



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS & SCIENCE

**Thanjavur Main Road, Karambayam,
Pattukkottai, Thanjavur-614 626, Tamil Nadu**

**Governance, Leadership and Management
(Internal Complaints Committee)**




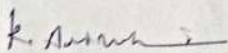
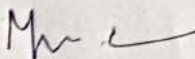
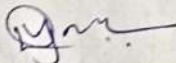
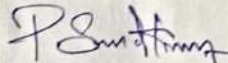
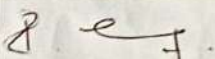
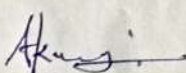
Submitted by:

**IQAC
MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE
PATTUKOTTAI-614 626, THANJAVUR (DT)**



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

INTERNAL COMPLAINTS COMMITTEE 2017- 2018

PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	Mr.C.VENGATESWARAN	
MEMBER	Dr. K.ARIVUKKANI	
MEMBER	Mr. V. MAHENDRAN	
MEMBER	Mrs. R. VIJAYA LAKSHMI	
MEMBER	Mr. P.SANDHAKUMAR	
MEMBER	Mrs. P.PADMAPRIYA	
MEMBER	Mrs.A.KANIMOZHI	





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

MEETING MINUTES -I

DATE 18.09.2017

Minutes of the Meetings held on , September , 2017 at 4.00 pm in the committee room. Chairperson welcomed all the participants. Mr. Vengateshwaran expressed that there is a smooth and friendly relationship among boys and girls in International women's day celebration of 2017. She also stated that, a large number of boys and girls were involved in the run for cause " Towards the world of equals". during orange day celebrations and there were campaigns on women safety. The chairperson appreciated and congratulated all the members for involving both boys and girls in the both the Orange Day celebrations and International women's day celebration organized by the women's cell.

Mrs. R. Vijayalakshmi suggested that Bhavya-the women's cell should take initiative in organizing programmes involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization. The meeting ended at 4.45 pm as there were no other points for discussion



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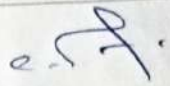
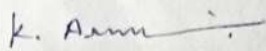
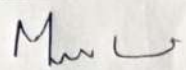
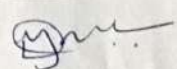
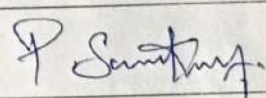
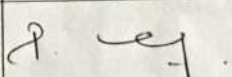
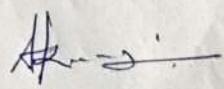
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College of Arts and Science
Karambayam, Pattukkottai-614 626
Thanjavur-District



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INTERNAL COMPLAINTS COMMITTEE 2017- 2018

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CHAIR PERSON	Mr.C.VENGATESWARAN	
MEMBER	Dr. K.ARIVUKKANI	
MEMBER	Mr. V. MAHENDRAN	
MEMBER	Mrs. R. VIJAYA LAKSHMI	
MEMBER	Mr. P.SANDHAKUMAR	
MEMBER	Mrs. P.PADMAPRIYA	
MEMBER	Mrs.A.KANIMOZHI	





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MEETING MINUTES -II

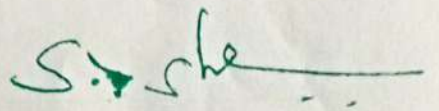
DATE : 11.12.2017

Minutes of the Meetings held on ,DECEMBER, 2017at 4.00 pm in the committee room
Chairperson welcomed all the participants

MEETING MINUTES

- a. The College has established an Internal Complaints Committee for prevention and redressal of sexual harassment.
- b. The Internal Complaints Committee shall have the Principal as the chairperson and a women member as Coordinator, 50% women members and an NGO external expert oriented towards sexual harassment cases as member.
- c. ICC members shall be approachable, accessible, committed, sensitive and understanding.
- d. Complainants or victim shall not be victimized or marginalized against while dealing with complaints.
- e. Complainants or victim shall not be victimized or marginalized against while dealing with complaints.
- f. Internal Complaints Committee shall make an annual report of its activities.
- g. Internal Complaints Committee The ICC works in Co-ordination with the Women Empowerment




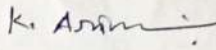
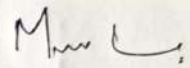
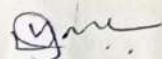

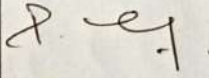
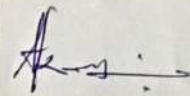

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INTERNAL COMPLAINTS COMMITTEE 2017- 2018

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MEMBER	MRS. R. VIJAYA LAKSHMI	
MEMBER	MR. P.SANDHAKUMAR	
MEMBER	MRS. P.PADMAPRIYA	
MEMBER	MRS..A.KANIMOZHI	





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

MEETING MINUTES -III

DATE 15.03.2018

Procedure for filing a Complaint with ICC Meenakshi chandrasekaran college of arts and science, karambayam pattukkottai

- Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.
- Nature of the complaint should be clearly stated in detail with dates and locations.
- As per stipulation of The Act the aggrieved person can make the written complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must be in no case anonymous and the aggrieved person's name and address should be legible.
- As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to any internal member of the ICC-STC.



