



INTERNAL COMPLAINT COMMITTEE - ICC

The Internal Complaint Committee (ICC) of A.K.T. Memorial College of Engineering and Technology is constituted with the objective of preventing and redressing complaints related to sexual harassment and ensuring a safe, secure, respectful, and gender-sensitive working and learning environment for all students and staff in alignment with the vision, mission, quality policy, and the principles of equality, dignity, discipline, inclusiveness, and institutional integrity. The Committee serves as a key statutory body responsible for enforcing the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and ensuring strict compliance with UGC/AICTE guidelines and other applicable regulations.

The Internal Complaint Committee systematically plans, implements, and monitors various preventive and corrective measures related to gender sensitization, awareness programmes, orientation sessions, grievance redressal mechanisms, counseling support, inquiry procedures, and awareness campaigns. The Committee ensures that all members of the Institution are sensitized about gender equality, respectful behavior, workplace ethics, and zero tolerance towards harassment, thereby fostering a safe, inclusive, and supportive institutional environment.

Further, the Committee works in coordination with faculty members, administrative officials, student representatives, counselors, legal experts, and external authorities whenever required to ensure fair inquiry, timely resolution of complaints, confidentiality, and protection of all parties involved. It also conducts regular awareness programmes, training sessions, and capacity-building activities to promote a culture of respect, dignity, and equality within the campus.

The Internal Complaint Committee maintains proper records and documentation of complaints received, inquiries conducted, actions taken, awareness programmes conducted, and compliance reports submitted. It ensures transparency, impartiality, and strict adherence to legal and institutional guidelines while handling sensitive cases.

Based on periodic reviews and reports, the Internal Complaint Committee submits detailed findings, recommendations, and compliance reports to the Management and Governing Council of A.K.T. Memorial College of Engineering and Technology for ensuring continuous improvement in gender justice mechanisms, workplace safety, grievance redressal systems,



and the creation of a secure and respectful campus environment.

OBJECTIVES:

- To prevent, prohibit, and redress complaints of sexual harassment within the Institution.
- To ensure a safe, secure, and gender-sensitive environment for all students and staff.
- To implement and ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and UGC/AICTE guidelines.
- To create awareness among students and employees on gender equality, workplace ethics, and respectful behavior.
- To establish an effective and confidential complaint redressal mechanism for aggrieved persons.
- To ensure timely, fair, and impartial inquiry and resolution of complaints.
- To provide counseling and support services to affected individuals.
- To promote a culture of dignity, inclusiveness, and zero tolerance towards harassment.
- To conduct regular training, orientation, and sensitization programmes on gender issues.
- To ensure continuous improvement in institutional policies related to safety, equality, and grievance redressal.

ROLES AND RESPONSIBILITIES:

- To receive, register, and address complaints related to sexual harassment in a confidential and timely manner.
- To ensure strict implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and related UGC/AICTE guidelines.
- To conduct fair, impartial, and time-bound inquiries into complaints while ensuring natural justice to all parties.
- To maintain confidentiality of complainants, respondents, witnesses, and all related proceedings.
- To take appropriate recommendations and disciplinary actions based on inquiry findings and institutional policies.
- To create awareness among students and staff regarding gender equality, workplace



ethics, and respectful behavior.

- To organize orientation programmes, workshops, and sensitization sessions on prevention of sexual harassment.
- To provide counseling, support, and assistance to complainants and affected individuals.
- To coordinate with faculty members, administrative authorities, counselors, and external experts when required for inquiry and support.
- To ensure a safe, inclusive, and discrimination-free environment within the Institution.
- To maintain proper documentation of complaints, inquiry reports, actions taken, and compliance records.
- To review and suggest improvements in institutional policies related to gender sensitivity and grievance redressal.
- To submit periodic reports and recommendations to the Management and Governing Council for ensuring compliance and continuous improvement.
- To ensure zero tolerance towards harassment and uphold dignity, safety, and equality within the campus.

