

Indian Maritime University  
Visakhapatnam Campus

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OFFICE ORDER

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| Sub. : Constitution of Internal<br>Complaints Committee (ICC)   | Office Order : IMU (V)/1000/2022/69<br>Date Effective: 4 <sup>th</sup> January, 2023 |
| Ref. : Office Order/IMUV/1000/2021-2022/26<br>Date - 26.11.2021 | Date issued : 4 <sup>th</sup> January, 2023  |

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Distribution:

Dr. Sheeja Janardhanan, Associate Professor  
Dr. J. Siva Durga Prasad, Assistant Professor  
Mrs. J. Syamala, Office Superintendent  
Shri Tappendu Biswas, Library Assistant  
Ms. E.P.S. Bhagyalakshmi  
HoDs  
Director's Secretariat  
Notice Board

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Further to the Office Order no. IMU(V)/1000/2021-2022/26 dated 26<sup>th</sup> November, 2021 the following Internal Complaints Committee (ICC) has been constituted with the following members and shall take action as prescribed under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and shall report to the Campus Director. In this regard the roles and responsibilities of the Committee is enclosed at Annexure- I for carrying out further activities. The Committee is as follows:

1. Dr. Sheeja Janardhanan, Associate Professor, Chairperson

Members:

2. Dr. J. Siva Durga Prasad, Assistant Professor
3. Mrs. J. Syamala, Office Superintendent
4. Shri Tappendu Biswas, Library Assistant
5. Ms. E.P.S. Bhagyalakshmi, Faculty

External Members:


6. Dr. K. Sudha, Assistant Professor, Damodar Sanjivaiah National Law University
7. One Doctor / Advocate or among NGOs (to be nominated later)

  
Campus Director i/c

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**Roles and Responsibilities of Internal Complaints Committee (ICC)**

1. To carry out Gender Sensitization by conducting workshops/training for all categories of Employees and students/cadets.
2. Special Training for Students for addressing issue of Gender Sensitization.
3. Training for awareness on Sexual Harassments at Workplace – Rights of women, Prevention, Prohibition and Redressal Mechanism.
4. Displaying of Posters to create Gender Sensitization.
5. Display of Names of Officials to whom complaints have to be addressed for redressal of grievance.
6. Nomination of Women Employee to oversee the above activities and to submit 6 monthly reports for the same.
7. Internal Complaint Committees to be constituted and intimated to HQ.
8. The ICC to submit Annual Report to the HQ for the cases of Sexual Harassment Complaints in terms of the Sexual Harassment at work place Act 2013.

  
Campus Director i/c