



# राजधानी इंजीनियरी कलेज RAAJDHANI ENGINEERING COLLEGE

(Managed by Samridhhi Educational Trust, Bhubaneswar, Odisha)  
Approved by AICTE, New Delhi and Affiliated to BPUT and SCTE & VT Govt.  
of Odisha, Accredited by "NBA" Recognized by DST, Govt. of India as SIRO  
Accredited by NAAC - "A" Grade


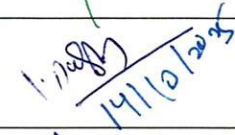


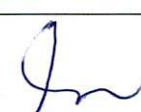
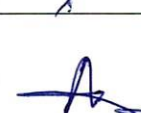
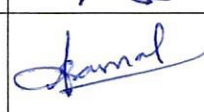
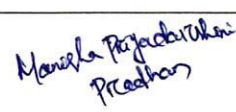
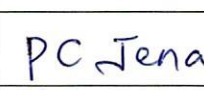
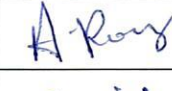

Ref. No. : REC/PO/2691/I

Date : 14/7/2025

## Office Order

### (Internal Complain Committee)

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgment dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, Internal Complaint Committee of Raajdhani Engineering College, Bhubaneswar, Bhubaneswar is constituted with following members for redressing the complaints of sexual harassment of women working in the Institute.

Sl. No	Name and designation	Position in the committee	Signature
1	Dr. Alok Kumar Mohapatra, Principal, Raajdhani Engineering College, Bhubaneswar	Chairman	
2	Prof. Laxmipriya Dash Asst. Prof in MBA, Raajdhani Engineering College, Bhubaneswar	Presiding Officer	
3	Prof. Jayanti Manjari Sahoo Asst. Prof in ME, Raajdhani Engineering College, Bhubaneswar	Convener	
4	Prof. Pujalin Rout Asst. Prof in BSH, Raajdhani Engineering College, Bhubaneswar	Member	
5	Prof. Sunita Dalei Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar	Member	
6	Prof. Ananya Preetipadma Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar	Member	
7	Prof. Shibani Rani Samal Asst. Prof in CE, Raajdhani Engineering College, Bhubaneswar	Member	
8	Ms. Manisha Priyadarsini Pradhan Lab Asst in Physics, Raajdhani Engineering College, Bhubaneswar	Member	
9	Dr. Prakash Chandra Jena NGO, Evergreen Forum	Member	
10	Achismita Roy Student 3 <sup>rd</sup> year, CSE	Member	
11	Deeptimayee Sishu Student 2 <sup>nd</sup> Year, CSE	Member	

### Roles & Responsibilities:

1. The committee should advice and counsel the students not to indulge themselves in any kind of sexual harassment activities which may spoil their career, character, academics & social life.
2. The committee shall ensure to solve the sexual harassment matter inside the college campus /bus /canteen /library /hostels and at any other vulnerable points, if any, then and there.
3. The matter may be reported to the higher authority on receipt of the reply of show cause notice from the accused and the complaint letter from the affected student.
4. The committee should take the disciplinary / legal action against the accused student/person immediately after thorough investigation and their parents may be informed.

Principal

Principal  
Raajdhani Engineering College  
Bhubaneswar

Copy to:

- ✓ 1. Person concerned
- ✓ 2. Registrar, Biju Patnaik University of Technology, Rourkela
- ✓ 3. Director, DTET, Cuttack
- ✓ 4. Vice-Chairman, SCTE&VT
- ✓ 5. AICTE, ERO, Kolkata
- ✓ 6. UGC, New Delhi

For information and necessary action

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Ref. No. : REC/PO/2633

Date : 05/08/2025

## NOTICE

It is hereby informed to all the members of the ICC of Raajdhani Engineering College that the IIC meeting will be held on 12-08-2025 in the IQAC office of the institute to discuss some ICC issues. As such, all are requested to attend the said meeting on the scheduled date and time without fail.

### Agenda of the meeting

1. Welcome address of the chairman
2. Confirmation of minutes of the last meeting dated: 23-07-2025
3. Action taken report on the decisions taken in the meeting dated: 23-07-2025
4. Review of ICC cases of the institute
5. Review of steps taken to curb the ICC cases
6. Awareness programme to orient the newly admitted female staff and students by inviting reputed persons from NGO working in the field of ICC.
7. Display of banners/ hooding in the campus about ICC
8. Display of information about ICC committee.
9. Periodic activity of ICC committee
10. Vote of thanks by convener

Convenor, ICC  
Raajdhani Engineering College  
Bhubaneswar

Principal  
Raajdhani Engineering College  
Bhubaneswar

Circulated to all the members of ICC through  
whatsapp and noticeboard.

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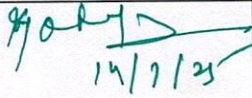
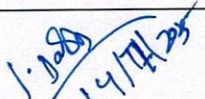
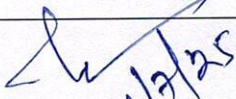
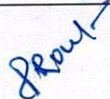





### Minutes of Meeting (ICC Committee)


Date: 14<sup>th</sup> July 2025


Venue: IQAC

A meeting has been organized by the ICC of Raajdhani Engineering College to discuss the following agenda under the chairmanship of Principal – cum- chairman of the said committee.

