

### INTERNAL COMPLAINT COMMITTEE

The Internal Complaints Committee (ICC) is a statutory body established within our organization to ensure a safe and harassment-free working environment. This committee is committed to addressing complaints related to sexual harassment, promoting gender sensitivity, and fostering a workplace culture that values dignity and respect for all members (students, teaching faculties and administrative employees) of our college.




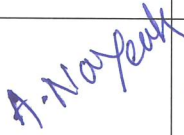


The Internal Complaints Committee is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, [2013]. The committee comprises the following members:

#### List of committee Members

SN	Name of the Members	Role	Designation	Associated With	Gender	Contact no.
1	Dr. Tapaswini Nayak	Chairperson	Associate professor	Teaching	Female	9861599215
2	Dr. Mousumi Mishra	Member	Assistant Professor	Teaching	Female	9937026755
3	Dr. Manisha Patnaik	Member	Assistant Professor	Teaching	Female	861075040
4	Ms. Aliva Panda	Member	Warden (Girls Hostel)	Administrative	Female	9861716574
5	Ms. Archana Kumari	Student	Student	Student	Female	9102092015
6	Ms. Prajajita Mohanty	Student	Student	Student	Female	7846840851
7	Ms. Chitranka Priyadarshini	Student	Student	Student	Female	8917276221
8	Ms. Soumyashree Jena	Student	Student	Student	Female	9078715175

  
DIRECTOR

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Date:26-08-2022

## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The meeting was called to order by Dr. Swati Mishra on 26/08/2022 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Mousumi Mishra, Member, Assistant Professor
2. Dr. Tapaswini Nayak, Chairperson, Associate Professor
3. Dr. Manisha Patnaik, Member, Assistant Professor
4. Mrs. Aliva Panda, Member, Warden(GirlsHostel)
5. Ms. Archana Yadav, Student
6. Ms. Prajajita Mohanty, Student
7. Ms. Chitranka Priyadarshini, Student
8. Ms. Soumyashree Jena, Student

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. Dr. Mousumi Mishra, welcomed all the members to the meeting and requested the Chairperson to start the proceeding of the meeting. The Chairperson Dr. Tapaswini Nayak started the meeting with appreciation note to all the committee members for their presence in the committee work.

- Then Dr. Mousumi Mishra delivered a brief overview of the relevant laws and regulations pertaining to sexual harassment, Presentation on the importance of fostering a safe and respectful environment. Discussion on the impact of such initiatives on organizational culture in below.
- Explanation of the process for reporting incidents
- Importance of leadership commitment to a safe and respectful environment.
- Introduction of support mechanisms for affected individuals
- Invite participants to share thoughts, concerns, and suggestions, Identification of immediate actions to be taken.

Dr Tapaswini Nayak concluded the meeting with vote of thanks.



CHAIRPERSON



Date:09-01-2023

## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The 2<sup>nd</sup> meeting was called to order by Dr. Tapaswini Nayak on 09/01/2023 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Mousumi Mishra, Member, Assistant Professor
2. Dr. Tapaswini Nayak, Chairperson, Associate Professor
3. Dr. Manisha Patnaik, Member, Assistant Professor
4. Mrs. Aliva Panda, Member, Warden(Girls Hostel)

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. The meeting started with welcoming all the members by Dr. Tapaswini Nayak and reading the details of previous meeting held on 26.08.2022.

Dr. Manisha Patnaik,, as member of committee, ensure that all the mentors play their role by implementing open and free communication with the mentees as discussed in the previous meeting.

It was also assured that all the members of the institute are properly informed regarding creating a safe and respectful environment for women employees and students. All students and employees were aware of the polices through the rule book of the institute.



CHAIRPERSON

## INTERNAL COMPLAINT COMMITTEE

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The Internal Complaints Committee is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, [2013]. The committee comprises the following members:







### List of committee Members

SN	Name of the Members	Role	Designation	Associated With	Gender	Contact no.
1	Dr. Swati Mishra	Chairperson	Associate professor	Teaching	Female	6371834356
2	Dr. Mousumi Mishra	Member	Assistant Professor	Teaching	Female	9937026755
3	Mrs. Kabita Sahoo	Member	Assistant Professor	Teaching	Female	8908232258
4	Mrs. Aliva Panda	Member	Warden (Girls Hostel)	Administrative	Female	9861716574
5	Ms. Ananya Panja	Student	Student	Student	Female	9938633174
6	Ms. Priyanka Das	Student	Student	Student	Female	7894393825
7	Ms. Shritika Bajpayee	Student	Student	Student	Female	7477514391
8	Ms. Swaraj Sahil Martha	Student	Student	Student	Female	8617580483

