

## INTERNAL COMPLAINTS COMMITTEE

### Responsibilities

The Internal Complaints Committee (As per section 4 of Sexual Harassment of Women at workplace - Prevention, Prohibition and Redressal Act, 2013) for 2016-17 is constituted. The duties and Responsibilities of the Internal Complaints Committee are as follows:

1. The Committee shall consider the Welfare of Women Teaching and Non-teaching Staff members of the College.
2. The Committee shall consider the recreational facilities for the lady staff.
3. The Committee shall create the health care facilities to lady staff members and Girl students
4. The Committee shall review the complaints if any received from lady staff members and girl students and take appropriate action.

The Committee shall meet as and when required and the minutes of the meetings may be recorded.

  
**PRINCIPAL**  
**Principal**  
SRI SAIRAM ENGINEERING COLLEGE  
West Tambaram, Chennai-47

iii. Internal Complaint Committee (ICC)  
(As per section 4 of Sexual Harassment of Women a workplace (Prevention, Prohibition and Redressal) Act, 2013)


Sl. No.	Name	Category	Present Designation / Occupation	Telephone numbers	Email	Address
1.	Dr. T. Sheela	Presiding Officer	HOD / I.T.	2251 2222	<a href="mailto:hod.it@sairam.edu.in">hod.it@sairam.edu.in</a>	Sai Leo Nagar, West Tambaram, Chennai.
2.	Dr. C. V. Jayakumar	Co- Convener	Principal	2251 2222	<a href="mailto:principal@sairam.edu.in">principal@sairam.edu.in</a>	Sai Leo Nagar, West Tambaram, Chennai.
3.	Ms. J. Vijayalakshmi	Member Secretary	HOD / MCA	2251 2222	<a href="mailto:hod.mca@sairam.edu.in">hod.mca@sairam.edu.in</a>	Sai Leo Nagar, West Tambaram, Chennai.
4.	Ms. A. R. Rajini	Member	HOD / ECE	2251 2222	<a href="mailto:hod.ece@sairam.edu.in">hod.ece@sairam.edu.in</a>	Sai Leo Nagar, West Tambaram, Chennai.
5.	Dr. B. Latha	Member	HOD / CSE	2251 2222	<a href="mailto:hod.cse@sairam.edu.in">hod.cse@sairam.edu.in</a>	Sai Leo Nagar, West Tambaram, Chennai.
6.	Dr. M. Shanmugathai	Member	Professor	2251 2222	<a href="mailto:shanmugathai.eng@sairam.edu.in">shanmugathai.eng@sairam.edu.in</a>	Sai Leo Nagar, West Tambaram, Chennai.
7.	Dr. V Sasirekha	Member	Professor	2251 2222	<a href="mailto:sasirekha.mba@sairam.edu.in">sasirekha.mba@sairam.edu.in</a>	Sai Leo Nagar, West Tambaram, Chennai.
8.	Ms. Sophia	Third Party Member	Advocate	9283206000	<a href="mailto:Sophi_advocate@yahoo.com">Sophi_advocate@yahoo.com</a>	High Court, Chennai.

  
**PRINCIPAL**  
 Principal  
 SRI SAIRAM ENGINEERING COLLEGE  
 West Tambaram, Chennai-40

## ICC - MINUTES OF MEETING

The Internal Complaints Committee (As per section 4 of Sexual Harassment of Women at workplace - Prevention, Prohibition and Redressal Act, 2013) meeting for the academic year 2016-17 was held on 24.11.2016 in Smart Class I. All the members attended the Meeting.

1. At the outset, the Presiding officer welcomed all the participants of the Meeting.
2. The Committee noted that no complaint of sexual harassment against anyone of the institution has been received.
3. The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through the faculty.
4. The Committee also emphasized that (i) "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013", (ii) Constitution of the Committee, and (iii) details of the Members of the Complaints Committee such as name, phone number, address etc., needs to be uploaded in the website.
6. The Committee stressed the need to increase awareness amongst the students on how the rules have been amended to prevent instances of harassment of women.
7. The Presiding officer expressed her thanks to all the members and the members agreed that the Committee will meet every year during the month of November on a regular basis or earlier, if need be in case of any complaints.
8. Any Other Business: No other business was recorded.
9. Date of next meeting: The schedule of the next meeting was confirmed as November 2017 at 10.30 a.m.
10. The meeting ended with vote of thanks.

  
Presiding Officer  
(Dr. T. Sheela)