#### Members present

Sl. No	Name and designation	Position in the committee	Signature
1	Dr. Alok Kumar Mohapatra, Principal, Raajdhani Engineering College, Bhubaneswar	Chairman	 14/7/25
2	Prof. Laxmipriya Dash Asst. Prof in MBA, Raajdhani Engineering College, Bhubaneswar	Presiding Officer	 14/7/25
3	Prof. Jayanti Manjari Sahoo Asst. Prof in ME, Raajdhani Engineering College, Bhubaneswar	Convener	 14/7/25
4	Prof. Pujalin Rout Asst. Prof in BSH, Raajdhani Engineering College, Bhubaneswar	Member	
5	Prof. Sunita Dalei Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar	Member	
6	Prof. Ananya Preetipadma Asst. Prof in CSE, Raajdhani Engineering College, Bhubaneswar	Member	 14/7/25
7	Prof. Shibani Rani Samal Asst. Prof in CE, Raajdhani Engineering College, Bhubaneswar	Member	
8	Ms. Manisha Priyadarsini Pradhan Lab Asst in Physics, Raajdhani Engineering College, Bhubaneswar	Member	 14/7/25
9	Dr. Prakash Chandra Jena	Member	

  
14/7/25

  
14/7/2025

	NGO, Evergreen Forum		
10	Achismita Roy Student 3 <sup>rd</sup> year, CSE	Member	<i>A Roy</i>
11	Deeptimayee Sishu Student 2 <sup>nd</sup> Year, CSE	Member	<i>D Sishu</i>

The meeting started with the welcome address by the chairman followed by detailed report of previous meeting by the presiding officer of ICC. The agenda prepared by the presiding officer is placed in the meeting and decided to discuss.

**Agenda of the meeting**

1. Welcome address of the chairman
2. Confirmation of minutes of the last meeting dated: 23-07-2025
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4. Review of ICC cases of the institute
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6. Awareness programme to orient the newly admitted female staff and students by inviting reputed persons from NGO working in the field of ICC.
7. Display of banners/ hooding in the campus about ICC
8. Display of information about ICC committee.
9. Periodic activity of ICC committee
10. Vote of thanks by convener

**Following decisions were made by the Committee members:**

1. The minutes of the meeting of last meeting dated: 23-07-2025 are reviewed and confirmed.
2. The action taken report on the decisions taken in the meeting dated: 23-07-2025 is reviewed and confirmed.

**Action Taken report on the decisions taken in the meeting dated; 23-07-2025**

Sl.No	Decision taken on 23-07-2025	Action taken
1	Reconstitution of ICC	The ICC reconstituted vide letter no 2691, dated: 14-07-2025

*[Signature]*  
19/7/25

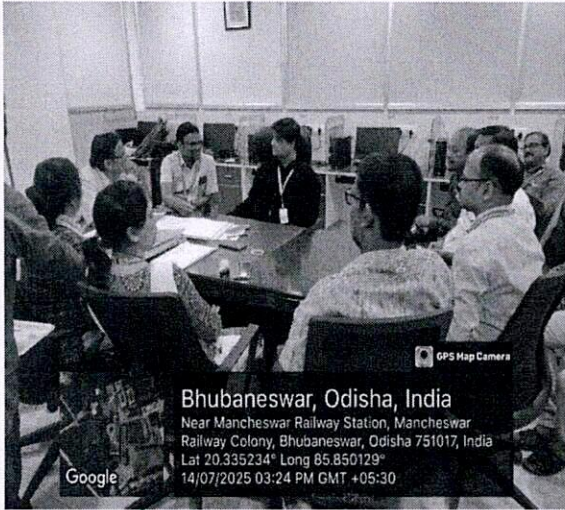
*[Signature]*  
19/7/2025

2	Members to be included as per directives of AICTE and BPUT	Members included accordingly
3	Awareness programmes on ICC to be conducted	3 such orientation/awareness programmes were conducted
4	ICC cases to be reviewed	As no case is reported, a nil report is placed
5	Orientation programme to be conducted by inviting resource persons from registered NGO or professors	No such programme is conducted as of now. However the same is listed in the present meeting

3. The Convener was requested to conduct at least one meeting preferably on the last Saturday of every month.
4. Awareness programme is to be conducted by inviting eminent personalities from NGO or professors from reputed institute.
5. It was discussed to intimate all committee members about the meeting in advance (at least 7 days Prior.).
6. It was also discussed to float a notice of awareness to all the students in every academic session with geo-tag photos, and the notice must be put in the notice board.
7. All the related documents must be recorded properly.
8. Display Board (4) must be provided in prominent places of the campus to create awareness.
9. Documentation relating to Vision Mission, Objective and grievance mechanism must be well disseminated.
10. The meeting ended with a vote of thanks to the chair and members present.

*[Handwritten signature]*  
14/7/25

*[Handwritten signature]*  
14/7/2025



Bhubaneswar, Odisha, India  
 Near Mancheswar Railway Station, Mancheswar  
 Railway Colony, Bhubaneswar, Odisha 751017, India  
 Lat 20.335234° Long 85.850129°  
 14/07/2025 03:24 PM GMT +05:30

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 14/07/2025 03:24 PM GMT +05:30

*[Handwritten signature]*  
 14/7/25

Principal  
 Raajdhani Engineering College  
 Bhubaneswar

Presiding officer, ICC  
 Raajdhani Engineering College  
 Bhubaneswar

*[Handwritten signature]*  
 14/7/25

**Signature of Members present**

Principal  
 Raajdhani Engineering College  
 Bhubaneswar

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 14/7/25

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 14/07/25

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 14/7/25

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