



# Gandhi Institute of Advanced Computer & Research

Prajukti Vihar, Arabindo Marg, RAYAGADA (Odisha) PIN-765002  
(Approved by AICTE-New Delhi, Affiliated to BPUT-Rourkela and SCTE&VT-Odisha)  
(Managed by Rabindranath Educational Trust), www.giacr.ac.in

Ref: ICC/GIACR/15/2025

Date: 03-Dec-2025

## ICC – MINUTES OF MEETING

The ICC (as per section 4 of Sexual Harassment of Women at workplace – Prevention, Prohibition and Redressal Act, 2013) meeting for the month of Nov-2025 was held on 29-Nov-2025 in Seminar Hall-1. The following members were present in the meeting.

1. Ms. Jyoshna Panda, Presiding Officer
2. Ms. Chandrika Saraka, Member
3. Ms. Preeti Nayak, Member
4. Mr. Nrusinghananda Panda, Member
5. Mr. Anand Gouda, Member
6. Mr. B. P. Ghadei, Member-Social Activist
7. Ms. S. K. Navya Gouri Patnaik, Student
8. Ms. Banita Panigrahi, Student
9. Mr. Sairam Behera, Student

The following points were discussed:

1. At the outset, the Presiding officer welcomed all the members of ICC.
2. The members reviewed the minutes of previous meetings and necessary action taken.
3. Roles and responsibilities of each member of ICC.
4. The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through faculty.
5. Students are motivated to report about any issues of gender disparity
6. Regular interaction to be maintained with students.
7. Any other business: No other business was recorded.
8. The Committee observed that no complaint has been received as on date.
9. The meeting ended with Vote of thanks.

*Jyoshna Panda*  
*Chandrika Saraka*

*Navya Gouri Patnaik*

*Banita Panigrahi*



*Jyoshna Panda*  
Presiding Officer, ICC  
GIACR, Rayagada



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Ref: ICC/GIACR/14/2025

Date : 01/ Dec/ 2025

## CIRCULAR

As per Vishakha guidelines given by Honorable Supreme Court and with reference to Section 4, All India Council for Technical Education Regulations, 2016 vide no. F.AICTE/WH/2016/01 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been re-constituted in GIACR with effect from 01-Dec-2025.

Internal Complaint Committee sensitises the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place.

### INTERNAL COMPLAINTS COMMITTEE MEMBERS

SL NO	NAME	DESIGNATION IN COMMITTEE	PHONE	OCCUPATION
1	Ms. Jyoshna Panda	Presiding Officer	8895592419	Asst. Prof
2	Ms. Chandrika Saraka	Member	7008930714	Asst. Prof
3	Ms. Preeti Nayak	Member	8328963489	Non-Teaching staff
4	Mr. Nrusinghananda Panda	Member	8458049922	Asst. Prof
5	Mr. Anand Gouda	Member	9437234715	Asst. Prof
6	Mr. S. N. Khadanga	Member	9437118439	Advocate
7	Mr. B. P. Ghadei	Member	9556821289	Social Activist
8	Ms. S. K. Navya Gouri Patnaik (Reg No: 2406374062)	Member	9078114223	Student Representative
9	Ms. Banita Panigrahi (Reg No: F24150001004)	Member	6281530463	Student Representative
10	Mr. Sairam Behera (Reg No: 2301374019)	Member	8917298650	Student Representative

PRINCIPAL

Principal  
Gandhi Institute of Advanced  
Computer & Research, Rayagada

*Jyoshna Panda*  
*Chandrika Saraka*  
*Preeti Nayak*  
*Nrusinghananda Panda*  
*Anand Gouda*  
*S. N. Khadanga*  
*B. P. Ghadei*  
*Navya Patnaik*  
*Banita Panigrahi*



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Ref: ICC/GIACR/13/2025

Date: 03/Nov/2025

## ICC – MINUTES OF MEETING

The ICC (as per section 4 of Sexual Harassment of Women at workplace – Prevention, Prohibition and Redressal Act, 2013) meeting for the month of Oct-2025 was held on 31-Oct-2025 in Seminar Hall-1. All the members attended the meeting.

1. At the outset, the Presiding officer welcomed all the members of ICC.
2. The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through faculty.
3. Induction program was organized for students of Lateral entry (3<sup>rd</sup> sem) students where the students were communicated about the role of ICC in College and how they can be benefitted if they require.
4. Students are motivated to report about any issues of gender disparity
5. Regular interaction to be maintained with students.
6. Any other business: No other business was recorded.
7. The Committee observed that no complaint has been received as on date.
8. The meeting ended with Vote of thanks.

**Presiding Officer, ICC**  
GIACR, Rayagada



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Ref: ICC/GIACR/12/2025

Date: 29/10/2025

## NOTICE

All members of the **Internal Complaints Committee (ICC)** are hereby informed that the **Monthly ICC Meeting** will be held as per the following schedule:

**Date:** 31-Oct-2025

**Time:** 11.00 AM

**Venue:** Seminar Hall-1

All members are requested to attend the meeting without fail. Matters of importance regarding ICC activities will be discussed, and your presence is mandatory.