  
**DIRECTOR**  
Director

MITS School of Biotechnology  
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## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The meeting was called to order by Dr. Swati Mishra on 06/10/2021 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Swati Mishra, Chairperson, Assistant Professor
2. Dr. Mousumi Mishra, Member, Associate Professor
3. Mrs. Kabita Sahoo, Member, Assistant Professor
4. Mrs. Aliva Panda, Member, Warden(GirlsHostel)
5. Ms. Ananya Panja, Student
6. Ms. Priyanka Das, Student
7. Ms. Shritika Bajpayee, Student
8. Ms. Swarna Prava Jena, Student

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

### **Agenda:** Review of Incidence of Sexual Harassment / Gender Disparity

Dr. Mousumi Mishra welcomed all the members to the meeting and requested the Chairperson to start the proceeding of the meeting. The chairperson Dr. Swati Mishra started the meeting with appreciation note to all the committee members for their active participation in the committee work.

Then Dr. Swati Mishra requested all the committee members to give some suggestion for creating awareness among the students regarding sexual harassment and gender disparity. Committee members gave their valuable suggestions as per the following:

- Adopting no tolerance policy towards such incidents to make the work of committee more effective.
- Providing the basic knowledge about the Indian law on sexual harassment to all members and students of the Institute.
- Involving some student Volunteers in the committee for smooth functioning of the cell.

The committee noted that no complain of sexual harassment has received from any female members of the institute, but it always advisable to be alert enough so no such events would occur in the college premises.

Mrs. Kabita Sahoo concluded the meeting with vote of thanks.

  
CHAIRPERSON

Date:04-02-2022

### Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The 2<sup>nd</sup> meeting was called to order by Dr. Swati Mishra on 04/02/2022 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

#### **The following members were present:**

1. Dr. Swati Mishra, Chairperson, Assistant Professor
2. Dr. Mousumi Mishra, Member, Associate Professor
3. Mrs. Kabita Sahoo, Member, Assistant Professor
4. Mrs. Aliva Panda, Member, Warden(GirlsHostel)

#### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

#### **Agenda:** Review of Incidence of Sexual Harassment / Gender Disparity

The meeting started with welcoming all the members by Mrs. Kabita Sahoo and reading the details of previous meeting held on 06.10.2021.

Mr. Mousumi Mishra, as member of committee, ensure that the mentors play their role by implementing open and free communication with the mentees as discussed in the previous meeting.

It was also assured that all the members of the institute are properly informed regarding the zero tolerance policy towards any activities involving harassment. All students and employees were aware of the polices through the rule book of the institute.

The members also decided some forthcoming action plan for the institute to ensure anti-harassment environment in the institute. They suggested the following points:

1. Make arrangements to aware the female members about the procedure to make complains if they have any.
2. It was also decided to involve the wardens of ladies hostel to take their support to provide safer environment to the girl students who lives in hostel

The committee noted that no complain of sexual harassment has received from any female members of the institute, but it always advisable to be alert enough so no such events would occur in the college premises.

Mrs. Mousumi Mishra concluded the meeting with vote of thanks



CHAIRPERSON



### INTERNAL COMPLAINT COMMITTEE

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The Internal Complaints Committee is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, [2013]. The committee comprises the following members:

#### List of committee Members

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1	Dr. Swati Mishra	Chairperson	Associate professor	Teaching	Female	6371834356
2	Dr. Tapaswini Nayak	Member	Assistant Professor	Teaching	Female	9861599215
3	Ms. Monalisha Pradhan	Member	Technical Assistant	Teaching	Female	8917697386
4	Ms. Sikha Singh	Member	Warden (Girls Hostel)	Administrative	Female	9439339208
5	Ms. Niharika Singh	Student	Student	Student	Female	9337009833
6	Ms. Sonali Das	Student	Student	Student	Female	7537040540
7	Ms. Dharitri Priyadarshini	Student	Student	Student	Female	8249295293
8	Ms. Ankana Chaterjee	Student	Student	Student	Female	9064696699









**DIRECTOR**

Director

MITS School of Biotechnology

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## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The meeting was called to order by Dr. Swati Mishra on 24/11/2020 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Swati Mishra, Chairperson, Assistant Professor
2. Dr. Tapaswini Nayak, Member, Associate Professor
3. Ms. Monalisha Pradhan, Member, Technical Assistant
4. Ms. Sikha Singh, Warden(GirlsHostel)
5. Ms. Niharika Singh, Student
6. Ms. Sonali Das, Student
7. Ms. Dharitri Priyadarshini Student
8. Ms. Ankana Chaterjee, Student

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. Dr. Tapaswini Nayak, welcomed all the members to the meeting and requested the Chairperson to start the proceeding of the meeting. The Chairperson Dr. Swati Mishra started the meeting with appreciation note to all the committee members for their presence in the committee work.

