

## **INTERNAL COMPLAINTS COMMITTEE (ICC)**

The Internal Complaints Committee (ICC) at the Coimbatore Institute of Engineering and Technology (CIET) is a crucial mechanism established to ensure a safe and conducive environment for all employees and students by addressing complaints related to sexual harassment and any form of gender-based discrimination within the campus. The ICC is constituted as per the requirements outlined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, which mandates that educational institutions, including engineering colleges, implement a robust system for redressing grievances related to harassment.

### **OBJECTIVE OF THE ICC**

The primary objective of the ICC at CIET is to:

- Ensure the prevention, prohibition, and redressal of sexual harassment and other forms of inappropriate behaviour at the workplace (college campus).
- Provide an efficient, transparent, and confidential mechanism for students and staff to report complaints of harassment.
- Foster a gender-sensitive environment at CIET that upholds the dignity and rights of every individual.
- Ensure that students and staff are aware of the institution's policy on sexual harassment and are trained to identify and report any incidents.

### **COMPOSITION OF THE ICC**

The Internal Complaints Committee (ICC) at CIET is formed in compliance with the guidelines laid down by the Sexual Harassment of Women at Workplace Act, 2013. The committee is headed by senior staff members, and the composition includes:

Presiding officer: A Senior female faculty member

Coordinator: A senior female faculty member from the institution, preferably someone in a leadership position, such as a professor or Head of Department.

Members:

- At least two female employees from various departments to represent the academic and non-academic staff.



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- An external expert from an NGO or social work background, specializing in gender issues, women's rights, or legal affairs, may be called upon when needed (optional).

## **MEETINGS:**

The committee is required to meet regularly, and special meetings are convened if an urgent issue arises.

## **ROLES AND RESPONSIBILITIES**

The responsibilities of the ICC at CIET include the following:

### **Complaint Handling:**

Receiving written complaints related to sexual harassment involves ensuring confidentiality and providing support to complainants, including counseling and guidance on the process.

### **Investigation:**

Conducting a fair and impartial investigation into all complaints of sexual harassment includes gathering evidence, interviewing the complainant and the respondent, and taking witness statements.

### **Action and Recommendations:**

After investigation, if the complaint is substantiated, the committee can recommend appropriate disciplinary action against the accused, such as suspension, a warning, or any other action deemed fit based on the severity of the incident.

The ICC can also recommend measures to prevent future harassment, such as awareness programs or policy changes.

### **Awareness and Training:**

The Internal Complaints Committee (ICC) conducts regular awareness programs and workshops for both staff and students to educate them about sexual harassment, legal rights, and appropriate workplace behavior. Additionally, information about the ICC's roles and the procedure for filing complaints is disseminated to ensure that everyone is aware of the available channels for redressal.



## **Confidentiality:**

The committee ensures that all complaints, investigations, and outcomes are handled with strict confidentiality, protecting the identity of both the complainant and the respondent.

## **Annual Report:**

The ICC is required to submit an annual report detailing the complaints received, the action taken, and any recommendations to the management of CIET. This report is also available to the government if required.

## **COMPLAINT REDRESSAL PROCESS**

The process for filing a complaint and seeking redressal at CIET is structured as follows:

### **1. Filing a Complaint:**

Any student or employee who feels harassed can file a written complaint to the ICC within 3 months of the incident. The complaint can be submitted via email, physically, or through a dedicated form.

### **2. Preliminary Inquiry:**

Upon receiving the complaint, the ICC conducts a preliminary inquiry to determine whether the complaint falls under the purview of the committee. If necessary, the complainant may be provided with a platform to express their concerns.

### **3. Investigation:**

If a complaint is deemed serious, a formal investigation is launched, involving the collection of evidence such as witness statements, documents, and electronic records (if applicable). The process includes interviewing the complainant, the accused, and witnesses to gather relevant facts while maintaining strict confidentiality to protect the rights of all parties involved.

### **4. Conclusion and Recommendation:**

Based on the investigation, the ICC may find the complaint substantiated or unsubstantiated. If the complaint is substantiated, the committee will recommend appropriate action to the institutional authorities, including disciplinary measures against the accused, or other actions like counseling or sensitization sessions.



