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**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**  
**ODISHA**

**MINUTES OF THE MEETING**

Committee against Sexual Harassment

**6 January 2023**

**MEMBERS:**

- (1) Prof. Prajna Pani, Dept. of English, SoM (Convenor) *Prajna Pani*
- (2) Prof. S. P. Nanda, Dean (Admin.), MSSSoA *S. P. Nanda*
- (3) Prof. Mir Sadat Ali, Dean, SoVET *Mir Sadat Ali*
- (4) Prof. Banitamani Mallik, Professor SoAS *Banitamani Mallik*
- (5) Prof. Gitanjali Behera, Head, Associate Dean, SoABE *Gitanjali Behera*
- (6) Ms. S. Parvathi, Non-Teaching Staff *S. PARVATHI*
- (7) Ms. Bhagyalakshmi Nayak, Advocate & works for IWD (External Member) *Bhagya*

**Agenda**

- Gender Awareness Events on Republic Day Celebrations
- Women's Day Celebrations
- Gender Sensitivity Training
- Annual Calendar

**Report**

- It was decided to organise gender awareness programme on the occasion of Republic Day Celebrations. The initiation to organise skit by the CSR Volunteers was appreciated by the committee.
- The convenor of the committee informed the members about the workshop plan on Gender Sensitization on the occasion of Women's Day Celebrations. Additionally, she suggested arranging a dedicated counselling session for the students.

- To foster a gender-aware culture, the members suggested conducting gender sensitivity training sessions for all employees/members. This training should focus on creating awareness about unconscious biases and promoting inclusivity in the workplace.
- Dr.Prajna Pani, the convenor of the committee advised all the members to adhere to the Annual Calendar for gender sensitization.

No other points discussed; the meeting ended with vote of thanks from the chair.

*Prajna Pani*  
Convenor 6.01.2023



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**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT  
ODISHA**

**MINUTES OF THE MEETING**

Committee against Sexual Harassment

**12 May 2023**

**MEMBERS-**

- (1) Prof. Prajna Pani, Dept. of English, SoM (Convenor) *Prajna Pani*
- (2) Prof. S. P. Nanda, Dean (Admin.), MSSSoA *S. P. Nanda*
- (3) Prof. Mir Sadat Ali, Dean, SoVET *Mir Sadat Ali*
- (4) Prof. Banitamani Mallik, Professor SoAS *Banitamani Mallik*
- (5) Prof. Gitanjali Behera, Head, Associate Dean, SoABE *Gitanjali Behera*
- (6) Ms. S. Parvathi, Non-Teaching Staff *S. Parvathi*
- (7) Ms. Bhagyalakshmi Nayak, Advocate & works for IWD (External Member) *Bhagya*

**Minutes of the Meeting: Committee against Sexual Harassment at Centurion University of Technology and Management**

**Agenda**

- Functioning of the Internal Complaints Committee (ICC)
- Gender Champions
- Role plays and Competitions
- Sensitisation Programmes on the Cybercrime

The members of the committee have informed about the smooth functioning of the Internal Complaints Committee (ICC) and the absence of any complaints. This indicates that the committee is doing a good job in creating a safe and inclusive work environment where employees feel comfortable and respected.

The convenor advised hostel visits and special interaction with female employees at regular intervals.

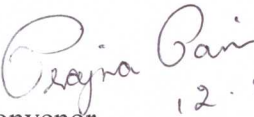
It was proposed to organise grooming sessions for the gender champions responsible for conducting gender sensitisation activities and workshops in the campus.

Dr. Gitanjali suggested to incorporate more role plays depicting gender sensitisation during events like International Women's Day and University Annual Day Programme. Emphasis was also given on conducting role plays and competitions under Language Cub activities, communication classes and various competitions.

Dr. S.P. Nanada emphasised on the sensitisation programmes on the cybercrime against women in gender. It is proposed to be conducted- in the month of August 2023.

The convenor, Dr. Prajna Pani, expressed gratitude to all members.

No other points discussed; the meeting ended with vote of thanks from the chair.

