



SGI SCHOOL OF ARCHITECTURE

(Managed By Samvit Sagar Jubilee Educational Trust)
(Approved by Council of Architecture, New Delhi, Govt. of India & Affiliated to BPUT, Govt. of Odisha)

Ref No.: SSA/029/2024
Date: 05/03/2026

Women's Protection Cell

The Women Cell is constituted to help and maintain a harmonious atmosphere at the Institute, to enable women to pursue their work with dignity and reassurance. The Cell has been working to raise awareness on gender equality issues.

This Cell functions as the "Complaints Committee" as required by the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013".

The Institute is committed to maintaining a professional learning and working environment for its students, employees and guests. One of the Women cells' mandate is to prevent gender discrimination and inappropriate sexual conduct. This is best achieved through promoting gender sensitivity and justice amongst all IPR employees.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Act, the following are to be considered as "sexual harassment" :

Any unwelcome act or behavior, namely:

- Physical contact and advances
- A demand or request for sexual favours
- Making sexually coloured remarks
- Showing or displaying of pornography material
- Any other unwelcome physical, verbal or non-verbal conduct of sexual Nature.

The following circumstances, if present in relation to the act of behaviour of harassment will also amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment
- Implied or explicit threat of detrimental treatment
- Implied or explicit threat about her present or future employment status
- Interference with her work or creating offensive or hostile work Environment.
- Humiliating treatment likely to affect her health or safety

In addition to above, following points will also be considered as creating a hostile work environment:

- Pressure for dates
- Pressure for discussing/meeting at some particular place and timings that makes an individual feel uncomfortable
- Making offensive remarks about looks, clothing, body parts
- Touching or staring in a way that may make an individual feel Uncomfortable.
- Telling sexual jokes, hanging sexual posters
- Using racially derogatory words, phrases, epithets



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- Demonstrations of a racial or ethnic nature such as the use of gestures, pictures or drawing which would offend a particular racial or ethnic group
- Comments about an individual's skin color or other racial/ethnic Characteristics.
- Negative comments about an employee's religious beliefs
- Negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments on an employee's age when referring to employees above the age of 40.
- Derogatory or intimidating references to an employee's mental or physical impairment

The complaints w.r.t the above points can be made to the committee by female employees of IPR in the following manner:

- The female employee can make a complaint, in writing, to the local committee within a period of 3 months from the date of the incident.

The complainant should clearly write down her identity, i.e, name, group, division, and office premises, to ensure fast and fruitful results and to solve the problems in a positive way. The committee is giving complete assurance to the employees that these details will be kept strictly confidential and will not be discussed outside, by any of the members of the committee. The committee also ensures to take action as per *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*.

Recommendations

Dont's

- Avoid touching any person or staring at a person, unnecessarily
- Do not make sexist remarks or jokes that demean or humiliate any gender or category of people.
- Do not take pictures, videos or oral recordings of anyone without their freely given consent.
- Any written, multimedia, pictures, videos or oral recordings of a private sexual nature cannot be shared through e-mail, regular post, on social media (whatsapp/facebook/Instagram/snapchat, etc.) or other websites.
- Do not send mixed signals – be firm and committed in your decision regarding any uncomfortable/unwanted action.
- Do not send suggestive Whatsapp / SMS messages

Do's

- Show and treat everyone in the Institute with respect.
- Any individual can ask that the door of an office be left open during any interaction.
- Any individual can request that meetings take place only during standard working hours and not in isolated areas.
- Any individual can request that meetings and study sessions take place in well-lit public spaces rather than in rooms with limited access from the outside or in rooms that are private to one individual.





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**Do not stay silent because you are afraid that no one will believe you.
Do not stay silent because you fear ridicule.**

Complaints Committee against Sexual Harassment of Women at Workplace -

- 1) Smt. Sumita Satpathy - Chairperson
- 2) Smt. Minakshi Rath - Member
- 3) Ms. Lopamudra Dash - Member
- 4) Smt. Subhashree Dash (Adv.) - Member (External Expert)
- 5) Head Admin-2 Section - Non - Member Secretary


Chairman of the Committee
Principal
SGI School of Architecture



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Date: 11/04/2026

Women's Protection Cell Quarterly Meeting

Minutes of women's protection cell last quarterly meeting of academic year 2025-26 was held at the chamber of Chairman Women's protection cell on dt.11.04.2026 around 3pm.

1. In the meeting all the responsibility and duties of the members and conveners are discussed for protection of women's employee both teaching and non-teaching staff.
2. Is there any complain by any means of sexual harassment inside or outside campus.
3. If such complains arise against any male staff will be seriously viewed and necessary legal steps may be lodge as per women's protection 2004 & 2006.

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Members were present in the committee:

- 1) Smt. Sumita Satpathy - Chairperson
- 2) Smt. Minakshi Rath - Member
- 3) MsNirikshya Pattanayak - Member
- 4) Prof. R.K. Sahoo - Member
- 5) Prof. P.C. Chowdhury - Member
- 5) Smt. Subhashree Dash (Adv.) - Member (External Expert)

Meeting is ended with thanks by Smt. Minakshi Rath

Sumita Satpathy
Chairman of the Committee
Principal
SGI School of Architecture