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## 5. Resolution and Follow-up:

The committee ensures that there is follow-up to ensure that the action recommended has been implemented. In case the complainant or the accused is not satisfied with the decision, they have the right to approach external forums for redressal.

## IMPACT AND EFFECTIVENESS OF THE ICC

The ICC at CIET has been effective in:

- Promoting a safe and respectful environment for both students and staff.
- Creating awareness about sexual harassment laws and rights.
- Addressing issues at an early stage, preventing them from escalating into more serious situations.
- Instilling confidence among staff and students that they have a platform for expressing grievances without fear of retaliation.

**ICC- COORDINATOR**

**PRINCIPAL**

**Ref: CIET/ICC/2025-26/Meeting/CIR – 001**

**Date: 08.07.2025**

It is hereby informed that the following members have been nominated to the Internal Complaints Committee for the academic year 2025–26. The committee has been constituted in accordance with institutional policies and legal provisions, ensuring representation across departments and categories. The members are listed below:

1. Dr.K.Pushpalatha- HOD -CSE – Presiding officer
2. Dr.K.Kalamani – Dean – Academics - Member
3. Prof.K.Velumani , HOD – S & H -Member
4. Mrs.S.Sumathi , Office staff - Member
5. Dr.S.Gokul – HOD EEE – Member
6. Dr.P.Lakshmanan – Deputy Manager -Member
7. Ms.M.Sankari – III CSE (Cyber Security)
8. Ms.P.Poovarisi – III AI &DS
9. Mr.S.Vinothkumar – III IT

I kindly request all appointed members to actively participate in the activities of the ICC and contribute towards ensuring a safe and inclusive environment for both staff and students. The roles and responsibilities of the committee will be outlined in detail during the first meeting, scheduled for 14.07.2025.

  
PRINCIPAL

Copy to:

1. The Director, CIET
2. The members concerned
3. All HoDs
4. Office file



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Ref: CIET/ICC/2025-26/Meeting/CIR – 002

Date: 08.07.2025

## Circular

The first Internal Complaints Committee meeting is scheduled on 14.07.2025 at 02:00 p.m in the principal's chamber. All members are requested to attend and participate in discussions on roles and planned activities for this academic year.

### Agenda for the Meeting:

1. Introduction of ICC members
2. Overview of ICC roles and responsibilities
3. Discussion on policies and procedures for handling complaints
4. Documentation and Record Maintenance Practices
5. Planning awareness programs and workshops for staff and students
6. Fixing Frequency of ICC Meetings
7. Any other points with the permission of the Chair



PRINCIPAL

### Copy to:

1. The Director, CIET
2. The members concerned
3. All HoDs
4. Office file



## **Minutes of the First meeting held on 14.07.2025**

The first meeting of the ICC for the academic year 2025-2026 was held on 14.07.2025. The meeting was presided over by Principal and attended by all committee members.

### **Agenda:**

1. Introduction of ICC members
2. Overview of ICC roles and responsibilities
3. Discussion on policies and procedures for handling complaints
4. Documentation and Record Maintenance Practices
5. Planning awareness programs and workshops for staff and students
6. Fixing Frequency of ICC Meetings
7. Any other points with the permission of the Chair

### **Meeting Proceedings:**

1.1 The meeting began with a welcome address by the Presiding officer, highlighting the importance of the Internal Complaints Committee in ensuring a safe and inclusive environment on campus.

1.2. The Presiding Officer explained the roles and responsibilities of the ICC, stressing the need to handle complaints with confidentiality, fairness and timely action. The discussion then moved to a review of the existing policies and procedures.

1.3 The functioning of the grievance redressal mechanism was explained to the faculty members in the CMS portal.

1.4 It was decided to install two additional complaint boxes on the college campus.

1.5 It was decided to conduct awareness programs for both staff and students. These programs will focus on raising awareness about sexual harassment, promoting responsible use of social media and explaining the procedures for filing complaints.