  
12.5.2023  
Convenor





## Centurion University of Technology & Management, Odisha

### Paralakhemundi Campus, Minutes of the Internal Complaints Committee

Date: 08/08/2022

Time: 4.00P.M

Venue- Board Room-1

#### Members present in the meeting:

Members Name	Signature
Prof. Prajna Pani, Dept. of English, SoM (Chairman)	
Prof. S. P. Nanda, Dean (Admin.), MSSSoA	
Prof. Mir Sadat Ali, Dean, SoVET	
Prof. Banitamani Mallick, Professor, SoAS	
Prof. Gitanjali Behera, Associate Dean, SoABE	
Ms. S. Parvathi, Non-Teaching Staff	
Dr. Amrutha Gopan, Asst. Professor, Fisheries (Convenor)	

#### Agenda:

- Orientation programme
- Workshop and Seminar
- Facilities available for female students , Lady Faculty and staffs
- Institution Scholarship

### **Discussion points:**

- As per the guideline of UGC, the newly admitted students of the university should be given awareness on the objectives, roles of the internal complaint committee through orientation programme besides sensitizing other students and staff of the university.
- It was resolve that a workshop on Gender Communication is to be conducted among faculty & staff to create positive values that supports the female and their rights.
- It was resolve that a national seminar is to be organized on gender quality among students, Faculty & staffs. To provide guideline to a safe work environment where students & women staff could work with dignity and to set up mechanism to prevent and redress cases of Sexual harassment at the work place.
- To provide facilities to female faculty and students.
- To provide scholarship "Chandrika" to female students.

The meeting ended with vote of thanks from the chair.





# CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT ODISHA

## MINUTES

### Meeting of the Internal Committee on

### Sexual Harassment of Women at Workplace

A meeting of the committee against sexual harassment was conducted on dt-15/08/2022

- (1) Asst.Prof. Meena Kumari Sahu, Dept. of Physics, SoAS (**Convenor**)
- (2) Asst.Prof. Namita Panda, Dept.of Botany, SoAS
- (3) Asst.Prof. Nilaya Kumar Mohanty, HoD,Dept. of Physics, SoAS
- (4) Asst.Prof.Satyabrata Sadangi, Dept. of Mathematics, SoAS
- (5) Mrs. Deepika Swain,Hostel Incharge( Non-Teaching Staff)
- (6) Mr.Asit Kumar Sarangi, Advocate (**External Member**)
- (7) Mr.Dharmendra Nanda, works for Dikhsya a NGO (**External Member**)

The Convener welcomed the members of the committee and presented the agenda of the meeting.

#### Report:

The Convener reported that the committee should more focus on the promotional activity of the Gender Sensitization cell. Also the Internal Complaints Committee on Sexual harassment of Women at Workplace was constituted to ensure women's protection against sexual harassment at workplace and to contribute to the realization of their right to gender equality, life and liberty; and to act as a redressal mechanism. The Committee members have a discussion on the following:

#### Agenda:

1. Discussions were held on the importance of creating awareness and continuous sensitization among the employees. It was resolved that:
  - i. Posters and notices defining sexual harassment be placed at prominent places in the campus.
  - ii. Complaint procedures and Instructions for filing of complaints through the portal in the institution website be displayed in the posters
  - iii. Contact details of the committee members be displayed
  - iv. A copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, handbook be disbursed/ shared to the faculty, office staff and students in soft copy.
2. All the committee members contact no should be easy access to all students, accordingly the poster and banner should be placed at various place in the campus.
3. Students shall also be sensitized through screening of shorts films, Drama, One-act play etc.


