



**XISS**

XAVIER INSTITUTE OF SOCIAL SERVICE



Nurturing Professionals,  
With a Difference

Ref. no. XISS/DIR/P/132/2017

Date: 11/05/2017

### OFFICE MEMORANDUM

**Sub: Constitution of the Internal Complaints Committee in Xavier Institute of Social Service, to look into complaints of sexual harassment of women at workplace.**

In pursuance of provision of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, an Internal Complaints Committee is constituted at Xavier Institute of Social Service (XISS), Ranchi with the following composition:-

- |   |   |   |
|---|---|---|
| 1. Ms. Mary Sheila Bodra                            | : | Presiding Officer                             |
| 2. Ms. Nidhi Shukla                                 | : | Member Secretary                              |
| 3. Fr. Xavier Soreng, SJ                            | : | Member  |
| 4. Prof. (Dr.) Ramakant Agrawal                     | : | Member  |
| 5. Dr. Mahua Banerjee                               | : | Member  |
| 6. Dr. Raj Shree Verma                              | : | Member  |
| 7. Ms. Sabina Bara                                  | : | Member  |
| 8. Ms. Anupam Srivastava<br>(Alive & Thrive)        | : | External Member<br>Third Party Representative |
| 9. Three students (If the matter involves students) |   |   |

The Internal Complaints Committee shall look into all complaints of sexual harassment at the workplace. It would also welcome complaints, grievances or suggestions if any, in this regard to ensure a congenial atmosphere to the working of men and women.

**Dr. (Fr.) Alexius Ekka, SJ**  
Director

- Cc: - Heads of the departments  
- All members of the Committee