



A.V.C. COLLEGE OF ENGINEERING

|Approved by AICTE, New Delhi || Affiliated to Anna University, Chennai |
Accredited by NBA (CSE, EEE, ECE & MECH) || NAAC with 'A' grade (3rd Cycle) |
| An ISO 9001:2015 Certified Institution |
Mannampandal, Mayiladuthurai - 609 305
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Internal Complaints Committee (ICC)

UGC Policy and Guidelines

In Higher Educational Institutions (HEIs), the Internal Committee (IC) (formerly referred to as the Internal Complaints Committee (ICC)) is constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. These regulations apply to all universities and colleges recognized by the UGC.

UGC Guidelines for the Internal Complaints Committee (ICC)

1. Constitution of the Internal Complaints Committee (ICC)

Every Higher Educational Institution (HEI) must establish an Internal Committee with the following composition:

- Presiding Officer: A senior woman faculty member.
- At least two members: Faculty or non-teaching staff committed to women's rights or having experience in social work or legal knowledge.
- One student representative: Where the matter concerns students (as specified by institutional rules).

- One external member: From an NGO or association committed to women's issues or a person familiar with issues relating to sexual harassment.

At least 50% of the members must be women.

2. Functions of the Internal Complaints Committee (ICC)

The IC is responsible for:

- Receiving complaints of sexual harassment.
- Conducting a fair, impartial, and confidential inquiry.
- Recommending appropriate action to the institution.
- Assisting complainants who wish to file a police complaint.
- Ensuring the complainant is protected from retaliation or victimization.
- Organizing awareness programmes and gender sensitization activities.

Monitoring implementation of anti-sexual harassment policies.

3. Filing a Complaint

- Complaints should normally be submitted within three months from the date of the incident.
- For a series of incidents, the complaint should be filed within three months from the last incident.
- The IC may extend this period by another three months if sufficient reasons are recorded in writing.

If the complainant cannot submit a written complaint, the IC must provide assistance in preparing it.

4. Inquiry Process

The IC must:

- Follow the principles of natural justice.
- Give both parties an opportunity to present evidence.
- Maintain confidentiality throughout the proceedings.

Complete the inquiry within the time prescribed under the POSH Act (generally 90 days).

5. Recommendations

After completing the inquiry, the IC may recommend:

- Disciplinary action against the respondent if allegations are proved.
- Counselling or other corrective measures where appropriate.
- Compensation to the complainant where applicable.
- Measures to prevent recurrence of similar incidents.

The institution should act on the recommendations within 30 days, unless an appeal is filed.

6. Confidentiality

The identity of:

- the complainant,
- the respondent,
- witnesses,
- inquiry proceedings, and
- recommendations

must remain confidential. Unauthorized disclosure may attract penalties under the law.

Key Legal References

- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)
- UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015



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INTERNAL COMPLAINTS COMMITTEE (ICC)

Establishment of Internal Complaints Committee (ICC) in the institute (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016 *

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Dr. R. Umamaheswari	Psychologist and Student Counselor	Member	umamaheswarisst @gmail.com	9003294602
Three students, if the matter involves students, who shall be enrolled at the undergraduate, Master's and Research Scholar levels respectively, elected through transparent democratic procedure.	Invitee	-	-	-

Date: 28 July 2026

PRINCIPAL