : 13-11-2024



NOTIFICATION

In pursuance of AICTE (As per Section 4) All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June, 2016 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, **Internal Complaints Committee (ICC)** is hereby constituted in Regional College of Management (A Unit of Regional College of Management Trust) as under to deal with the complaints relating to Sexual harassment at work place for the academic year **2024-25**.

The Internal Complaint Committee (ICC) comprises the following members:

1	Presiding Officer	Prof. Dr. Itishree Devi	Chairperson
2	Two faculty members	Prof. Pragyan Anand Misra	Member
		Prof. Ankita Mishra	Member
3	Two non-teaching employees	Mrs. Ipsita Sahoo	Convener
		Mrs. Anita Mohapatra	Member
4	A person familiar with sexual harassment issues nominated by the Executive Authority	Ms. Anuradha Mohanty Executive Director (PUCUC), Bhubaneswar.	Member
5	Three Student nominees (if the matter involves students)	Ms. Subhasree Suchismita, MBA	Member
		Ms. Nikitarani Nandy, MBA	Member
		Ms. Suprava Biswal, MCA	Member

Modalities for Dealing with Complaint

On receipt of a complaint the ICC shall conduct a preliminary enquiry to ascertain the validity of fact from students, faculty member or staff of RCM of the allegations by collecting documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Director /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 the Director.

Where sexual harassment occurs because 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 under the provision of law.

ICC shall comply with the procedure prescribed in the AICTE Regulation 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 to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the AICTE Regulations.

REGIONAL COLLEGE of MANAGEMENT (A unit of Regional College of Management Trust)

RCMT Campus I: Plot No. GD 2/12, RCM Lane, Chakadola
Vihar, Chandrasekharpur, Bhubaneswar - 751023, Odisha, INDIA

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Prabir Pal
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Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

Persons to Approach ICC for Redressal

Any female employee (faculty, student, or staff) of Regional College of Management.

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.

What are the 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

If you think you are harassed or being harassed, what should you do?

- Send an email to chairperson.icc@rcm.ac.in To know more about ICC procedures click (Handbook on Sexual Harassment of Women at Workplace) here.
- You may also refer to <http://www.rcm.ac.in/icc>
- 24x7 women help line number: 9090080801.
Your complaint will be kept **CONFIDENTIAL**.

Inquiry process:

- The inquiry shall be completed within a period of **ninety days** from the date of the complaint.
- On completion of the inquiry, 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 inquiry 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 i.e. the Director.
- The Employer/Director shall act upon the recommendation within **sixty days** of receiving the report.

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Responsibilities of the Technical Institution: -

Regional College of Management (RCM) A unit of Regional College of Management Trust as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016), RCM has been Publicly notifying the provisions against sexual harassment and ensure their wide-dissemination.

- Include in institution's Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- Organize Training Programs or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- Organize regular orientation or training Programs for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity d. Act decisively against all gender-based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.

For Regional College of Management


Dr. Pritam Pal

Director Pal (Director)

Regional College of Management

BHUBANESWAR

Copy to:

Persons Concerned, Dean Admin & HR, Dean Academic, PA to Chairman, Security Officer, Hostel Superintendents, Student Notice Board, Guard file, Website for Information.


Dr. Pritam Pal

Director Pal (Director)

Regional College of Management

BHUBANESWAR



SEAL

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