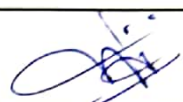


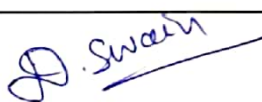
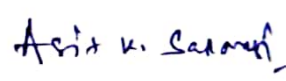
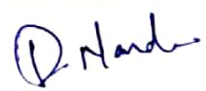
4. The Organisation tried to enrich the lives of students by giving them a "Clear Face confidence. The activity promotes youth's self-esteem which in turn will help them to grow as strong and confident individuals.
5. Discussions were held on the importance of creating awareness and continuous sensitization among the employees. It was resolved that:
  - v. Posters and notices defining sexual harassment be placed at prominent places in the campus.
  - vi. Complaint procedures and Instructions for filing of complaints through the portal in the institution website be displayed in the posters
  - vii. Contact details of the committee members be displayed
  - viii. A copy of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, handbook be disbursed/ shared to the faculty, office staff and students in soft copy.
6. Discussions were held on to invite all non-teaching staffs, Contract labour viz. Gardening staff, Housekeeping, Security service provider etc. to orient about the sexual harassment and gender sensitization through discussion in mother tongue so that it would be advantageous for creating awareness about the committee, action of the committee and have good interpersonal relationship etc.

There being no further business, the meeting ended with vote of thanks from the chair.

  
Convenor



**MEMBERS PRESENT :-**

SL. NO.	NAME OF MEMBER	DESIGNATION	Signature
1	Asst. Prof. Meena Kumari Sahu	Dept. of Physics, SoAS (Convenor)	
2	Asst. Prof. Namita Panda	Dept. of Botany, SoAS (Member)	
3	Asst. Prof. Nilaya Kumar Mohanty	HoD, Dept. of Physics, SoAS (Member)	
4	Asst. Prof. Satyabrata Sadangi	Dept. of Mathematics, SoAS (Member)	
5	Mrs. Deepika Swain	Hostel Incharge (Non-Teaching Staff)	
6	Mr. Asit Kumar Sarangi	Advocate (External Member)	
7	Mr. Dharmendra Nanda,	works for Dikhsya a NGO (External Member)	



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**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT  
ODISHA**

**MINUTES**

**Meeting of the Internal Committee on  
Sexual Harassment of Women at Workplace**

A meeting of the committee against sexual harassment was conducted on dt-12/12/2022

**MEMBERS PRESENT:**

1. Mrs.Meena Kumari Sahu (Convener) CUTM, Bolangir
2. Mrs. Namita Panda, CUTM, Bolangir
3. Mrs. Monalisha Joshi, CUTM, Bolangir
4. Mrs. Binapani Barik, CUTM, Bolangir
5. Dr. Bhairab Kumar Majhi, CUTM, Bolangir
6. Mr. Prashant Kumar Dash, CUTM, Bolangir
7. Mrs.Prativa Satpathy ,CUTM, Bolangir
8. Dr.Nilaya Kumar Mohanty CUTM, Bolangir
9. Mr. Asit Kumar Sarangi, Advocate, Bolangir

The Convener welcomed the members of the committee and presented the agenda of the meeting.

**Report:**

The Convener addressed one by one for the discussion on the Gender Sensitization issues and planning. The Convener reported that the Internal Complaints Committee on Sexual harassment of Women at Workplace was constituted to ensure women's protection against sexual harassment at workplace and to contribute to the realization of their right to gender equality, life and liberty; and to act as a redressal mechanism. So all should actively participate and support for the initiatives.

The Committee members have a discussion on the following:

**Agenda:**

1. It was discussed that Health awareness programme on different types of diseases for the female staff and students of the institute, Mrs.Namita has suggested that for womens health yoga should also be introduced to students.
2. A medical check-up camp was conducted for teaching staff and the UG/PG students under the programme of 'Healthy Women and Healthy State'.
3. It was decided that Every girl women should attend session on 'Judo-Karate classes' and combatting sexual harassment'
4. Planned to focus on upliftment of women students and the environment affecting them, women's health and wellbeing, skill development, motivational lectures and personality development, contribution of women in science, issues faced by women today, initiative for research and community involvement, violence against women, women's contribution in art and literature.



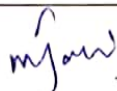

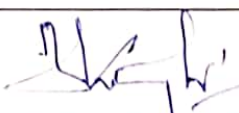
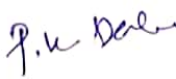

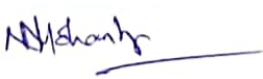
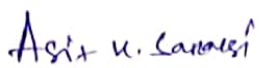
5. It has been instructed to spread the message of gender equality in order to eliminate gender bias insensitivity through seminars, poster display, organizing exhibitions etc.
6. The convenor gave a concluding and gave thank you speech at the end.