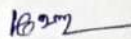
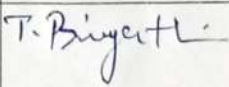
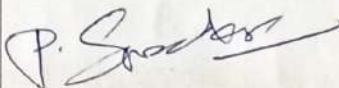
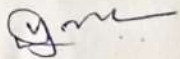


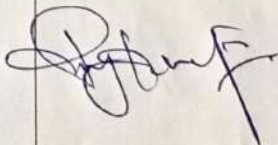
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Thanjavur-District



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

INTERNAL COMPLAINTS COMMITTEE 2018- 2019

PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	DR.N.HEMALATHA	
MEMBER	MRS. T.PRIYADHARSHNI	
MEMBER	DR.P.SIVAKUMAR	
MEMBER	MRS. R. VIJAYA LAKSHMI	
MEMBER	MR.C.VENGATESWARAN	
MEMBER	MRS. P.PADMAPRIYA	
MEMBER	DR.T.RAJAGOBAL	





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

MEETING MINUTES -I

DATE 08.07.2018

- The complainant to give a written complaint to the Presiding officer .
- Presiding officer convenes a meeting with the committee within 7 working days of receiving the complaints.
- The committee meets with the complainant and alleged person/persons separately in a closed session.
- Statements of both parties will be recorded and if allegation of sexual harassment are justified on the basis of the given guidelines and the consensus of the ICC suitable action will be initiated within 15 working days.
- Punitive action will be taken based on the guidelines of the UGC.
- In case of frivolous or false allegation action will be taken against the complainant.
- Confidentiality of all meetings , statements, Recordings will be strictly maintained.



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MEMBER	MR.C.VENGATESWARAN	
MEMBER	MRS. P.PADMAPRIYA	
MEMBER	DR.T.RAJAGOBAL	





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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MEETING MINUTES -II

DATE 05.11.2018

The Constitution of Internal Complaints committee (ICC) for receiving the complaints of sexual harassment of women is mandatory in all Ministries/ Departments of Union as well as State Governments and in the private sector too.

The sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013 mandates all the workplaces which include any department , organizations, office, branch or unit which is established , owned , controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or Government company or a corporate or a co-operative society having more than 10 workers to constitute ICC for receiving complaints of sexual harassment.

In tune with the Act , the University had constituted an Internal Complaints Committee (ICC) and the present chairperson is Mrs.P.Padmapriya HOD Department of biochemistry.,



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INTERNAL COMPLAINTS COMMITTEE 2018- 2019

PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	Dr N DE MALATHA	
MEMBER	Mrs. T PRIYADARSHINI	T. Priyad
MEMBER	Dr P SIVAKI MAE	P. Sivak
MEMBER	Mrs. R. VIJAYA LAKSHMI	
MEMBER	Mr C. VENKATESWARAN	
MEMBER	Mrs. P PADMAPRIYA	P. Padma
MEMBER	Dr. T RAJAGOBAL	





MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

MEETING MINUTES -III

DATE 30.04.2019

Internal Complaints Committee (ICC) related to the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has been introduced to address the rising instances of offences against women in workplaces in recent times. In pursuance of this act, Mcc formed its Internal Complaints Committee (ICC) on 30.04.2019. Before the formation of ICC at Meenakshi chandrasekaran college of arts and science College, two cells had been functioning: The Cell for the Prevention of Sexual Harassment and Women's Studies Cell (2018-2019) as recommended by the Supreme Court and University Grant Commission. At present, "The Cell for the Prevention of Sexual Harassment" has been revised to form the "Internal Complaints Committee" (ICC) in consonance with the name designated by the Act of 2013.

According to this Act (2013), "sexual harassment" includes any one or more of the following unwelcome acts or behaviours (whether directly or implied);



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MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli)

MEETING MINUTES -I

DATE 11.09.2019

- The complainant to give a written complaint to the Presiding officer .
- Presiding officer convenes a meeting with the committee within 7 working days of receiving the complaints.
- The committee meets with the complainant and alleged person/persons separately in a closed session.
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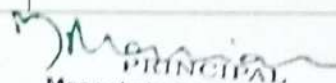




**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	Dr.T.MENAKA	T. Menaka
MEMBER	Mr.R.RAJA	R. Raja
MEMBER	Dr.P.SIVAKUMAR	P. Sivaraj
MEMBER	Mrs.R.REVATHI	R. Revathi
MEMBER	Mr.C.VENGATESWARAN	C. Vengateswaran
MEMBER	Mrs. P.PADMAPRIYA	P. Padmapriya
MEMBER	Dr.T.RAJAGOBAL	

MEETING MINUTES -II


PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai - 614 626
Thanjavur District

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The sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013 mandates all the workplaces which include any department, organizations, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or Government company or a corporate or a co-operative society having more than 10 workers to constitute ICC for receiving complaints of sexual harassment.