COMPOSITION:

The following members, along with the nominees representing the Management, Academic Administration, Governing Authorities, Departments, Faculty Members, Academic Coordinators, IQAC, Administrative Officials, Legal Experts, Counselors, External Members, NGOs, Student Representatives, Statutory Committees, and other stakeholders, are hereby designated as members of the Internal Complaint Committee of A.K.T. Memorial College of Engineering and Technology for the effective implementation, prevention, redressal, inquiry, awareness creation, counseling support, monitoring, and continuous improvement of mechanisms related to prevention of sexual harassment and gender-based grievances in alignment with the vision, mission, quality policy, statutory regulations (POSH Act, UGC/AICTE guidelines), and the principles of gender equality, dignity, safety, inclusiveness, and institutional integrity of the Institution.



A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai, Accredited by NAAC with 'A' Grade)

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Sl. No.	Name	Role	Designation
1.	Mr. K. Meyyanathan	Member- NGO	Advocate
2.	Mr. P. Ramachandran	Member	AO – Office
3.	Mrs. K. Radha	Convener	AP – EEE
4.	Mrs. V Vaidehi	Member	AP – CIVIL
5.	Mrs. K. Malini	Member	AP – CSE
6.	Mrs. N. Rajeshwari	Member	AP – ECE
7.	Mr. A. Sathiya Raj	Member	AP – Mech
8.	Mrs. E. Kanchana	Member	AP – IT
9.	Mrs. R. Geetha	Member	AP- AIDS
10.	Mr. A. Ramesh	Member	AP – S&H (Chemistry)
11.	Mrs. S. Chandirakala	Member	Deputy Warden - Girls
12.	Ms. S. Anbuselvi	Student Member	IV Year ECE
13.	Mr. N. Samjithkhan	Student Member	IV Year CIVIL
14.	Ms. S. Nithishini	Student Member	IV Year EEE
15.	Ms. V. Vinothini	Student Member	IV Year CSE

EXPECTED OUTCOMES:

- Establishment of a safe, secure, and gender-sensitive campus environment for students and staff.
- Effective prevention and timely redressal of sexual harassment complaints within the Institution.
- Increased awareness among students and employees regarding gender equality, respectful behavior, and workplace ethics.
- Strengthened confidence among students and staff in reporting grievances without fear of retaliation.
- Fair, transparent, and time-bound inquiry and resolution of complaints.
- Improved institutional compliance with POSH Act, UGC, and AICTE guidelines.
- Enhanced counseling and support mechanisms for affected individuals.
- Reduction in incidents of harassment through continuous awareness and sensitization



programmes.

- Promotion of a culture of dignity, inclusiveness, and zero tolerance towards harassment.
- Continuous improvement in institutional grievance redressal systems and gender justice mechanisms.

SDG MAPPING:

The activities and initiatives of the Internal Complaint Committee (ICC) are aligned with the following United Nations Sustainable Development Goals (SDGs):

SDG	SDG Title	Internal Complaint Committee Contribution
SDG 3	Good Health and Well-being	Ensures mental well-being, emotional safety, counseling support, and a stress-free, secure campus environment for all individuals.
SDG 4	Quality Education	Creates a safe and respectful learning environment that enables uninterrupted academic growth and participation.
SDG 5	Gender Equality	Promotes gender equality, prevents sexual harassment, and ensures a safe and inclusive environment for all genders.
SDG 8	Decent Work and Economic Growth	Supports safe workplace practices, professional ethics, and dignity at work for faculty and staff.
SDG 10	Reduced Inequalities	Ensures equal opportunity, protection from discrimination, and fair treatment for all members of the Institution.
SDG 16	Peace, Justice, and Strong Institutions	Strengthens grievance redressal systems, legal compliance (POSH Act), transparency, accountability, and institutional justice mechanisms.
SDG 17	Partnerships for the Goals	Encourages collaboration with legal experts, counselors, NGOs, external authorities, and statutory bodies for effective implementation.