There being no further business, the meeting ended with vote of thanks from the chair.

*M. Sahy*

Convenor

**MEMBERS PRESENT:**

SL. NO.	NAME OF MEMBER	DESIGNATION	Signature
1	Mrs.Meena Kumari Sahu	CUTM, BOLANGIR <b>Convener</b>	
2	Mrs. Namita Panda	CUTM, BOLANGIR <b>(Member)</b>	
3	Mrs. Monalisha Joshi	CUTM, BOLANGIR <b>(Member)</b>	
4	Mrs.Binapani Barik	CUTM, BOLANGIR <b>(Member)</b>	
5	Dr. Bhairab Kumar Majh	CUTM, BOLANGIR <b>(Member)</b>	
6	Mr. Prashant Kumar Dash	CUTM, BOLANGIR <b>(Member)</b>	
7	Mrs.Prativa Satpathy	CUTM, BOLANGIR <b>(Member)</b>	
8	Dr.Nilaya Kumar Mohanty	CUTM, BOLANGIR <b>(Member)</b>	
9	Mr. Asit Sarangi	Advocate, Bolangir <b>(External Member)</b>	





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BHUBANESWAR CAMPUS, JATNI, ODISHA

Ref. No.CUTM/BC/CSR/DC/

Date: 21.02.2022

Minutes of the meeting held on 21.02.2022 Internal Committee against Sexual Harassment of Women: Prevention, prohibition and Redressal at Centurion University of Technology and Management.

Members Presents:-

- |   |   |                        |
|---|---|------------------------|
| 1. Dr. Smita Mishra Panda, Prof. SoM                  | : | Chairperson            |
| 2. Prof. JagannathPadhi, Director, Bhubaneswar campus | : | Member                 |
| 3. Dr. Subrata Sarangi (Physics)                      | : | Member                 |
| 4. Dr. Sujata Chakravarty, Professor (CSE)            | : | Member                 |
| 5. Ms. Manjuprava Dhal (External)                     | : | Member                 |
| 6. Ms. Kusmanjali Mahapatra                           | : | Member                 |
| 7. Dr. Madhumita Das, Asst. Professor (SoM)           | : | Member and<br>Convener |

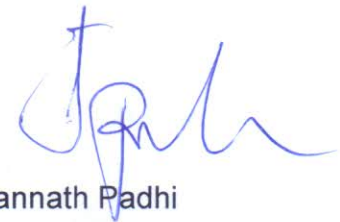
The committee sat on dated: 21.02.2023 at Room No. 5 under the Chairmanship of Dr. Smita Mishra Panda.

1. The convener informed the committee that during this time there was no incident reported.
2. The Chairperson express her satisfaction on the sensitization programed conducted during this period.
3. It is decided in the meeting that more and more programmes will be conducted and the Hostel superintendent are requested to see that maximum students participated in the program.

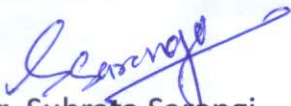
The meeting was resolved with thanks to all members



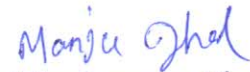
Dr. Smita Mishra Panda,  
Prof. SoM (CUTM)  
Chairperson



Prof. Jagannath Padhi  
Director, BBSR Campus  
Member



Dr. Subrata Sarangi  
Physics, CUTM  
Member



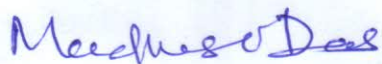
Dr. Manjura Dhal  
External Member



Dr. Sujata Chakravarty,  
Professor (CSE)  
Member



Ms. Kusmanjali Mahapatra,  
Member



Dr. Madhumita Das  
Asso. Professor (SoM)  
Member



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BHUBANESWAR CAMPUS, JATNI, ODISHA

Ref. No.CUTM/BC/CSR/DC/

Date: 27.06.2023

Minutes of the meeting held on 27.06.2023 Internal Committee against Sexual Harassment of Women: Prevention, prohibition and Redressal at Centurion University of Technology and Management.