### Agenda

1. Review of cases relating to Sexual harassment if any.
2. Awareness programme for boys and girls.
3. Students to be made aware about the complaint registration procedure.

**Presiding Officer, ICC**  
GIACR, Rayagada

Copy to:

- Principal for information
- ICC Members.

Navya Patnaik

Panda Samant Behera

Banita Panigrahi



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Ref: ICC/GIACR/11/2025

Date: 12-Oct-2025

## QUARTERLY REPORT OF INTERNAL COMPLAINT COMMITTEE (ICC)

The sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Section 21) (See rule 14)

Name of the Institute: Gandhi Institute of Advanced Computer & Research, Rayagada

Quarter of Academic Year: 01-JUL-2025 to 30-SEP-2025

Sl No	Particulars	Information
1	Number of complaints of Sexual harassment received in the 3 <sup>RD</sup> Quarter of 2025	Nil
2	Number of complaints disposed of during the quarter	Nil
3	Number of cases pending for more than 90 days	Nil
4	Number of workshops or awareness Programme against sexual harassment	Nil
5	Nature of action taken by the employer or District Officer	No

Place: RAYAGADA

Date: 12-Oct-2025

  
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Ref: ICC/GIACR/10/2025

Date: 06/10/2025

## ICC – MINUTES OF MEETING

The ICC (as per section 4 of Sexual Harassment of Women at workplace – Prevention, Prohibition and Redressal Act, 2013) meeting for the month of Sep-2025 was held on 30-Sep-2025 in Seminar Hall-1. All the members attended the meeting.

1. At the outset, the Presiding officer welcomed all the members of ICC.
2. The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through faculty.
3. The Presiding officer expresses her thanks to all the members and the members agreed that the Committee will meet every month on a regular basis or earlier, if needed in case of any complaints.
4. Students are motivated to report about any issues of gender disparity
5. Students are advised to use the Social Networks safely.
6. Any other business: No other business was recorded.
7. The Committee observed that no complaint has been received as on date.
8. The meeting ended with Vote of thanks.



  
Presiding Officer, ICC  
(S. J. Margarete)



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Ref: ICC/GIACR/09/2025

Date: 27/09/2025

## NOTICE

All members of the **Internal Complaints Committee (ICC)** are hereby informed that the **Monthly ICC Meeting** will be held as per the following schedule:

**Date:** 30<sup>th</sup>-Sep-2025

**Time:** 11.00 AM

**Venue:** Seminar Hall-1

All members are requested to attend the meeting without fail. Matters of importance regarding ICC activities will be discussed, and your presence is mandatory.

### Agenda

1. Review of cases relating to Sexual harassment if any.
2. Awareness programme for boys and girls.
3. Any other point with the permission of the Principal.

### Copy to:

- Secretary for information
- ICC Members.

*Handwritten signature* Saman Patra

*Handwritten signature*

*Handwritten signature*

*Handwritten signature* Banika Panigrahi

*Handwritten signature*  
**PRINCIPAL**  
Principal  
Gandhi Institute of Advanced  
Computer & Research, Rayagada

*Handwritten signature* Navya Patra



# Gandhi Institute of Advanced Computer & Research

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Ref: ICC/GIACR/08/2025

Date: 04/09/2025

## ICC – MINUTES OF MEETING

The ICC (as per section 4 of Sexual Harassment of Women at workplace – Prevention, Prohibition and Redressal Act, 2013) meeting for the month of Aug-2025 was held on 30-Aug-2025 in Principal's Chamber. All the members attended the meeting.

1. At the outset, the Presiding officer welcomed all the members of ICC.
2. The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through faculty.
3. The committee stressed the need to increase awareness amongst the students on how the rules have been amended to prevent instances of harassment of women.
4. The Presiding officer expresses her thanks to all the members and the members agreed that the Committee will meet every month on a regular basis or earlier, if needed in case of any complaints.
5. The Committee noted that no complain of sexual harassment against anyone of the institution has been received.
6. Any other business: No other business was recorded.
7. The meeting ended with Vote of thanks.



  
Presiding Officer, ICC  
(S. J. Margarete)



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Ref: 102/GIACR/2025

Date: 26/08/2025

## NOTICE

All members of the **Internal Complaints Committee (ICC)** are hereby informed that the **Monthly ICC Meeting** will be held as per the following schedule:

**Date:** 30th August 2025

**Time:** 3.00 PM

**Venue:** Principal's chamber

All members are requested to attend the meeting without fail. Matters of importance regarding ICC activities will be discussed, and your presence is mandatory.

### Agenda

1. Review of cases relating to Sexual harassment if any.
2. Awareness programme for boys and girls.
3. Any other point with the permission of the Principal.

### Copy to:

- Secretary for information
- ICC Members.

