KALINGA INSTITUTE OF SOCIAL SCIENCES

DEEMED TO BE UNIVERSITY | U/S 3 OF UGC ACT 1956

ANNUAL REPORT 2025-26

INTERNAL COMPLAINTS COMMITTEE

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Introduction

Kalinga Institute of Social Sciences (KISS) Deemed to be University (KISS-DU) operates one of the world's largest fully residential educational ecosystems dedicated to the empowerment of tribal and underprivileged communities. The University provides comprehensive support to students through free education, accommodation, healthcare, nutrition, and holistic mentoring.

KISS Deemed to be University is committed to providing a safe, inclusive, and supportive academic environment that promotes the welfare, dignity, and holistic development of students. The University has established multiple institutional mechanisms to address grievances, provide mental health support, ensure residential safety, and maintain compliance with statutory provisions related to student welfare and security. These systems operate through dedicated committees, structured policies, and continuous monitoring to ensure transparency, accountability, and prompt redressal of student concerns.

The Internal Complaints Committee (ICC) at Kalinga Institute of Social Sciences (KISS) Deemed to be University has been established in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The ICC is responsible for preventing and addressing complaints of sexual harassment and ensuring a safe and gender-sensitive environment on campus. Its functioning aligns with the University's policies on gender equity, dignity, and non-discrimination. The ICC also works in synergy with other institutional bodies like the Anti-Ragging Committee, Equal Opportunity Cell, and Grievance Redressal Cell to promote holistic well-being and protection of rights.

This ICC Annual Report of KISS-DU is prepared in compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act). It outlines the status of constitution, functioning, and activities of the Internal Committee (IC), along with institutional measures taken to ensure a safe and secure environment for all stakeholders.

Objectives of Internal Committee (IC)/ Internal Complaints Committee

a) To prevent incidents of sexual harassment within the campus

b) To provide a fair and confidential mechanism for redressal of complaints

c) To promote gender sensitization and awareness

d) To ensure compliance with statutory provisions and institutional policies

e) To create a safe and supportive environment for all stakeholders

Constitution of Internal Committee (IC)/ Internal Complaints Committee

The Internal Committee has been duly constituted as per the guidelines of the POSH Act, 2013 and the UGC .

The composition includes:

- Professor Namita Mohanty, Professor Emeritus - Chairperson
- Mr. Purna Chandra Mohapatra, Social Activist - External Member
- Dr. Disha Bhatt, Dy. Director, IQAC - Member
- Dr. Arpana Premi Lina Oraon, Dean, STRM - Member
- Mr. Makarbhanj Singh, Executive Assistant - Member
- Ms. Ankita Patra, Post Graduate (Commerce), KISS-DU - Student Member
- Mr. Kusha Mandika, Ph.D (Computer Science), KISS-DU - Student Member
- Ms. Jaba Murmu, B.A (Odia), KISS-DU - Student Member
- Ms. Sanghamitra Ray, Dy. Director - Convenor

The committee is functional and accessible to all employees and students.

Compliance with Admission and Institutional Requirements

a. The institution maintains a fully functional ICC as a mandatory requirement. All regulatory requirements regarding ICC formation have been fulfilled.

b. The provisions of the ICC and related safety mechanisms are uniformly applicable across all academic departments, administrative units, hostels, and affiliated centres of the University. This ensures that every student and staff member has equal access to a safe, respectful, and grievance-responsive environment.

c. All relevant information regarding the ICC—including its composition, contact details, procedures, and legal provisions—is widely displayed across campus and on digital platforms. This ensures that all stakeholders are informed about their rights and available support mechanisms.

d. The ICC maintains confidential records of all proceedings, ensuring proper documentation and data security. The University also provides necessary support services such as counselling, guidance, and protection against victimization, ensuring a sensitive and supportive grievance redressal process.

e. KISS-DU ensures strict adherence to statutory guidelines issued by regulatory authorities. Periodic reviews, monitoring mechanisms, and internal audits are conducted to evaluate the effectiveness of safety measures and institutional policies. The University remains committed to continuous improvement in governance systems to uphold the highest standards of safety, dignity, and inclusivity.

