



ARULMIGU MEENAKSHI AMMAN COLLEGE OF ENGINEERING

Vadamavandal, Cheyyar Taluk,
Near Kanchipuram, Vembakkam, Tamil Nadu - 604410.

INTERNAL COMPLAINTS COMMITTEE (ICC) DOCUMENT

(Prevention of Sexual Harassment – POSH) Academic Year: 2025–2026

Institution: Arulmigu Meenakshi Amman College of Engineering (As per All India Council for Technical Education Norms)

Date: 20.06.2025

1. CONSTITUTION ORDER Order No.: AMACE/ICC/2025-26/01

OFFICE ORDER

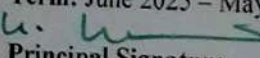
With the approval of the Principal, the Internal Complaints Committee (ICC) is constituted for the Academic Year 2025–2026 to address issues related to prevention of sexual harassment at workplace and to ensure a safe and respectful academic environment.

The Committee shall function in accordance with POSH Act guidelines and AICTE norms.

Composition of Internal Complaints Committee

S.No	Name	Department / Post	Designation	Role
1	Mrs. V. Jancirani	HOD – Chemical Engg	Assistant Professor	Presiding Officer
2	Ms. S. Chinthamani	Science & Humanities	Assistant Professor	Coordinator
3	Dr. D. Balaji	HOD – Mechanical	Associate Professor	Member
4	Dr. R. Hariprabha	Civil Engineering	Associate Professor	Member
5	Ms. M. Sandya	HOD – MBA	Assistant Professor	Member
6	Mrs. R. Kalaiselvi	HOD – MCA	Assistant Professor	Member
7	Mr. D.S.B. BalajiSha	HOD – CSE	Assistant Professor	Member
8	Mr. D. Dhakshinamurthy	HOD – EEE	Assistant Professor	Member
9	Mr. S. Sooriyaselvam	HOD – IT	Assistant Professor	Member
10	Mr. S. Dineshkumar	HOD – Biotech	Assistant Professor	Member
11	Mrs. A. Jeyanthi	HOD – ECE	Assistant Professor	Member
12	Mr. N. Muniappan	Chief Administrative Officer	Non Teaching Staff	Member
13	Mr. C. Vijaya Kumar	Administrative Officer	Non Teaching Staff	Member
14	Mr. P. Raghupathy	Librarian	Senior Faculty	Member
15	Mrs. V. Pavithra	Non Teaching Staff	Senior Faculty	Member
16	Mr. N. Shanmugam	Non Teaching Staff	Senior Faculty	Member
17	Ms. P. Vasantha	House Keeping	Non Teaching Staff	Member
18	Mr. D. Narayanan	House Keeping	Non Teaching Staff	Member
19	Ms. R. Chakravarthy	Legal Counselor	Resource Person	External Member
20	Adv. Karthika	Legal Advisor	Resource Person	External Member

Term: June 2025 – May 2026


Principal Signature



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2. OBJECTIVES

1. To ensure a safe and respectful workplace environment
2. To prevent sexual harassment within the institution
3. To promote gender sensitization and awareness
4. To ensure confidentiality and fairness in proceedings
5. To comply with POSH Act and AICTE regulations

3. PREVENTIVE MECHANISM

1. Awareness programmes conducted for students and staff
2. Display of ICC details and contact information
3. Confidential reporting mechanism established
4. Gender sensitization workshops organized
5. Continuous monitoring of campus environment

4. MINUTES OF MEETING Minutes of Meeting – 1

Date: 15.10.2025 Venue: Principal's Chamber

Meeting No.: ICC/01/2025-26

Time: 11.30 AM

Members Present

All committee members were present.

S.No	Name	Department / Post	Designation	Role
1	Mrs. V. Jancirani	HOD – Chemical Engg	Assistant Professor	Presiding Officer
2	Ms. S. Chinthamani	Science & Humanities	Assistant Professor	Coordinator
3	Dr. D. Balaji	HOD – Mechanical	Associate Professor	Member
4	Dr. R. Hariprabha	Civil Engineering	Associate Professor	Member
5	Ms. M. Sandya	HOD – MBA	Assistant Professor	Member
6	Mrs. R. Kalaiselvi	HOD – MCA	Assistant Professor	Member
7	Mr. D.S.B. BalajiSha	HOD – CSE	Assistant Professor	Member
8	Mr. D. Dhakshinamurthy	HOD – EEE	Assistant Professor	Member
9	Mr. S. Sooriyaselvam	HOD – IT	Assistant Professor	Member
10	Mr. S. Dineshkumar	HOD – Biotech	Assistant Professor	Member
11	Mrs. A. Jeyanthi	HOD – ECE	Assistant Professor	Member
12	Mr. N. Muniappan	Chief Administrative Officer	Non Teaching Staff	Member
13	Mr. C. Vijaya Kumar	Administrative Officer	Non Teaching Staff	Member
14	Mr. P. Raghupathy	Librarian	Senior Faculty	Member



