



A.K.T MEMORIAL VIDYA SAAKET SCHOOL

A.K.T Nagar, Neelamangalam, Kallakurichi Dt., Tamilnadu - 606 213

Phone: 88835 96437, Email: principal.aktcbse@gmail.com, Website: www.aktinstitutions.com

Internal Complaints Committee (ICC)

The procedure for preventing sexual harassment at the workplace involves the employer implementing a policy prohibiting it, establishing an Internal Complaints Committee (ICC) for organizations with 10 or more employees, and providing a way for the aggrieved woman to file a written complaint. For workplaces with fewer than 10 employees or where the employer is the alleged offender, the government establishes a Local Complaints Committee. The committee must complete an inquiry within 90 days, and the employer must then act on the report within 60 days.

An Internal Complaints Committee (ICC) in a school is a committee mandated by the University Grants Commission (UGC) to prevent and address sexual harassment and other forms of gender-based violence among students and staff.

Employer's responsibilities

Prohibition: Issue a clear policy that prohibits sexual harassment and make it known through notifications and circulation.

Policy inclusion: Include rules and penalties for sexual harassment in the workplace's conduct and discipline rules.

Complaint mechanism: Establish an Internal Complaints Committee (ICC) in every office or branch with 10 or more employees.

Record-keeping: Maintain a record of all complaints and actions taken.

Annual report: Submit an annual report on compliance with the act to the District Officer.

Protection: Ensure the protection of the complainant from retaliation.

1. Complaint and initial actions

File a complaint: The aggrieved woman must file a written complaint with the school's Internal Complaints Committee (ICC).

Assistance for non-written complaints: If the woman cannot write the complaint, the ICC must provide reasonable assistance to help her do so.



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Time limit: The complaint should be filed within three months of the incident or the last incident in a series of incidents. The ICC can extend this period by up to three months if there are valid reasons.

2. ICC and the inquiry process

Complaint to ICC: The complaint must be made to the school's Internal Complaints Committee (ICC).

Confidentiality: All proceedings and the identities of those involved must be kept confidential.

Inquiry: The ICC must conduct a fair and impartial inquiry into the complaint.

Timeline: The inquiry should be completed within 90 days from the date of receiving the complaint, with a possible extension of another 90 days for valid reasons.

Hearings: Both the complainant and the accused will have the opportunity to present their case and provide evidence during hearings.

3. Actions and resolution

Decision: After reviewing all evidence, the committee will make a decision and recommend appropriate action.

Disciplinary action: The school will take prompt remedial action, which may include disciplinary action against the accused.

Remedial action for the complainant: The school may take action to restore any lost terms, conditions, or benefits for the complainant.

Protection against retaliation: The school must ensure that there is no retaliation against the complainant or witnesses.



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Ref: AKTMVSS/ICC/2025-2026/1

Date: 11-06-2025

CIRCULAR

This is to inform you that, the Internal Complaints Committee is going to conduct the first meeting for the academic year 2025-2026, and the meeting will be held on 13-06-2025 at 4.00 pm. All the members of the Internal Complaints Committee are requested to attend the meeting without fail.

The agenda for the meeting is enclosed here for the kind information to all.

Agenda:

- Composition of Teachers
- Awareness Programme
- Any other points

Coordinator

Principal

Circulated and Copy to:

1. The Managing Director – For the kind information
2. Principal office
3. All the Coordinators
4. All the members of ICC
5. Administrative Office
6. File



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ICC Meeting- (1) – ATTENDANCE

Academic Year: 2025-2026

Date: 13-06-2025

Time: 4.00PM

Venue: LCD

Sl. No	Name of the member	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Coordinator

Principal

EVLOVING THINKING MINDS



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Date: 13-06-2025

Internal Complaints Committee (ICC)

The following faculty members are appointed to the Internal Complaints Committee for the academic year 2025-26. The main objectives of an Internal Complaints Committee (ICC) are to prevent sexual harassment and create a safe environment for women, address complaints through a fair and confidential process, develop and implement anti-harassment policies, and promote gender sensitization through awareness and training programs

S. No.	Name	Role	Designation
1	Dr.R.Abinaya	Chairperson	CEO
2.	Mrs.A.Baby	Coordinator	Academic Coordinator
3.	Mrs.Lija.PP	Member	Academic Coordinator
4.	Mrs.S.Subashini	Member	Academic Coordinator
5.	Mrs.R.Rajeshwari	Member	TGT- TAMIL
6.	Mrs.N.Sumathi	Member	PGT- BIO
7.	Mrs. V. Vithya	Member	PGT- PHY
8.	Mrs. V. Anitha	Member	PGT -CS
9.	Mr.N.Veeramanikandan	Member	PGT - CHE
10.	Mr.S.Sakthivel	Member	TGT -TAMIL

Composition:

Roles and Responsibilities:

1. Address and prevent instances of sexual harassment or discrimination on campus.
2. Sensitize students and faculty about the importance of gender equality and respectful behavior.
3. Promote a culture of zero tolerance for any form of gender-based violence or harassment.
4. Provide counseling and support services for female students, faculty, and staff who may have experienced gender-related challenges.
5. Conduct awareness programs to educate the college community about gender-related issues and women's rights.



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6. Encourage and support the participation of women in leadership roles within the college.
7. Provide information on health resources, including reproductive health, mental health, and wellness programs.
8. A core function is to ensure a safe and respectful environment for all members of the institution
9. The committee develops fair means of preventive measures and organizes awareness programs, gender sensitization sessions, and events like Women's Day programs.
10. The ICC accepts complaints of sexual harassment from any member of the institution, including students and employees of any gender.

Copy to:

1. The Managing Director – For the kind information
2. Principal office
3. All the Coordinators
4. All the members of ICC
5. Administrative Office
6. File **PRINCIPAL**



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Ref: AKTMVSS/ICC/2025-2026/1

Date: 16-06-2025

MINUTES OF MEETING – ICC

- The meeting of Internal Complaints Committee was held on 13-06-2025 at 4 .pm in LCD.
- Noted that no formal complaints of sexual harassment were filed by students or staff.
- It was decided to conduct programs and activities about gender equality.
- Convener thanked all the members of the committee for attending the meeting and requested all the members to actively participate and feel free for giving any suggestions.

Coordinator

Principal

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