

**Minutes of the meeting of Internal Complaint Committee (ICC) held on
28.07.2025 at 11 AM in the Board of the Institute.**

A meeting of the Internal Complaint Committee was held under the Chairmanship of **Mrs. Subhasri Das**, Presiding Officer, on the above-mentioned date and time in the Boardroom of the Institute.

Members Present: -

1	Mrs. Subhasri Das, Asst. Prof. in Mechanical Engg.	Presiding Officer
2	Mrs. Sindusuta Rout, Asst. Prof. in Mechanical Engg.	Member
3	Mr. Jogesh Prasad Routray, Lecturer in Mathematics	Member
4	Ms. Sushree Suryasnata, Utkal Sevak Samaj, Cuttack	Member

Special Invitee

1. Dr. Tapaswini Sahu, Principal, DRIEMS Polytechnic
2. Mrs. Dipika Debasmita Panda, Asst. Professor in Electrical Engg.

Agenda of the Meeting:

- 1-- Display of Committee Members' Details Including Contact Numbers.
- 2- Display of Government Help Line Numbers
- 3- Display of "What to Do" and "What Not to Do" – Code of Conduct
- 4- Monthly Meetings for Next Six Months and then Quarterly Meetings/ Year.
- 5- Workshop / Awareness Programme

Minutes of the Meeting:

At the outset, the Chairperson welcomed all members present. The following discussions and resolutions were made as per the agenda:-

1. Display of Committee Members' Details Including Contact Numbers

- It was unanimously agreed to display the list of ICC members including their names, designations, and contact numbers at prominent locations such as:
 - Notice boards near the Principal's office
 - Library
 - Girls' Common Room
 - Hostel premises
- A soft copy will also be uploaded in the official website under the ICC section.

2. Display of Government Helpline Numbers

- The committee resolved to prominently display the following Government Helpline Numbers for safety and grievance redressal:
 - **Women Helpline:** 181
 - **Child Helpline:** 1098
 - **Police Helpline:** 112
 - **Mental Health Support:** 14416
- Bilingual posters (English and local language) will be prepared and displayed across the campus.

3. Display of "What to Do" and "What Not to Do" – Code of Conduct

- It was agreed to display simplified guidelines, as issued by the Government, outlining acceptable and unacceptable behavior.
- These will be displayed in common areas to promote awareness among students and staff regarding gender sensitivity and a respectful work environment.

4. Monthly and Quarterly Meetings

- The committee decided to conduct ICC meetings:
 - **Monthly** for the next **six months**
 - **Quarterly** thereafter
- Dates of the meetings will be communicated via email and notice boards in advance.

5. Workshop / Awareness Programme

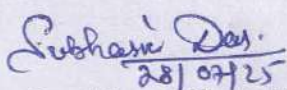
- It was resolved to organize at least one workshop/awareness session for both students and staff.
- Proposed topics include:
 - Gender Sensitization
 - Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)
 - Women's Rights and Grievance Redressal Mechanisms
- A qualified external expert/trainer will be invited to conduct the sessions.
- **Tentative Date:** 30.07.2025

7. Selection of a Nodal Officer in ICC

As proposed by Mrs. Sindhusuta Rout, and the proposal unanimously agreed to appoint Mrs. **Dipika Debasmita Panda**, Asst. Professor in Electrical Engg. department, as the **of ICC** of DRIEMS Polytechnic with the following responsibilities.

- Coordinating meetings, awareness programs, and other ICC-related activities.
- Acting as the point of contact for staff and students' grievances related to sexual harassment at the institute.
- Registration of the Institution in the SHe-Box portal of the Government of Odisha.
- Ensuring timely communication and documentation of all ICC proceedings.
- Liaisoning with external members, authorities, and concerned departments, including the SHe-Box portal.
- Displaying the details of the ICC on the institute website and ensuring timely updates

The meeting concluded with vote of thanks to the Chair.


28/07/25
Presiding Officer, ICC