- Then Dr. Tapaswini Nayak delivered a brief overview of the relevant laws and regulations pertaining to sexual harassment, Presentation on the importance of fostering a safe and respectful environment. Discussion on the impact of such initiatives on organizational culture in below.
- Explanation of the process for reporting incidents
- Importance of leadership commitment to a safe and respectful environment.
- Introduction of support mechanisms for affected individuals
- Invite participants to share thoughts, concerns, and suggestions, Identification of immediate actions to be taken.

Ms Monalisha Pradhan concluded the meeting with vote of thanks.



CHAIRPERSON



Date:-08-01-2021

## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The 2<sup>nd</sup> meeting was called to order by Dr. Swati Mishra on 08/01/2021 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Swati Mishra, Chairperson, Assistant Professor
2. Dr. Tapaswini Nayak, Member, Associate Professor
3. Ms. Monalisha Pradhan, Member, Technical Assistant
4. Ms. Sikha Singh, Warden(GirlsHostel)

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. The meeting started with welcoming all the members by Dr. Tapaswini Nayak and reading the details of previous meeting held on 24.11.20.

Ms. Monalisha Pradhan, as member of committee, ensure that all the mentors play their role by implementing open and free communication with the mentees as discussed in the previous meeting.

It was also assured that all the members of the institute are properly informed regarding creating a safe and respectful environment for women employees and students. All students and employees were aware of the polices through the rule book of the institute.

  
CHAIRPERSON

Ref.No: MSB/ ADM/2019-180(1)

Date:27-07-2019


### INTERNAL COMPLAINT COMMITTEE

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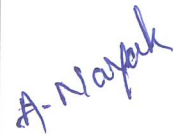
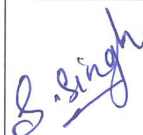

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2	Dr. Tapaswini Nayak	Member	Assistant Professor	Teaching	Female	9861599215
3	Ms. Monalisha Pradhan	Member	Technical Assistant	Teaching	Female	8917697386
4	Ms. Sikha Singh	Member	Warden (Girls Hostel)	Administrative	Female	9439339208
5	Ms. Silvy Kumari	Student	Student	Student	Female	8482019686
6	Ms. Helen Patra	Student	Student	Student	Female	9938815126
7	Ms. Amrita Subhalaxmi	Student	Student	Student	Female	9438560690
8	Ms. Samikhya Meher	Student	Student	Student	Female	8018219848

  
DIRECTOR  
Director

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Date:06-08-2019

## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The meeting was called to order by Dr. Swati Mishra on \_06/08/2019 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Swati Mishra, Chairperson, Assistant Professor
2. Dr. Tapaswini Nayak, Member, Associate Professor
3. Ms. Monalisha Pradhan, Member, Technical Assistant
4. Ms. Sikha Singh, Warden(GirlsHostel)
5. Ms. Silvy Kumari, Student
6. Ms. Helen Patra, Student
7. Ms. Amrita Subhalaxmi, Student
8. Ms. Samikhya Meher, Student

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. Dr. Tapaswini Nayak, welcomed all the members to the meeting and requested the Chairperson to start the proceeding of the meeting. The Chairperson Dr. Swati Mishra started the meeting with appreciation note to all the committee members for their presence in the committee work.

- Then Dr. Tapaswini Nayak delivered a brief overview of the relevant laws and regulations pertaining to sexual harassment, Presentation on the importance of fostering a safe and respectful environment. Discussion on the impact of such initiatives on organizational culture in below.
- Explanation of the process for reporting incidents
- Importance of leadership commitment to a safe and respectful environment.
- Introduction of support mechanisms for affected individuals
- Invite participants to share thoughts, concerns, and suggestions, Identification of immediate actions to be taken.

Ms. Monalisha Pradhan concluded the meeting with vote of thanks.



CHAIRPERSON

## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The 2<sup>nd</sup> meeting was called to order by Dr. Swati Mishra on 07/01/2020 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Swati Mishra, Chairperson, Assistant Professor
2. Dr. Tapaswini Nayak, Member, Associate Professor
3. Ms. Monalisha Pradhan, Member, Technical Assistant
4. Ms. Sikha Singh, Warden(GirlsHostel)

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. The meeting started with welcoming all the members by Dr. Tapaswini Nayak and reading the details of previous meeting held on 06.08.2019.