Meetings and Activities of ICC

a. Regular ICC meetings were conducted during the academic year 2025-26

b. The ICC ensures confidentiality and timely redressal of complaints.

c. No cases received in 2025-26 academic session.

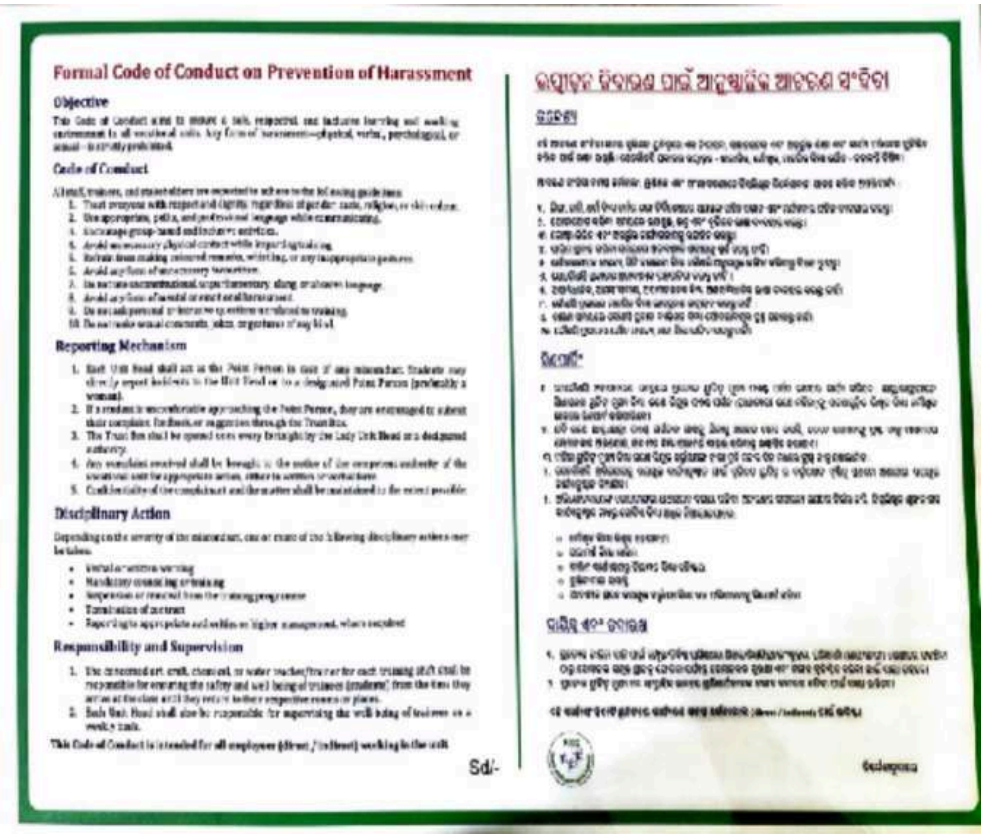
d. Preventive and awareness measures were emphasized.

Sl No	Date of IC Meeting circulars	Date of Meetings held
1	18.06.2025	19.06.2025
2	09.10.25	12.10.25
3	16.01.2026	23.01.26

Awareness and Sensitization Initiatives

Date	For whom	Program Name
28.06.25	Vocational staff and other Non-teaching staffs	Development of a Code of Conduct
10.07.25	Vocational staff	Orientation of vocational trainers on Code of Conducts to create Safe Workplace
16.08.25	Cleaning staffs	An Orientation Program on POSH Act
7.11.25	staffs engaged in logistics, development work	A Sensitization program on prevention of sexual harassment in workplace
25.01.26	For All women staff	Mini Marathon for "Education for All" and "Pattathon"
12.02.26	For supervisors and development	Sensitization on "Say No to Workplace Harassment and Awareness on Internal Complaints Committee"
08.03.26	For all staff members	Celebration of Women's Day with UN theme "give to gain"

a) Development of a Code of Conduct: ICC in Collaboration with Vocational Unit of KISS DU has developed a Code of Conduct for the staffs which can be further used/applicable for Non-teaching staff which was finalised in the month of May-June 2025.



