



## PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous college affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI, BERHAMPUR, DIST.:-GANJAM, PIN – 761003

No. PMEC/Estt./ 1823.

Date: 31/07/ 2025.

### OFFICE ORDER

In strict compliance to the provision of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) and in pursuance to the order of SD & TE department No. SDTE-OE-I-ESTT-0016-2018/4697 SDTE dated 25<sup>th</sup> July 2025, the "Internal Committee" (IC) is hereby constituted consisting of the following members to address the complaints of sexual harassment and violence against women in the College as per Vishaka guidelines of the Hon'ble Supreme Court and National Commission for Women.

- |   |                    |
|---|--------------------|
| 1 Dr. Subhashree Panda, Asst. Prof.<br>Management                 | -Presiding Officer |
| 2 Ms. Swayamsiddha Dash, Asst. Prof.<br>Civil Engineering         | -Member            |
| 3 Mrs. Pragyanshree Parida, Asst. Prof.<br>Electrical Engineering | -Member            |
| 4 Dr. Braja Kishore Brahma, Doctor,<br>Berhampur                  | -Member            |
| 5 Ms. Himani Dash, Project Officer,<br>PREM(NGO) , Berhampur      | -Member            |

The duties and responsibilities of the committee are as follows.

1. Frequency of meeting to be conducted: The committee shall sit monthly for first six months from the date of issue of this order, then after meetings to be conducted quarterly.
2. Awareness Programs: The committee shall conduct workshops and awareness programs at regular intervals to sensitize the students and staff with the provision of POSH Act. And orientation programs for the members of the committee.
3. Display of Information and Awareness Material: The committee shall ensure that the key provision of POSH Act., and procedure for filing complaints are displayed prominently in multiple locations.
4. Registration of institutions on the SHe-Box Portal: The committee shall make sure that college is registered and all required details and reports are duly uploaded on the She-Box Portal at the earliest.
5. Inquire and Redressal: The committee shall adhere to the time bound inquiry and redressal mechanism as per section 9 and 11 of the POSH Act.
6. Annual Reporting and Transparency: The committee shall maintain records complaints and submit annual report on their disposal/status.

The term of Internal Committee (IC) is effective from the date of issue of this order for a period of (03) three years.

This supersedes earlier Office Order No.PMEC/Estt./1160 dated 25.07.2023.

*Somshah*  
31.07.2025

Principal  
PMEC, Berhampur

Memo No 1824

Dated 31/07/2025

PRINCIPAL  
Parala Maharaja Engineering College  
Berhampur

Copy to :

1. The persons concerned for information and necessary action.
2. College/Hall of Residence Notice Board.
3. All the Deans / HODs /Chairman IQAC / Finance Officer/ PIC Examination/ Workshop Superintendent/ All Professors In-Charges/ All Wardens for information and necessary action.
4. The Dean, F&P with a request to upload in the College Website.
5. The Additional Secretary to Government, SD &TE Department for kind information and necessary action.

*Somshah*  
31.07.2025

Principal  
PMEC, Berhampur

PRINCIPAL  
Parala Maharaja Engineering College  
Berhampur