



ADARSHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha & SCTE & VT, Odisha)

Letter No. ATM/154 (1)

Date. 18/08/2025

CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting scheduled on 18.08.2025 at 2.00pm in Conference Hall, Academic Block.


Principal 18/8/2025
Adarsha Institute of
Technology And Management


AT - SARADHAPUR, PO-KUMURISINGHA, DIST - ANGUL - 759122 (ODISHA)

Mob. - 7608098874, 7008147247, 9439743899

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ADARSHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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Letter No..... ATCM/104 (8)

Date..... 18/08/2025

Minutes of Meetings of Internal Complaints Committee

The meetings of the Internal Complaints Committee (ICC) was held on 18-08-2025 at 02.00 pm at Conference Hall, Academic Block.

Miss. Itirashmi Pradhan, Presiding Officer, presided over the meetings,

The followings remembers of the committee attended the meeting.

- | | |
|---|----------------------|
| 1. Miss. Itirashmi Pradhan , HOD, Dept of MBA | Presiding Officer |
| 2. Miss.Aparupa Tejoswani Das ,Asst.Prof, Dept of MBA | Coordinator |
| 3. Mr. Kalayan Kishore Mohanty | External Member(NGO) |
| 4. Mr. Satish Mishra, Dept of Law | Member |
| 5. Shreeta Swagatika Swain | Student |
| 6. Pritilata Barik | Student |
| 7. Chinmay Pradhan | Student |
| 8. Sambit Moharana | Student |

Agenda

1. To deliberate on facilitating gender equality in the college.
2. To organize awareness programs on rights and responsibilities of students and staff.
3. To finalize workshops and training sessions for the upcoming semester.

Minutes

1. The Presiding Officer welcomed all the members.
2. The coordinator informed that awareness programmes on gender equity and awareness of Rights and Responsibility.

Proceedings & Decisions

1. Facilitating Gender Equality
The committee emphasized the need for promoting inclusiveness and equal opportunities for all genders within the institution.
It was decided to prepare a Gender Equality Policy Document and circulate it among students and staff. Drafting responsibility assigned to Prof. Miss. Aparupa Tejoswani Das.

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Letter No. AITM /154 (B)

Date 18/08/25

2. Awareness on Rights and Responsibilities

The committee discussed various means to spread awareness about the rights and responsibilities related to prevention of sexual harassment, respect for diversity, and maintaining a safe campus environment.

Decision: Posters, circulars, and digital notices will be released by the ICC before the beginning of the next academic session. Action assigned to Ms. Mr. Satish Mishra, Faculty Member.

3. Workshops and Trainings

The committee resolved to conduct the following programs:

Workshop on Gender Sensitization – scheduled on 20th September 2025 for staff members.

Conclusion

The meeting concluded with thanks to the Chair at 4:15 PM. Members agreed to review the progress in the next ICC meeting scheduled on 22nd September 2025 at 3:00 PM.

Coordinator

Sl. No	Name of the Members	Designation	Signature
01	Miss. Itirashmi Pradhan- HOD, Dept of MBA	Presiding Officer	
02	Miss. Aparupa Tejoswani Das- Asst. Prof, Dept of MBA	Coordinator	
03	Mr. Kalayan Kishore Mohanty	External Member(NGO)	
04	Mr. Satish Mishra, Dept of Law	Member	
05	Shreeta Swagatika Swain (Student)	Member	
06	Pritilata Barik (Student)	Member	
07	Chinmay Pradhan (Student)	Member	
08	Sambit Moharana (Student)	Member	

Principal
18/8/2025

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certified that this register
containing — pages is used
as Internal Complaint Committee
Register. from Academic Year (25-26)
onwards.



21-07-2025

Principal
Adarsha Institute of
Technology And Management
Angul

INTERNAL COMPLAINT COMMITTEE
ADARSHA INSTITUTE OF TECHNOLOGY & MANAGEMENT
ANGUL

①

The Internal complaints committee (ICC) addresses complaints of sexual harassment and discrimination in the college. It has exclusive powers to receive and address complaints from any of the female members of students, teaching and non-teaching staffs of the college.

Aim and Objective :-

1. To forceful implementation of the policies relating to the prevention of sexual harassment.
2. To provide conducive environment and congenial atmosphere for women.

Functions of ICC :-

1. To prevent sexual harassment at the college.
2. To prevent discrimination and sexual harassment against girls by promoting gender equality.
3. To conduct periodical programmes on women empowerment.