Formal Code of Conduct on Prevention of Harassment

Objective

Code of Conduct

Reporting Mechanism

Disciplinary Action

Responsibility and Supervision

Sd/-

b) Orientation of vocational trainers on Code of Conducts to create Safe Workplace: ICC, KISS-DU organised an orientation program for the vocational unit staff on code of conduct to create a safe workplace inside the tailoring unit, on 10th July 2025. The Director of Vocational Training Unit, and KISS Skill Mr. Anubhav Pattnaik shared the purpose of the orientation. All unit heads and staff were present in the program. Ms Sanghamitra Ray, Convenor ICC facilitated the orientation program. Vocational staff played a vital role in creating and maintaining a safe, respectful, and inclusive workplace. Adhering to the code of conduct helps prevent sexual harassment and ensures a professional environment where all individuals feel secure and valued. She clarified the role of vocational staff in creating a safe workplace both for students, colleagues and across the stakeholders who engage in delivering the activities.

She threw light on key aspects like Understanding Sexual Harassment: Sexual harassment includes any unwelcome behavior of a sexual nature—verbal, non-verbal, or physical—that violates a person's dignity or creates an intimidating, hostile, or offensive environment.

Repercussions and Zero-Tolerance Policy: The organization follows a zero-tolerance policy toward sexual harassment and workplace violence. Any violation of the code of conduct will result in strict disciplinary action, which may include: Written warnings or suspension, Termination of employment or removal from service, Legal action under applicable laws and Reporting to regulatory or governing authorities.

Acts involving sexual assault, physical violence, coercion, or repeated harassment will be treated as serious offenses and addressed immediately to ensure the safety of all individuals.

By following the code of conduct and practicing these do's and don'ts, vocational staff help create a safe, respectful, and productive workplace. Preventing sexual harassment is a shared responsibility and essential for maintaining trust, professionalism, and well-being in the vocational environment.



c) An Orientation Program on POSH Act for Janitorial Staff of KISS-DU on 16th Aug 2025

An Orientation Program on the Prevention of Sexual Harassment (POSH) Act was successfully conducted for the cleaning staff of KISS Deemed to be University (KISS-DU) on 16th August 2025. The program was organized with the objective of creating awareness about workplace safety, dignity, and the rights and responsibilities of employees under the POSH Act, 2013. Ms. Sanghamitra Ray the Convenor of ICC facilitated the session.

During the session, participants were sensitized on areas including the meaning and forms of sexual harassment, the importance of maintaining a respectful work environment, and the procedures for reporting complaints. The role of the Internal Complaints Committee (ICC) and the steps involved in grievance redressal were explained in simple and accessible language to ensure better understanding among the staff. The session was interactive, allowing participants to ask questions and share concerns, which helped clarify doubts and reinforce key messages. The program concluded with an emphasis on mutual respect, gender sensitivity, and the institution's commitment to providing a safe and harassment-free workplace for all employees.

The orientation was well received and proved to be informative and empowering for the janitorial staff.





d) A Sensitization program on prevention of sexual harassment in workplace

A sensitization program on Internal Complaints Committee (ICC) and prevention of sexual harassment was conducted on 7th November 2025 at KISS-DU for male staff members engaged in logistics and development work. The objective of the program was to create awareness about workplace safety, gender sensitivity, and the mechanisms available for addressing complaints related to sexual harassment. Ms. Sanghamitra Ray, the convenor of ICC, KISS-DU was facilitating the session. A total of 15 supervisor-level staff members participated in the session. The program covered important topics including the concept and forms of sexual harassment, roles and responsibilities of the Internal Complaints Committee (ICC), reporting procedures, and the importance of maintaining a safe and respectful work environment.

