



# GURUKRUPA COLLEGE OF MANAGEMENT

Approved by : AICTE, New Delhi, Affiliated to BPUT, Rourkela  
Recognized by : Government of Odisha  
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Ref. No: GCM/122/2025

Date: 15/09/2025

## ESTABLISHMENT OF 24X7 WOMEN HELPLINE NUMBER AND A SECURITY SYSTEM IN THE CAMPUS

GURUKRUPA COLLEGE OF MANAGEMENT, BHUBANESWAR (PID No: 1-4682867681) has always been in forefront to initiate majors for women welfare at its campus. In the series of various measures taken the Competent Authority has been pleased to approve the constitution of the BSMT help desk for WOMEN at its Bhubaneswar campus. This Help Desk is envisaged to act as a link between the Sufferer (women faculty, staff and students) and Redressal Authority of

University or Local Administration (Police/ Bureaucrats). It will also promote women synergy to create & enable the environment conducive to social change.

**The Help Desk for Women consists of following members:**

SL. NO	NAME	DESIGNATION
01	Mrs. Swaty Dash	Chairman of the committee
02	Mr. Soubhagini P. Sahoo	Member
03	Mr. Ranjit Sasmal	Member
04	Mr. Alok Sahoo	Member
05	Ms. Manjulata Sahu	Member

Following are the guidelines for the functioning of Help Desk:

- The Help Desk will be operative 24x7 for the women fraternity of Campus to ensure their security in terms of Sexual, Physical, and Psychological/ Emotional Harassment., etc.
- The Help Desk will work as a link between the sufferer and redressal authority of University or Local Administration (Police/Bureaucrats)
- The female students/employees of the Institute will be given a link at website to put up their complaint which will be answered by the members of the Help Desk within 48 hrs.
- The telephone numbers of all members including Chairperson will be flashed on Website & also incorporated in Institute Emergency Numbers display.
- The Help Desk will provide all the links / help lines provided at local Administration level to assist women.
- The Help Desk shall be functional to deal with any type of complaint lodged/reported by the female members of the Institute.
- The Help Desk will also take up cases of violation of provisions for Women as contained in the Regulations and look into complaints.
- The Help Desk is expected to participate and advise on the planning process of Self Awareness College for women.
- The members of the Help Desk shall meet regularly at least once in a fortnight.
- The Member Secretary shall, in consultation with the Chairperson, prepare the agenda for each meeting of the Help Desk. She will also be responsible to maintain the records.
- Three members including the Chairperson shall form the quorum.
- The minutes of the meetings shall be submitted to the secretary for approval and upon approval, be circulated to all members of the Help Desk and concerned authority namely the Heads of Institution(s)/Department(s), as the case may be.
- The investigation process & reports will be highly confidential.

The tenure of the Committee shall be two years.

One-half of the members of the Committee, including the Chairperson, shall constitute the quorum at a meeting.

Principal  
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