Ms. Monalisha Pradhan, as member of committee, ensure that all the mentors play their role by implementing open and free communication with the mentees as discussed in the previous meeting.

It was also assured that all the members of the institute are properly informed regarding creating a safe and respectful environment for women employees and students. All students and employees were aware of the polices through the rule book of the institute.



CHAIRPERSON



### INTERNAL COMPLAINT COMMITTEE

The Internal Complaints Committee (ICC) is a statutory body established within our organization to ensure a safe and harassment-free working environment. This committee is committed to addressing complaints related to sexual harassment, promoting gender sensitivity, and fostering a workplace culture that values dignity and respect for all members (students, teaching faculties and administrative employees) of our college.

The Internal Complaints Committee is constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, [2013]. The committee comprises the following members:



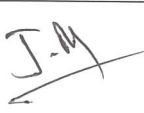
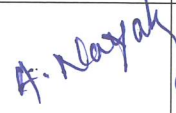
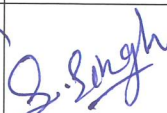

#### List of committee Members

SN	Name of the Members	Role	Designation	Associated With	Gender	Contact no.
1	Dr. Swati Mishra	Chairperson	Associate professor	Teaching	Female	6371834356
2	Dr. Tapaswini Nayak	Member	Associate Professor	Teaching	Female	9861599215
3	Ms. Monalisa Pradhan	Member	Technical Assistant	Teaching	Female	8917697386
4	Ms. Sikha Singh	Member	Warden (Girls Hostel)	Administrative	Female	9439339208
5	Ms. Homadipali Mohanty	Student	Student	Student	Female	8063171253
6	Ms. Lipsita Mishra	Student	Student	Student	Female	9938851261
7	Ms. Barsa Samantray	Student	Student	Student	Female	9692388648
8	Ms. Aiswariya Sarangi	Student	Student	Student	Female	7008061928

  
**DIRECTOR**  
Director

MITS School of Biotechnology  
Bhubaneswar

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Date:09-08-2018

## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The meeting was called to order by Dr. Swati Mishra on 09/08/2018 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Swati Mishra, Associate professor
2. Dr. Tapaswini Nayak Member, Associate Professor
3. Ms. Monalisa Pradhan, Technical Assistant
4. Ms. Sikha Singh, Warden(GirlsHostel)
5. Ms. Homadipali Mohanty, Student
6. Ms. Lipsita Mishra, Student
7. Ms. Barsa Samantray, Student
8. Ms. Swati Shriya Patra, Student

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. Dr. Tapaswini Mishra, welcomed all the members to the meeting and requested the Chairperson to start the proceeding of the meeting. The Chairperson Dr. Swati Mishra started the meeting with appreciation note to all the committee members for their presence in the committee work.

- Then Dr. Swati Mishra delivered a brief overview of the relevant laws and regulations pertaining to sexual harassment, Presentation on the importance of fostering a safe and respectful environment. Discussion on the impact of such initiatives on organizational culture in below.
- Explanation of the process for reporting incidents
- Importance of leadership commitment to a safe and respectful environment.
- Introduction of support mechanisms for affected individuals
- Invite participants to share thoughts, concerns, and suggestions, Identification of immediate actions to be taken.

Dr Tapaswini Nayak concluded the meeting with vote of thanks.



CHAIRPERSON



Date:10-01-2019

## Minutes of Meeting for Anti-Sexual Harassment Cell for Women Employees and Students

The 2<sup>nd</sup> meeting was called to order by Dr. Swati Mishra on 10/01/2019 at 2.30 PM at Conference Hall near to Admin. Office. A moment of silence was observed to reflect on the importance of the Anti-Sexual Harassment Cell's work.

### **The following members were present:**

1. Dr. Swati Mishra, Associate professor
2. Dr. Tapaswini Nayak Member, Associate Professor
3. Ms. Monalisa Pradhan, Technical Assistant
4. Ms. Sikha Singh, Warden(GirlsHostel)

### **Special Invitees:**

1. Prof(Dr.) Gouri Kumar Panda

**Agenda:** Creating a safe and respectful environment for women employees and students. The meeting started with welcoming all the members by Dr. Tapaswini Nayak and reading the details of previous meeting held on 09.08.2018.

Mr. Subash Ch. Panda, as member of committee, ensure that all the mentors play their role by implementing open and free communication with the mentees as discussed in the previous meeting.

It was also assured that all the members of the institute are properly informed regarding creating a safe and respectful environment for women employees and students. All students and employees were aware of the polices through the rule book of the institute.



CHAIRPERSON