The session was interactive in nature, encouraging participants to share their views and clarify doubts. Real-life examples and case-based discussions were used to help participants better understand the practical aspects of handling such issues. The program emphasized the importance of dignity, mutual respect, and zero tolerance towards any form of harassment at the workplace. Participants appreciated the session and expressed that it enhanced their awareness and preparedness to address and prevent such issues effectively.

Overall, the sensitization program was successful in reinforcing the organization's commitment to a safe, inclusive, and respectful working environment





e) Mini Marathon for "Education for All" and "Pattathon"

Pattathon, mini marathon is being organised by KIIT and KISS annually with the motto of 'Education for All' The third edition of Pattathon was held on 25th January 2026 in 35 locations across all districts of Odisha and various cities in India. Organised with the themes of "Women Empowerment" and "Education for All," Pattathon featured 6,000 women running while wearing traditional patta sarees including employees of KIIT, KISS, and KIMS, along with women from various parts of the state. The participants ran from the Shikharchandi Temple Square to the KISS Athletics Stadium.

Sushmita Tigga from Sundargarh secured the first prize of Rs 50,000. Diptirani Sahu from Kendrapara achieved second place and Basanti Munda from Cuttack finished third, receiving prizes of Rs 40,000 and Rs 30,000 respectively. Seven runners-up were awarded Rs 10,000 each. Additionally, all winners were gifted traditional Pata sarees. The event was organised by K-3 Ladies Club of KIIT Group of Institutions. Bhubaneswar Municipal Corporation Mayor Sulochana Das, Former Chairperson of the Odisha State Child Rights Protection Commission Sandhyabati Pradhan, Corporators Pritinanda Routray, Yashodhara Pradhan, and Laxmipriya Parida, Olympians Dutee Chand, and Anuradha Biswal participated in the event along with senior functionaries of KIIT and KISS including the Founder, Dr. Achyuta Samanta. They motivated the women participants and presented the awards.

Since its inception in 2016, this marathon has been conducted annually under the initiative of Dr. Samanta to raise awareness about 'education for all'.





f) Sensitization on "Say No to Workplace Harassment and Awareness on Internal Complaints Committee (ICC)"

A sensitization program on "Say No to Workplace Harassment and Awareness on Internal Complaints Committee (ICC)" was conducted on 12th February 2026 at KISS-DU. The session was facilitated by the convenor of ICC, Ms Sanghamitra Ray. The program aimed to create awareness among staff engaged in cleaning work regarding workplace harassment and the available redressal mechanisms. A total of 100 supervisors and development department workers participated in the session.

The resource persons explained various forms of workplace harassment, emphasized the importance of a safe and respectful work environment, and encouraged participants to report any incidents without fear. Detailed information about the Internal Complaints Committee (ICC), its functions, and the procedure for filing complaints was also provided.

The session was interactive and helped enhance awareness among participants about their rights and institutional support systems.



g) Celebration of Women's Day with UN theme "Give to Gain"

KIIT, KISS, and KIMS jointly celebrated International Women's Day, reaffirming their strong commitment to gender equality, women's empowerment, and the promotion of a safe and respectful workplace environment. Addressing the gathering, Dr. Achyuta Samanta, Founder, KIIT & KISS, expressed his deep appreciation for the invaluable contributions of women across the institutions. Highlighting the theme "Give to Gain," Dr. Samanta stated that the joy derived from giving and supporting others is unparalleled.

He further noted that women form the backbone of the KIIT ecosystem, with nearly 50 percent of staff members across KIIT, KISS, and KIMS being women, which he described as the true strength and beauty of the institutions. He reiterated that the institutions are committed not only to empowerment but also to ensuring a safe, inclusive, and harassment-free workplace. In this context, he underscored the importance of awareness and functioning of the Internal Complaints Committee (ICC), which plays a crucial role in addressing issues related to workplace harassment, including sexual harassment. He highlighted that KIIT, KISS, and KIMS have established robust mechanisms through the ICC to ensure that every employee feels secure, respected, and supported in raising concerns without fear.

He encouraged women to continue empowering themselves and supporting one another while taking full advantage of the opportunities and freedom provided by the institutions. He also reminded everyone of the importance of respecting and caring for parents, emphasizing that their blessings are invaluable.

