



# ADHIYAMAAN COLLEGE OF ENGINEERING

[An Autonomous Institution Affiliated to Anna University , Chennai ]

[Approved by AICTE, New Delhi , An ISO 9001: 2008 Certified Institution]

Dr.M.G.R Nagar, Hosur- 635 109, Krishnagiri District, Tamil Nadu , India.

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Date : 21 June 2017

## OFFICE ORDER

### **Sub: Constitution of Internal Complaints Committee - Reg.**

As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an **Internal Complaints Committee (ICC)** (Anti-Sexual Harassment Cell) has been established by the Institution. Adhiyamaan College of Engineering (NAAC accredited) is committed to provide a safe, secure and congenial atmosphere to the girl students and women employees of the Institution. The Institution has entrusted the task of developing principles and procedures for combating sexual harassment to this ICC. ICC promotes measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence by organising awareness programmes and campaigns for the benefit of all members of the Institution.

### **Members of Internal Complaints Committee:**

Sl.No	Name	Designation & Department	Role
1.	<b>Dr T Menakadevi</b>	<b>Professor in ECE</b>	<b>Presiding Officer</b>
2.	Dr Prameela Kaladharan	Professor & Head in Mathematics	Member
3.	Dr K Saranya	Associate Professor in Bio-Tech	Member
4.	Ms.Priyanka	Assistant Professor in Aero	Member
5.	Ms. Seetha	Professor in Architecture	Member
6.	Mr. SivaKumar	Assistant Professor in IT	Member
7.	Ms.V. Anitha	Research Scholar in ECE	Member
8.	Mr. Naveen	UG Student in ECE	Member
9.	Mr. Rakshitha	UG Student in in EEE	Member
10.	Ms. Sangeetha	UG Student in IT	Member
11.	Ms. Meenakshi	UG Student in BME	Member

### **Functions of ICC:**

- To provide an environment free of gender-based discrimination.
- To work out details for the implementation these policies.
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.

### **Role and responsibility:**

- To ensure provision of a work and educational environment that is free from sexual harassment.
- To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of a sexual nature.
- Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.
- Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviours that are not acceptable.

### **Definition of Sexual Harassment:**

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as;

1. Physical contact and advances
2. A demand or request for sexual favours
3. Sexually coloured remarks
4. Showing pornography
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **The following is also sexual harassment and is covered by the committee:**

- Eve-teasing
- Unsavory remarks
- Jokes causing or likely to cause awkwardness or embarrassment

- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy

**Internal Complaints Committee (ICC)** assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.

**False Reporting:** Intentionally making a false report or providing false information is grounds for indiscipline.

**For any Complaints, Queries & Assistance**

Contact person: Dr. T.Menakadevi, Email : [icc@adhiyamaan.in](mailto:icc@adhiyamaan.in)

  
Signature of Principal  
PRINCIPAL  
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1.G.R. Nagar, HOSUR-635130



**To:** The Presiding Officer and all Members

**Cc:** Deans/HoDs/ Office Manager