In tune with the Act, the University had constituted an Internal Complaints Committee (ICC) and the present chairperson is Mrs.P.Padmapriya HOD Department of biochemistry.
DATE 05.11.2018



**MEENAKSHI CHANDRASEKARAN
COLLEGE OF ARTS AND SCIENCE**
(Affiliated to Bharathidasan University, Tiruchirappalli)

INTERNAL COMPLAINTS COMMITTEE 2019- 2020

PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	Dr.T.MENAKA	<i>T. Menaka</i>
MEMBER	Mr.R.RAJA	<i>R. Raja</i>
MEMBER	Dr.P.SIVAKUMAR	<i>P. Sivakumar</i>
MEMBER	Mrs.R.REVATHI	<i>R. Revathi</i>
MEMBER	Mr.C.VENGATESWARAN	<i>C. Vengateswaran</i>
MEMBER	Mrs. P.PADMAPRIYA	<i>P. Padmapriya</i>
MEMBER	Dr.T.RAJAGOBAL	<i>T. Rajagobal</i>



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PRINCIPAL
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MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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MEETING MINUTES –III

DATE 17.02.2020

Internal Complaints Committee (ICC) related to the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

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COLLEGE OF ARTS AND SCIENCE**
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PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	Dr.T.MENAKA	
MEMBER	Mr.R.RAJA	
MEMBER	Dr.P.SIVAKUMAR	
MEMBER	Mrs.R.REVATHI	
MEMBER	Mr.C.VENGATESWARAN	
MEMBER	Mrs. P.PADMAPRIYA	
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(UGC Recognized 2(f) & 12(B) Institution)

INTERNAL COMPLAINTS COMMITTEE 2021- 2022

PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	Dr.D.MENAKA	
MEMBER	Mr.P.SURESH KUMAR	
MEMBER	Dr.PK.VIGNESH	
MEMBER	Dr.U.MUTHUKUMARAN	
MEMBER	Dr.S.RATHIKA GAYATHRI	
MEMBER	Mrs. P.PADMAPRIYA	





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MEETING MINUTES -I

DATE 12.07.2021

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.



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INTERNAL COMPLAINTS COMMITTEE 2021- 2022

PARTICULARS	NAME	SIGNATURE
CHAIR PERSON	Dr.D.MENAKA	
MEMBER	Mr.P.SURESH KUMAR	
MEMBER	Dr.P.K.VIGNESH	
MEMBER	Dr.U.MUTHUKUMARAN	
MEMBER	Mrs.P.PADMAPRIYA	
MEMBER	DR.S.RATHIKA GAYATHRI	



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www.mcccollege.ac.in



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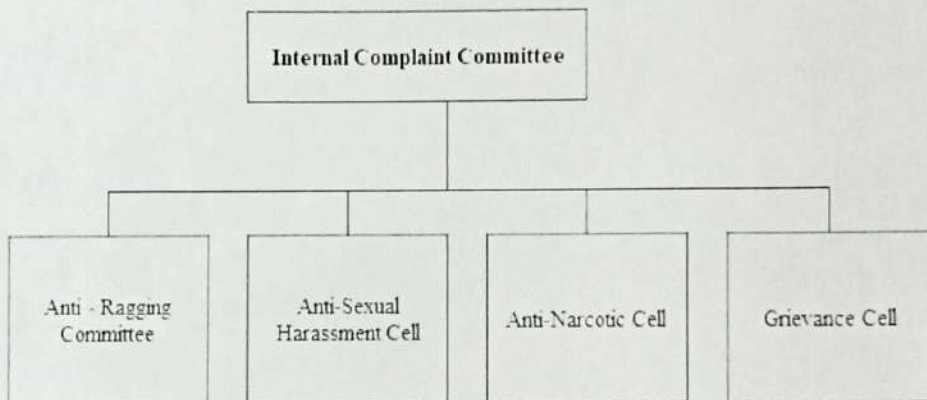
MEETING MINUTES -II

DATE 12.12.2021

01. In compliance with the instructions of central and state government agencies and guidelines issued in implementation of Supreme Court Judgments on the subject of institutional workplace complaints, this institution had duly constituted a Internal Complaint Committee.

02. It consist of Anti-Ragging Committee, Anti-Sexual Harassment Cell, Anti-Narcotic Cell, and Grievance Cell.

03. The structure of Internal Compliant Cell is explained below.



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MEMBER	Dr.U.MUTHUKUMARAN	
MEMBER	Dr.S.RATHIKA GAYATHRI	
MEMBER	Mrs. P.PADMAPRIYA	



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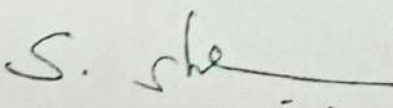
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(UGC Recognized 2(f) & 12(B) Institution)

MEETING MINUTES -III

DATE 15.03.2022

01. The first stage for the election of the student representatives, i.e. electing from each class a member of the MCC, can be done over a period of a week.
02. The election will be through a secret ballot.
03. Three students polling a maximum number of votes will be elected as representatives. The student representatives include at least one from 2nd year in the ICC.
04. The elections will be conducted by the Principal as Returning Officer and Convenor, Women Development Cell as Presiding Officer.
05. At the time of counting the votes, candidates/ a nominee of each candidate can be present as an observer.




PRINCIPAL
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