Members Presents:-

- |  |   |                        |
|--|---|------------------------|
| 1. Dr. Smita Mishra Panda, Prof. SoM                   | : | Chairperson            |
| 2. Prof. Jagannath Padhi, Director, Bhubaneswar campus | : | Member                 |
| 3. Dr. Chinmaya Dash, Dean (SoM)                       | : | Member                 |
| 4. Dr. Sujata Chakravarty, Professor (CSE)             | : | Member                 |
| 5. Dr. Padmaja Patnaik, Asso. Professor (Physics)      | : | Member                 |
| 6. Dr. Manjuprava Dhal (External)                      | : | Member                 |
| 7. Ms. Kusmanjali Mahapatra                            | : | Member                 |
| 8. Dr. Swetalina Mishra Asst. Professor (SoM)          | : | Member and<br>Convener |

Physical Gender sensitization programmes were resumed towards middle of 2021 and it was possible to conduct two programmes for staff and faculty. The feedback from participants were very interesting as they discussed about the importance of such programmes for all the members of the family during the lockdown. Several gender issues surfaced during the lockdown within the family, as all members were compelled to live together under one roof 24\*7. The issues relate to inter-personal relations within the family and also how each member should take some responsibility towards the family during that time. Generally, the mother of wife takes care of the needs of all members. But during the pandemic she was overloaded with work, which led to disturbance within the family. Cooperation and support from each family member is required to keep the balance at home – in terms of completion of all the household works.



The convener Prof. Smita Mishra Panda thanked all the members for their support and cooperation in the meeting and being part of the ICC.

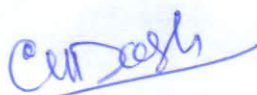
The meeting ended the vote of thanks to the Chairperson.



Dr. Smita Mishra Panda,  
Prof. SoM (CUTM)  
Chairperson



Prof. Jagannath Padhi  
Director, BBSR Campus  
Member



Dr. Chinmaya Dash  
Dean (SoM), CUTM  
Member



Dr. Manjuprava Dhal  
External Member



Dr. Sujata Chakravarty,  
Professor (CSE)  
Member



Ms. Kusmanjali Mahapatra,  
Member



Dr. Swetalina Mishra  
Asso. Professor (SoM)  
Member



Dr. padmaja Patnaik  
Asso. Professor (Physics)  
Member





**CENTURION UNIVERSITY OF TECHNOLOGY AND  
MANAGEMENT ODISHA, RAYAGADA**

**MINUTES OF THE MEETING**

Committee against Sexual Harassment

8 August 2022

Minutes of the meeting held on 8 August 2022 Internal Complaints Committee against Sexual Harassment of Women: Prevention, Prohibition and Redressal at Centurion University

Members present:

Serial No	Name	Signature
1	Mrs. Kamini Sethy, Department of Pharmachemistry, SoP	
2	Pallishree Bhukta, Dept. of Pharmacology, SoP	
3	Haragouri Mishra, Dept. of Pharmachemistry, SoP	
4	Deepankar Rath, Dept. of Pharmacology, SoP	
5	Kabita Himirika, Department of Chemistry, SoP	
6	Mrs. Rubi Rani Kundu Ladies club member, Rayagada (External member)	

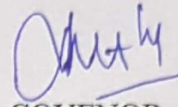
**Agenda: To discuss the progress made in conducting gender sensitization workshops at the University for students, staff and faculty**

The discussion mostly centered around a case that had come up in the last 6 months and the frequency of gender sensitization workshops held in different campuses of the University. The idea was also to develop a set of trainers to conduct the sensitization workshops in their respective campuses. The idea was well received by all members.

Members discussed about conducting gender sensitization programs in both English, Oriya and Hindi for all the staff, faculty and students of the University.

The case of sexual harassment was discussed and resolved, where the affected party was satisfied by a written apology and warning given to the accused by the University.

The convenor Ms. Kamini Sethy thanked all members and the meeting was closed.



COVENOR

Committee against Sexual Harassment