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S.No	Name	Department / Post	Designation	Role
15	Mrs. V. Pavithra	Non Teaching Staff	Senior Faculty	Member
16	Mr. N. Shanmugam	Non Teaching Staff	Senior Faculty	Member
17	Ms. P. Vasantha	House Keeping	Non Teaching Staff	Member
18	Mr. D. Narayanan	House Keeping	Non Teaching Staff	Member
19	Ms. R. Chakravarthy	Legal Counselor	Resource Person	External Member
20	Adv. Karthika	Legal Advisor	Resource Person	External Member

Agenda

1. Implementation of ICC policies
2. Awareness programmes for students and staff
3. Review of preventive mechanisms

Proceedings

The Presiding Officer initiated the meeting by emphasizing the importance of maintaining a safe and respectful academic environment.

1. Awareness programmes were planned and scheduled
2. Confidential reporting mechanisms were reviewed
3. Responsibilities assigned to committee members
4. Campus safety measures evaluated

Observations

1. One incident reported during the period
2. Institutional environment observed to be safe and compliant

Action Taken :

Resolved the Issues by framing enquiry committee with smooth manner(Proof Enclosed)

Signature of Committee Members

S.No	Name	Designation	Signature
1	Mrs. V. Jancirani	Assistant Professor	V. Jancirani
2	Ms. S. Chinthamani	Assistant Professor	S. Chinthamani
3	Dr. D. Balaji	Associate Professor	D. Balaji
4	Dr. R. Hariprabha	Associate Professor	R. Hariprabha
5	Ms. M. Sandya	Assistant Professor	M. Sandya
6	Mrs. R. Kalaiselvi	Assistant Professor	R. Kalaiselvi
7	Mr. D.S.B. BalajiSha	Assistant Professor	D.S.B. BalajiSha
8	Mr. D. Dhakshinamurthy	Assistant Professor	D. Dhakshinamurthy

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S.No	Name	Designation	Signature
9	Mr. S. Sooriyaselvam	Assistant Professor	
10	Mr. S. Dineshkumar	Assistant Professor	
11	Mrs. A. Jeyanthi	Assistant Professor	
12	Mr. N. Muniappan	Non Teaching Staff	
13	Mr. C. Vijaya Kumar	Non Teaching Staff	
14	Mr. P. Raghupathy	Librarian	
15	Mrs. V. Pavithra	Non Teaching Staff	
16	Mr. N. Shanmugam	Non Teaching Staff	
17	Ms. P. Vasantha	Non Teaching Staff	
18	Mr. D. Narayanan	Non Teaching Staff	
19	Ms. R. Chakravarthy	Legal Counselor	
20	Adv. Karthika	Legal Advisor	

Meeting concluded at 12.30 PM

Minutes of Meeting – 2 Meeting No.: ICC/02/2025-26

Venue: Conference Hall

Date:

12.03.2026

Time: 2.30 PM

Agenda

1. Review of ICC activities
2. Evaluation of awareness programmes
3. Strengthening preventive measures

Proceedings

1. Awareness programmes conducted successfully
2. Feedback from participants reviewed
3. Safety measures evaluated across campus
4. Monitoring mechanisms strengthened

Observations

1. No cases reported during the academic year
2. Full compliance with statutory norms maintained

Signature of Committee Members

S.No	Name	Designation	Signature
1	Mrs. V. Jancirani	Assistant Professor	
2	Ms. S. Chinthamani	Assistant Professor	
3	Dr. D. Balaji	Associate Professor	
4	Dr. R. Hariprabha	Associate Professor	



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5	Ms. M. Sandya	Assistant Professor	
6	Mrs. R. Kalaiselvi	Assistant Professor	
7	Mr. D.S.B. BalajiSha	Assistant Professor	
8	Mr. D. Dhakshinamurthy	Assistant Professor	
9	Mr. S. Sooriyaselvam	Assistant Professor	
10	Mr. S. Dineshkumar	Assistant Professor	
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15	Mrs. V. Pavithra	Non Teaching Staff	
16	Mr. N. Shanmugam	Non Teaching Staff	
17	Ms. P. Vasantha	Non Teaching Staff	
18	Mr. D. Narayanan	Non Teaching Staff	
19	Ms. R. Chakravarthy	Legal Counselor	
20	Adv. Karthika	Legal Advisor	

The committee confirmed that the institution maintains a safe, respectful, and compliant academic environment.

5. ICC STATUS REPORT

Category	No. of Cases	Resolved	Pending
Complaints	0 ✓	0	0 ✓

Total Cases: 0

Compliance Level: 100%

No cases were reported during the academic year. Preventive measures and awareness activities were continuously implemented. The Internal Complaints Committee has functioned effectively during the Academic Year 2025-2026, ensuring a safe and gender-sensitive institutional environment in compliance with statutory regulations.

Principal

IQAC Coordinator

Presiding Officer
V. JANCIRANI