②

S/N	NAME	POSITION	DESIGNATION	ADDRESS
①	Ms. Hircashmi Pradhan Asst. Professor	Pradhan	Chair Person	Adarsha Institute of Technology & Management, Angul
②	Ms. Aparupa Tejoswani Das Asst. Professor		HOD	Adarsha Institute of Techno & Management, Angul
③	Mr. Satish Ranjan Mishra		Member	Adarsha Institute of Techno & Management, Angul
④	Mr. Kalyan Kishore Mahanty External Member		NGO Member	District child welfare committee, Angul
⑤	Shreeta Swagatika Swain Student		Student Representative	Adarsha Institute of Tec & Management, Angul
⑥	Pratibha Barick Student		Student Representative	Adarsha Institute of Tec & Management, Angul
⑦	Chinmaya Pradhan student		Student Representative	Adarsha Institute of & Management, Angul
⑧	Sankit Maharana student		Student Representative	Adarsha Institute of & Management, Ang

COMMITTEE MEMBERS

(2)

(3)

NAME	ADDRESS	MOB. NO / EMAIL ID	Signature
	Adarsha Institute of Technology & Management, Angul	8480301384 ds9417022@gmail.com	Shashini Das
	Adarsha Institute of Technology & Management, Angul	8594819604 aparupa.tejoswani1994@gmail.com	Aparupa Tejoswani Das
	Adarsha Institute of Technology & Management, Angul	8249045102	Satish Rajan Mishra
	District child welfare committee, Angul	7978679374 Kalyanmohanty04@gmail.com	Kalyan kishore Mohanty
	Adarsha Institute of Technology & Management, Angul	6372989018	Shmeeta Swagatika Swain
	Adarsha Institute of Technology & Management, Angul	9861580743	Parilata Barik
	Adarsha Institute of Technology & Management, Angul	6371603932	Chinmaya Pradhan
	Adarsha Institute of Technology & Management, Angul	7609911196	Sambit Moharana

[Signature]
 Adarsha Institute of Technology and Management
 Angul

Meetings Minutes of Internal Complaints Committee

The meetings of the Internal Complaints committee (ICC) was held on 18-08-2025 at 09:00 p.m. at Conference Hall, Academic Block.

Miss. Itirashmi Praadhan, Presiding officer, Presided over the meeting.

The following members of the Committee attended the meeting.

1. Miss. Itirashmi Praadhan,
HOD, DEPT of MBA Presiding officer
2. Miss. Aparupa Tejaswani Das
Assd. Prof, DEPT of MBA Coordinator
3. Mr. Kalayan Kishore Mohanty
External Member (NGO)
4. Mr. Satish Mishra
DEPT of Law Member
5. Shreeta Swagatika Swain Student
6. Pratilekha Barik Student
7. Chinmay Pradhan Student
8. Sambit Moharana Student

Agenda:

1. To deliberate on Facilitating Gender equality in the College.
2. To organize awareness Programs on rights and responsibilities of students and staff.
3. To finalize workshops and training Sessions for the upcoming Semester.

Minutes

1. The Presiding officer welcomed all the members.
2. The Co-ordinator informed that awareness Programmes on gender equity and awareness of Rights and Responsibility.

Proceedings & Decisions

1. Facilitating Gender Equality

The committee emphasized the need for promoting inclusiveness and equal opportunities for all genders within the institution.

It was decided to prepare a Gender Equality policy Documents and circulate it among students and staff.
Drafting responsibility assigned to Prof. Miss. Aparna Dejeswari Das.

2. Awareness on Rights and Responsibilities.

The committee discussed various means to spread awareness about the rights and responsibility related by the ICC before the beginning of the next academic session. Action assigned to Mr. Satish Mishra Faculty member.

3. Workshops and Trainings

The committee resolved to conduct the following programs:
Workshop on Gender Sensitization - schedule on 20th September 2025 for staff members.

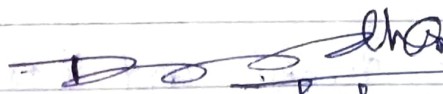
CONCLUSION:

The meeting concluded with thanks to the Chair at 4:15 pm. Members agreed to review the progress in the next ICC meeting scheduled on 22nd September 2025 at 3:00 pm.

Aparupa Tejaswani Das
18/08/25
Coordinator

Miss Pooja Pradhan
Miss Aparupa Tejaswani Das
Mr Satish Ranjan Mishra
Mr Kalyan Kishore Mohanty
Shreeta Swagatika Swain
Pratibha Barik
Chinmaya Pradhan
Sambit Maharana

Satish Ranjan Mishra
Aparupa Tejaswani Das
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