



JP COLLEGE OF ENGINEERING

College Road, Ayikudi, Tenkasi – 627852

Affiliated to Anna University and Approved by AICTE

Ref.JPCOE/ICC/23-24

14.10.2023

OFFICE ORDER

Subject: Establishment of Internal Complaints Committee (ICC) for the Academic Year 2023-24

Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) of the College is hereby established to handle complaints regarding sexual harassment in the workplace, in compliance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015, as well as the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Composition of the Internal Complaints Committee:

1. Presiding Officer: A senior-level woman employee within the institution.
2. Two Members: Selected from among employees, preferably those dedicated to the cause of women or possessing experience in social work or legal knowledge.
3. One External Member: Chosen from non-governmental organizations or associations committed to women's causes, or an individual well-versed in issues related to sexual harassment.

This committee is tasked with addressing complaints concerning sexual harassment in the workplace, ensuring a safe and respectful environment for all employees and students.

At least half of the total Members of the ICC should be women

- Annually, the website will have a separate version of the Internal Complaints Committee (ICC) constitution.
- The ICC will carry out an initial investigation to determine the accuracy of the claims after receiving a complaint. Documentary evidence must be gathered, and statements from possible witnesses—including the complainant—must be recorded.



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- The preliminary inquiry report and all original documents will then be delivered to the Principal by the ICC. The ICC may forward complaints to the Principal directly or to the Grievance Redressal Cell if the accusations do not relate to sexual harassment.
- The ICC will take all required and reasonable measures to support the victim and put preventive measures in place when sexual harassment involves the actions or inactions of outsiders.
- The ICC shall promptly investigate complaints by following the guidelines set forth in the Sexual Harassment Act and the UGC Regulations of 2015.
- If the ICC finds that the accusations were fabricated, malicious, willfully false, or based on erroneous information, the complainant may be punished in accordance with the applicable provisions of the UGC Regulations 2015.
- Written reports of sexual harassment will be accepted by the ICC Member Secretary, who will also oversee the committee's discussion of the allegations.

DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

- Taking proactive steps to stop sexual harassment on campus and within the organization.
- Creating a secure atmosphere that is safe for female employees and pupils.
- Planning seminars, events, and talks to educate employees and students about:
 - What sexual harassment in the workplace is.
 - The regulations of the Prevention of Sexual Harassment (POSH) Act.
 - The functions and duties of the Internal Complaints Committee (ICC), including the process for lodging a complaint.
- Resolving allegations of sexual harassment on campus in a timely and efficient manner while maintaining impartiality and fairness in compliance with the POSH Act's requirements.
- Gathering information and preparing Annual Reports, which must be submitted to the appropriate authority on time and in the format required.

As per the AICTE, the ICC committee was constituted



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INTERNAL COMPLAINT COMMITTEE

The Internal Complaint Committee has been established for the academic year 2023-2024 in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015, as well as the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Sl. No.	Name	Position	Category	Mobile number	E-Mail ID
1.	Rev. Sr. B. Hamlet	Convenor	Administrator	8012520500	info@jpcollege.org
2.	Dr. M. Rajkumar	Convenor	Principal	8012520430	principal@jpcoe.ac.in
3.	Mrs. R. Baby	Coordinator	Assistant Professor	8883704212	baby@jpcoe.ac.in
4.	Mrs. Papu Sivanatham	Member	Assistant Professor	9976155765	papusivanantham@jpcoe.ac.in
5.	Mrs. S. Lakshmi Ramakrishnan	External Member	Office of NGO	9994256423	ssctayikudi@rediffmail.com
6.	Dr. P. Nancy	Member	Assistant Professor & Head	7010982956	hodcse@jpcoe.ac.in.com
7.	Mrs. M. Shenbagavalli	Member	Professor & Head	8883704212	hodece@jpcoe.ac.in
8.	Dr. V. Jeyalakshmi	Member	Professor & Head	7373527091	jeyaguru2003@gmail.com
9.	Mr. M. Palani	Member	Assistant Professor & Head	7780187999	hodecivil@jpcoe.ac.in
10.	Mr. R. Siddharthan	Member	Assistant Professor & Head	9865299491	hodmech@jpcoe.ac.in
11.	Mr. N. Senthil Murugan	Member	Assistant Professor & Head	9842727357	hodit@jpcoe.ac.in
12.	Ms. R. Kaniska	Member	Student	6380143291	Rkaniska133@gmail.com
13.	Mr. Akash Micheal	Member	Student	7200960700	akashmicheal@gmail.com

PRINCIPAL

Dr. M. RAJKUMAR, B.E., M.E., Ph.D.,
PRINCIPAL
JP COLLEGE OF ENGINEERING
AYIKUDY, TENKASI - 627 852.
TENKASI DISTRICT, TAMILNADU.

Copy to:

1. To all Concern
2. Notice Board
3. To all HoDs



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Ref.JPCOE/IC/CIR/23-24/02

27.02.2024

CIRCULAR

A meeting has been scheduled for all ICC members on 29.02.2024 at 3:00 pm in the conference hall, main block, to discuss precautions and awareness regarding harassment. Additionally, the meeting will cover plans for Women's Day celebrations. All are requested to attend the meeting without fail.

Agenda:

1. To discuss and plan proper conduction of events
2. To discuss roles and responsibilities of all the members of ICC
3. To discuss about the events to the conducted for the women day celebration
4. Any other

Mrs. R. BABY

Coordinator

Copy to:

1. To all the members



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Minutes of the IIC meeting held on 29.02.2024

Agenda:

1. To discuss and plan proper conduction of events
2. To discuss roles and responsibilities of all the members of ICC
3. To discuss about the events to the conducted for the women day celebration
4. Any other

Members Present

Sl. No.	Name	Position	Category	Sign
1.	Rev. Sr. B. Hamlet	Convenor	Administrator	
2.	Dr. M. Rajkumar	Convenor	Principal	
3.	Mrs. R. Baby	Presiding Officer	Assistant Professor	
4.	Mrs. Papu Sivanatham	Member	Assistant Professor	
5.	Mrs. S. Lakshmi Ramakrishnan	External Member	Office of NGO	Absent
6.	Dr. P. Nancy	Member	Assistant Professor & Head	
7.	Mrs. M. Shenbagavalli	Member	Professor & Head	
8.	Dr. V. Jeyalakshmi	Member	Professor & Head	
9.	Mr. M. Palani	Member	Assistant Professor & Head	
10.	Mr. R. Siddharthan	Member	Assistant Professor & Head	
11.	Ms. R. Kaniska	Member	Student	
12.	Mr. Akash Micheal	Member	Student	



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Following points were discussed:

1. Roles and responsibilities of each member of ICC
2. Responsibilities for the events were assigned to the faculty coordinators for women's day celebration
3. It is decided to look for a sponsor for the women's day celebration
4. Decision made regarding the implementation of conducting a minimum of two motivational or awareness programs per academic year.

Mrs. R. BABY

Coordinator