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1.6 A structured plan for awareness programs and workshops was also discussed. This includes conducting orientation sessions for first year students, organizing interactive discussions on how the complaint redressal system works and running regular awareness campaigns through posters and digital platforms.

1.7 The Presiding officer instructed that quarterly reports be submitted and the annual report be submitted to the Management by the end of the academic year.

### Action Points:

- ICC guidelines shall be finalized and circulated to all students and staff.
- Awareness programs shall be scheduled for the upcoming months, with the first programme to be conducted in September 2025.
- Regular training sessions shall be organized for ICC members on case handling.

### NEXT MEETING:

The committee noted that no complaints had been received as of the meeting date. The next ICC meeting is scheduled for October 2025 to review the progress of action items and plan further initiatives.

**PRESIDING OFFICER**

**PRINCIPAL**



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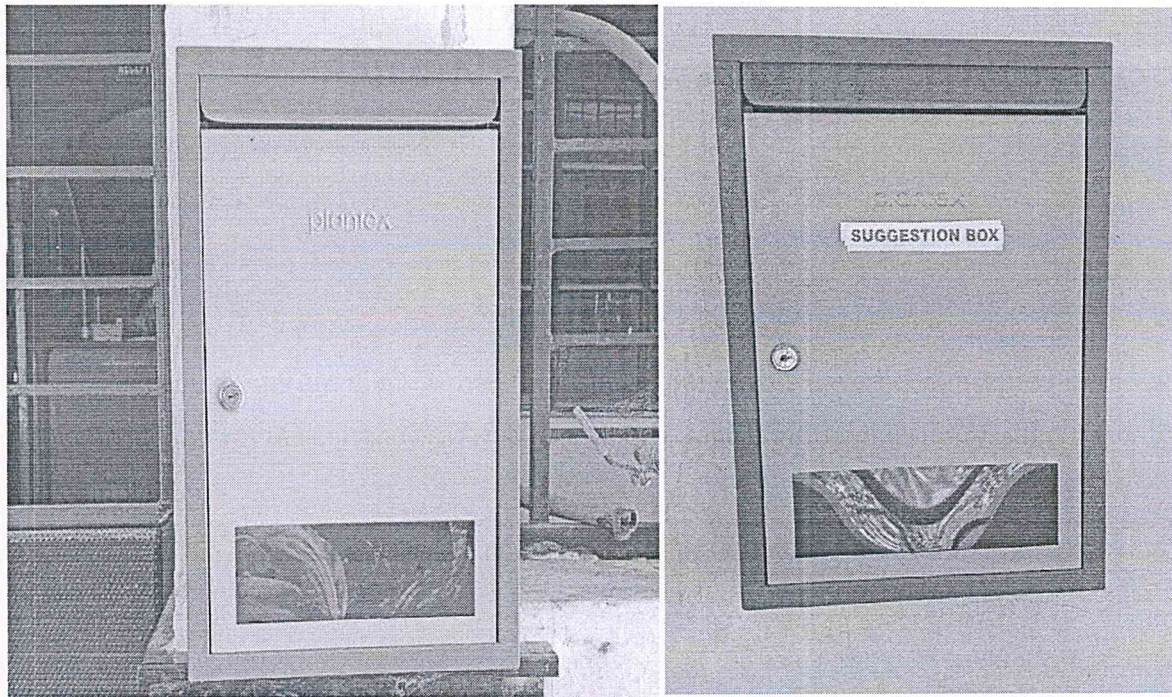
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Coimbatore

04.09.2025

As decided during the ICC meeting, suggestion boxes have been installed in the first-floor corridor and at the entrances to ensure accessible and confidential submission of feedback and complaints.



  
ICC Coordinator

  
Principal



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**Ref: CIET/ICC/2025-26/CIR – 003**

**Date: 15.09.2025**

## CIRCULAR

An Awareness Program for newly admitted first year students will be held on 16.09.2025 at 3.00 p.m in the auditorium. All Tutors are requested to ensure the attendance of their students and assemble them at the designated venue on time.

For further details, please contact the ICC Coordinator.



