



PARALA MAHARAJA ENGINEERING COLLEGE

(Affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

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

No. PMEC/Estt./ 3851

Date 23 / 07 / 2026.

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. SD&TE Department letter No. SDTE/OE-I-ESTT-0016-2018/4697 SDTE dated 25th 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.

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|--|-----------|-------------------|
| 1. Dr. (Mrs) Anita Mohanty, Associate Professor, ETC | - | Presiding Officer |
| 2. Mrs. T Mita Kumari, Assistant Professor (SG), ETC | - | Member |
| 3. Mr. Kashinath Dhamudia, Assistant Professor(SG), ME | - | Member |
| 4. Dr. Braja Kishore Brahma, Doctor, Berhampur | - | Member |
| 5. Ms. Himani Dash, Project Officer, PREM (NGO), Berhampur | - | Member |
| 6. Mr. Ashok Kumar Rath, Junior Assistant (Non-Teaching) | - | Member |
| 7. Mrs. Harapriya Dash (Non-Teaching) | - | Member |
| 8. Mr. Anshuman Sahoo (2301109447) ME | } Student | - Member |
| 9. Miss. Mahek Agarwal (2301109135) CSE | | - Member |
| 10. Miss. Yaminee Dash(2401109487) ETC | | - Member |

The undersigned appreciates the service rendered by the outgoing members.

The duties and responsibilities of the committee are as follows.

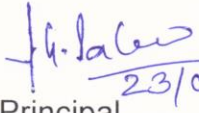
1. Frequency of meeting to be conducted: The Committee shall sit monthly for first six months from the date of issue of this order, then after meetings to be conducted quarterly.
2. Awareness programme: The committee shall conduct workshops and awareness programmes at regular intervals to sensitize the students and staff with the provision of POSH Act. And orientation programmes 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 filling 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/1823 dt 31.07.2025.

Memo No 3852.

Date 23/07/2026.


23/07/2026
Principal
PMEC, Berhampur
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 PIC (Web-site) with a request to upload in the College Website.
5. The additional Secretary to Government, SD&TE Department for favour of kind information and necessary action.


23/07/2026
Principal
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