The celebration highlighted the institutions' continued dedication to gender equality, women's empowerment, and the strengthening of institutional mechanisms like the Internal Complaints Committee (ICC) to prevent and address sexual harassment. It reinforced the collective responsibility to build a safe, respectful, and inclusive work environment for all.



Institutional Responsibilities & Safety Measures

To ensure a safe, secure, and gender-sensitive environment for women employees and students, KISS Deemed to be University (KISS-DU) has established robust infrastructure, monitoring systems, and institutional mechanisms. The University adopts a proactive and preventive approach to campus safety, integrating physical infrastructure with governance, awareness, and response systems.

(A) Building & Campus Safety: The University campus is comprehensively equipped with adequate lighting across all critical areas, including entry and exit gates, hostels, academic blocks, parking zones, and pedestrian pathways. Periodic safety audits are conducted to identify and eliminate dark spots, blind corners, narrow passages, and unused or isolated spaces.

The campus is secured with well-maintained boundary walls and controlled access points, supported by round-the-clock trained security personnel. Female security guards are strategically deployed, particularly in and around girls' hostels, ensuring gender-sensitive security presence.

Clear and visible signage is installed across the campus to facilitate safe navigation. Additionally, the entire campus is under 24×7 surveillance through 192 CCTV cameras, ensuring continuous monitoring and enhanced deterrence against safety risks.

(B) Classrooms & Academic Spaces : All classrooms and academic facilities are designed to be well-lit, properly ventilated, and free from concealed or obstructed areas. The University ensures that academic spaces remain active, accessible, and supervised during operational hours. No classroom or academic zone remains isolated or unmonitored, thereby maintaining a secure and inclusive learning environment.

(C) Passages, Corridors & Staircases: : Corridors, staircases, and all movement areas are continuously illuminated to ensure visibility and safe mobility at all times. CCTV cameras are strategically installed in common circulation areas, adhering strictly to privacy norms. Regular security patrolling further strengthens surveillance, preventing the emergence of secluded or unsafe zones.

(D) Common Facilities & Utilities : KISS-DU provides safe, hygienic, and well-maintained restroom facilities with adequate lighting and secure locking systems, particularly prioritizing women's safety and dignity. Separate and secure facilities are available across hostels, academic buildings, common rooms, and rest areas.

To encourage feedback and prompt reporting, complaint and suggestion boxes are placed at accessible yet secure locations throughout the campus.

(E) Security & Surveillance : The University deploys adequate security personnel across all zones, including trained female staff members. All entry and exit points are strictly monitored through visitor registers, identity verification, and security checks.

Emergency response systems are well-established, with helpline numbers prominently displayed at strategic locations. These measures ensure immediate access to assistance in case of emergencies.

(F) Digital & Reporting Infrastructure : KISS-DU has implemented accessible digital reporting mechanisms, including email-based complaint systems linked to the Internal Committee (IC). Information regarding IC members, reporting procedures, and emergency contacts is prominently displayed on the University website and campus notice boards, ensuring transparency, awareness, and ease of access.

(G) Awareness & Preventive Measures : The University conducts regular safety audits to continuously assess and upgrade campus infrastructure. In addition, gender sensitization programmes, awareness campaigns, and workshops are organized for students and staff to foster a culture of respect, inclusivity, and zero tolerance towards harassment.

Challenges Faced & Recommendations

Challenges:

- Ensuring continuous awareness among new students and staff
- Maintaining consistent monitoring of infrastructure

Plans for Academic Year 2026-27

- Increase frequency of awareness programs and more meeting across the cells
- Upgrade surveillance and digital complaint systems
- Strengthen counseling and support services

Conclusion

The KISS-DU remains committed to ensuring a safe, inclusive, and gender-sensitive environment. All directives regarding IC constitution, reporting, and safety infrastructure have been complied with. Continuous efforts are being made to improve institutional safety and responsiveness.

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KISS, a fully free and fully residential institute,
is the only university exclusively for tribal students.

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