



IMB SCHOOL OF HOSPITALITY

Approved by Govt. of Odisha, Affiliated to Utkal University of Culture,
Bhubaneswar and Recognized by UGC, Govt. of India

Ref. IMBSOH/581/2025

Date 01-08-2025

Office Order for Internal Complaints Committee (ICC)

In accordance with UUC Notice No. 916/UUC dated 18.07.2025, and in adherence to the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, and in pursuance of Letter No. 37032/HE on dated 14.07.2025 issued by the Department of Higher Education, Government of Odisha regarding constitute of Internal Complaints Committee (ICC), an Internal Complaints Committee (ICC) has been constituted for IMB School of Hospitality, Bhubaneswar.

As per the approval of the competent authority, an internal complaints committee (ICC) of IMB School of Hospitality is hereby constituted with the following members

Sl. No	Name	Designation	Designation in Committee
01	Prof. Pooja Saha	Lecturer in English	Presiding Officer & Convener
02	Miss. Linkan Subudhi (Bravery Awardee)	Founder, Seva Prayas Foundation	Member (NGO)
03	Prof. Saroj Kumar Ray	Lecturer in Food Production	Member (Teaching Faculty)
04	Mrs. Laxmi Dhal	Teaching Associate in Front Office	Member (Teaching Faculty)
05	Miss. Ritirekha Sahoo	Admission Counsellor	Member (Non-Teaching Employee)
06	Mrs. Sukanya Murty	Scholarship and Compliance Officer	Member (Non-Teaching Employee)
07	Ms. Nupur Chaudhury	BHM Second Year, IMBSOH	Member (Student Representative)
08	Ms. Rasmita Das	MHM First Year, IMBSOH	Member (Student Representative)
09	Ms. Ketaki Munda	BHM Third Year, IMBSOH	Member (Student Representative)
10	Ms. Shruti Saiba Jena	MHM Second Year, IMBSOH	Member (Student Representative)





IMB SCHOOL OF HOSPITALITY

Approved by Govt. of Odisha, Affiliated to Utkal University of Culture,
Bhubaneswar and Recognized by UGC, Govt. of India

Ref.....

Date 01-08-2025

Tenure of ICC:

The term of office of the members of the ICC shall be a period of three years. The committee shall function as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

Objectives of the ICC

- To prevent sexual harassment in the college by promoting awareness and sensitivity among students, faculty, and staff.
- To ensure a safe and dignified workplace and learning space that respects the rights of all, regardless of gender.
- To provide a fair, confidential, and accessible mechanism for redressal of complaints related to sexual harassment.
- To uphold the principles of gender equality and justice through impartial inquiry and timely resolution of grievances.
- To organize awareness and sensitization programmes on issues related to gender, sexual harassment, and women's rights.

DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment;
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Complaints can be submitted in written form directly to the Presiding Officer/Convener/any ICC members or by sending mail at icc@imbedu.in, principal@imbedu.in, Helpline No: 7787095750/9861750983


Prof. Asish Kumar Swain
Principal, IMBSQH
Principal

IMB School of Hospitality
Bhubaneswar

To

- All the committee members concerned.

Copy to:

- Secretary, IMB Group of Institutions/ Principal Office, IMBSOH/ Admin, IMB/ Notice board
- Controller of Examinations, UUC, Bhubaneswar
- Secretary to VC, UUC for kind information of Hon'ble Vice-Chancellor