



SREE AYYAPPA COLLEGE FOR WOMEN

Re-accredited with A grade (IV Cycle) by NAAC
Chunkankadai, Nagercoil - 629003

MINUTES OF INTERNAL COMPLAINTS COMMITTEE MEETING

Date: 19.06.2025, 2:30 pm

Venue: Principal's Room

Agenda

- Approval of the minutes of the last meeting.
- Points related to the training on PoSH – about ICC, its functions, and policies.
- Updation of PoSH portal, SHEBOX portal and fixing of SheBox in campus.
- Awareness programmes to be conducted.
- IC policy of the college.
- Any other related matters.

Minutes

- The minutes of the last meeting was approved by the members unanimously.
- The following points were decided:
 1. SheBox to be fixed. Display of the details of the committee members.
 2. PoSH portal was updated.
 3. SHEBOX portal has to be updated.
 4. Awareness and other programmes on the use and misuse of PoSH Act to be given each month to students and staff. Each month each member will be in charge of the conduct of these programmes.
 5. Heads of the departments are given charge of informing the students about this committee.
 6. Annual reports will be uploaded in the portal. These activities are monitored by the Govt.
 7. An orientation programme for the Committee members should be given.
 8. An IC policy to be developed for the college.
 9. Functions & Duties of the committee were discussed as per the instructions from the Training on Sexual Harassment against Women at Workplace

(Prevention, Prohibition & Redressal: Act 2013 & Handling of PoSH Portal for College Internal Complaints Committee Members by dept. of Social Welfare & Women Empowerment, Govt. of Tamilnadu on 28 March 2025:

- Orientation session for students and staff.

▪ **PROCEDURE**

- Only sexual harassments will be taken care of. Fake complaints are punishable.
- If a complaint is received, respond within 7 days and close the case within 90 days.
- A complainant can register a complaint within 90 days of the incident.
- Give her leave (for 3 months extra)/transfer as per rank.
- If there is case, report every month. Otherwise, annual report is enough.
- If a complaint is received, 6 copies of complaint should be taken. Name of the sinner, type of sin, place, time and date of the incident should be included addressed to the IC President (Principal), IC Committee. Letter and form will be given by the Social Welfare Officer.
- Check the date of the complaint. If older than 90 days, reject it unless there is any genuine reason. It has to be decided by the ICC.
- Sent a letter/showcause notice to the sinner. Copy should be given to the ICC for enquiry.
- On the enquiry date, ask the sinner about the incident in front of the complainant.
- More than one 1 hearing can be conducted.
- If the complainant did not respond for 3 showcause notices, ICC can take action.
- If complaint is proved, report should be given to the Principal recommending the action to be taken. If there is no evidence, refer the case to Police station. If the complaint is fake, report should be given to the Principal.
- Report should be confidential.
- No monetary settlement should be accepted.
- If not satisfied with the resolution, she can approach higher committee.
- If the complainant is not interested in IC enquiry, get a letter from her and attach this letter and refer to the I.C.
- ICC has the power to decide on a case.
- Incident details should be uploaded in the portal.

▪ **WHO ARE INCLUDED?**

- Transportation is also included in IC.
- Transgenders are also included. Staff, students, Parents, alumni, visiting guests, contract employees, are also included in IC.
- Sports and other training programmes, internships are also included.

▪ **ANNUAL REPORT**

- Annual reports, if there is any case, should be reported to the LC.
- If there are no complaints, annual report should be written "No complaint has raised during (the period)."
- No bias should be in handling the cases. Take action as per the Act.
- If IC members did not act properly as per the Act, a penalty of Rs 50,000/- will be imposed. And affiliation will be cancelled, if there is biased judgement.
- Annual report should be submitted by January-February of the year. It will be confirmed by the District Collector (Social Welfare Officer).
- The annual report should include IC start date, No. of complaints received, Action taken, No. of awareness programmes conducted.
- Details required for awareness programmes: date, programme type, total participants (genderwise), tenure type and value (time period), description and photos of the programme.

Members present:

President

1. Dr. V. R. Anjana – Principal

Anjana VR
19/6/25

Official members

2. Mrs. J. S. Divyasree – Asst. Prof. of English
3. Dr. B. Sajeetha – Asst. Prof. of English
4. Dr. A. K. Viji – Asst. Prof. of Tamil
5. Mrs. Krishnapriya – Administrative staff

Divyasree
Sajeetha
A.K. Viji
G. K. Krishnapriya



Anjana VR
Dr. V.R. ANJANA
PRINCIPAL
Sree Ayyappa College for Women
Chunkankadai