**PRINCIPAL**

### Copy to:

1. The Director
2. The Members Concerned
3. To be read in All first year classes
4. Office File



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Ref: CIET/ICC/2025-26/CIR-004

Date: 16.09.2025

## CIRCULAR

All students and faculty members are hereby informed that the Internal Complaints Committee has implemented the following measures to enhance accessibility and grievance redressal mechanisms:

### ICC Contact Numbers and Email ID:

ICC Email : [icc@cietcbe.edu.in](mailto:icc@cietcbe.edu.in)

Contact Numbers : 9942410606, 9843380015

A suggestion box has been placed in the principal's lobby, Director's room and at the college entrances for students and staff to submit anonymous complaints or feedback regarding any concerns.



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### Copy to:

1. The Director, CIET
2. To be read in all classes
3. All Faculties of CIET
4. IQAC, CIET
5. Office File



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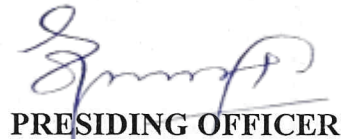
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**Ref: CIET/ICC/2025-26/Meeting/CIR – 005**

**Date: 06.10.2025**

## CIRCULAR

All the members of the Internal Complaints Committee are requested to attend a meeting on 08.10.2025 at 03.30 p.m in the board room.



**PRESIDING OFFICER**

Copy to:

1. The Director
2. The Principal
3. The members concerned
4. Office file

## **Minutes of the Second meeting held on 08.10.2025**

### **Agenda:**

1. Discussion on complaints received, if any
2. Events and programs to be organized
3. Any other points with the permission of the Chair

### **Proceedings:**

#### **2.1 Discussion on Complaints Received:**

The committee reviewed the status of complaints received since the previous meeting. It was noted that no formal complaints had been reported during this period. The members discussed measures to further improve the accessibility of the complaint mechanism and to encourage students and staff to report grievances without hesitation. It was also noted that the ICC email ID and women's helpline numbers had already been disseminated to all students. In addition, the need to educate students on how to use the CMS portal for registering complaints online was emphasized.

#### **2.2 Events and Programs to be Organized:**

The committee reviewed the awareness initiatives conducted. It was noted that one awareness program had been organized for first-year students to promote understanding of ICC functions and grievance redressal procedures. The committee further discussed organizing additional programs for students to strengthen awareness and ensure a safe and inclusive campus environment.

#### **2.3 Other Points:**

The committee agreed to conduct an anonymous feedback survey to assess the level of awareness and effectiveness of ICC policies.

### **Action Points:**

- Strengthen communication regarding ICC roles and complaint mechanisms
- Ensure visibility and accessibility of suggestion boxes across the campus
- Continue organizing awareness programs for students and staff



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- Create awareness among students on how to use the CMS portal for registering complaints online

## **Conclusion:**

The meeting concluded with a vote of thanks by the Chair, reiterating the institution's commitment to maintaining a safe, supportive, and inclusive environment for all. The next ICC meeting is scheduled for February 2026.

**PRESIDING OFFICER**



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**Ref: CIET/ICC/2025-26/Meeting/CIR – 006**

**Date: 17.02.2026**

## CIRCULAR

All the members of the Internal Complaints Committee are requested to attend a meeting on 19.02.2026 at 10.30 a.m in conference hall.



**PRESIDING OFFICER**

Copy to:

1. The Director
2. The Principal
3. The members concerned
4. IQAC, CIET
5. Office file



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## Minutes of the meeting held on 19.02.2026

### Agenda:

1. Discussion on complaints received, if any
2. Any other points with the permission of the Chair

### Proceedings:

The committee noted that no complaints had been received during this period. The Presiding officer emphasized that the ICC minutes for the academic year should be compiled and submitted to the Management.



**PRESIDING OFFICER**



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**Ref: CIET/ICC/2025-26/Meeting/CIR – 007**

**Date: 02.03.2026**

## CIRCULAR

All lady staff are requested to attend an awareness program on women's rights and safety in the board room on 03.03.2026 at 12:15 p.m.



**PRINCIPAL**

Copy to:

1. The Director
2. All staff
3. IQAC, CIET
4. Office file