*H. Hande* *Satish Behera*

*M. Mohan*

*Banika Panigrahi*

*Banika Panigrahi*

*[Signature]*  
PRINCIPAL  
Principal

Gandhi Institute of Advanced  
Computer & Research, Rayagada

11  
*Maya Patraik*



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Date: 10/06/2024

## CIRCULAR

All the members of the Internal Complaints Committee (ICC) are informed to attend a meeting in the chamber of undersigned at 3.00 pm on 11/06/2024.

### Agenda

1. Review of cases relating to Sexual harassment if any.
2. Awareness programme for boys and girls.
3. Any other point with the permission of the Principal.

### Copy to:

- Secretary for information
- ICC Members.

  
PRINCIPAL  
Principal  
Gandhi Institute of Advanced  
Computer & Research, Rayagada



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Date: 14/Oct/2024

## CIRCULAR

All the members of the Internal Complaints Committee (ICC) are informed to attend a meeting in the chamber of undersigned at 3.30 pm on 15/Oct/2024.

### Agenda

1. Report on cases relating Sexual harassment for the academic year 2023-24
2. Events and programmes to be organized.
3. Any other point with the permission of the Principal.

  
**PRINCIPAL**

### Copy to:

- Secretary for information
- ICC Members.

**Principal**  
**Gandhi Institute of Advanced**  
**Computer & Research, Rayagada**



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## MINUTES OF THE INTERNAL COMPLAINTS COMMITTEE (ICC) 2023-24

The meeting of Internal Complaints Committee (ICC) was held on 11/Jun/2024 and 15/Oct/2024 in Principal's office. The Following members were present in the meeting.

1. Dr. S. J. Margarete, Prof
2. Mr. K Venkara Ramana, Asst. Prof
3. Mr. Manas Ranjan Sahu, Asst. Prof
4. Mr. Kamalakanta Padhi, Asst. Prof
5. Ms. Arpita Swain, MBA-2<sup>nd</sup> yr
6. Mr. Gagan Patro, B.Tech-3<sup>rd</sup> yr
7. Ms. Ayushi Gantayat, B.Tech-4<sup>th</sup> yr

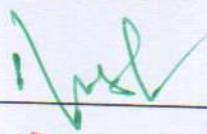
Dr. S.J.Margarete welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year.

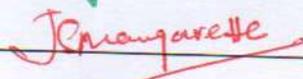
Mr. K Venkata Ramana submitted a report stating that there were no cases relating to sexual harassment in the college during the last academic year.

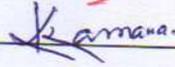
It was decided to conduct programmes and activities about gender equity and gender sensitization.

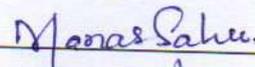
As there were no other points for discussion, the meeting was concluded with vote of thanks by Dr. S.J.Margarete.

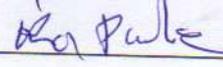
Since there was no other point to discussion the meeting ended.

Dr. P C Mishra, Principal : 

Dr. S. J. Margarete : 

Mr. K Venkata Ramana : 

Mr. Manas Ranjan Sahu : 

Mr. Kamalakanta Padhi : 



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## ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE (ICC)

**Name of the Institute** : Gandhi Institute of Advanced Computer & Research,  
Rayagada

**Academic Year** : 01/ JUL/ 2023 TO 30/ JUN/ 2024

Sl No	Particulars	Information
1	Number of complaints of Sexual harassment received in the year	Nil
2	Number of orientation or training programmes carried out for the members of the ICC to deal with complaints	Nil
3	Number of complaints disposed of during the year	Nil
4	Number of cases pending for more than 90 days	Nil
5	Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment	02
6	Nature of action taken by the Technical Institution against the perpetrator	Nil

  
**PRINCIPAL**  
Principal

Gandhi Institute of Advanced  
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RAYAGADA, Odisha

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## CIRCULAR

Date: 26/10/2024

As per Vishakha guidelines given by Honorable Supreme Court and with reference to Section 4 All India Council for Technical Education Regulations, 2016 vide no. F AICTE/WH/2016 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in GIACR to prevent sexual harassment of woman at work place.

Internal Complaint Committee sensitises the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place.

### INTERNAL COMPLAINTS COMMITTEE MEMBERS

SL NO	NAME	DESIGNATION IN COMMITTEE	PHONE	OCCUPATION
1	DR. PRATAP CHANDRA MISHRA	CONVENER	9437207093	PRINCIPAL
2	Dr. S. J. Margarett	MEMBER	7653029800	TEACHING FACULTY
3	Mr. K Venkata Ramana	MEMBER	9438638575	TEACHING FACULTY
4	Mr. Manas Ranjan Sahu	MEMBER	7978793446	TEACHING FACULTY
5	Mr. Kamalakanta Padhi	MEMBER	8458049922	TEACHING FACULTY
6	Ms. Arpita Swain, MBA-2nd yr	MEMBER		Student Representative
7	Mr. Gagan Patro, B.Tech-3rd yr	MEMBER		Student Representative
8	Ms. Ayushi Gantayat, B.Tech-4th yr	MEMBER		Student Representative

Principal

Principal

Gandhi Institute of Advanced  
Computer & Research, Rayagada