



# UNIVERSITY COLLEGE OF ENGINEERING KANCHEEPURAM

(A Constituent College of Anna University & Approved by AICTE)

Chennai – Bangalore Highway, Ponnerikarai, Kancheepuram – 631 552

**Prof. V. KAVITHA**  
**DEAN**

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**Procs. No. 032/UCEK/ICC/2024 – 2025**

**Dated: \_\_.\_\_.2024**

**Sub:** UCEK – Academic Years 2024 – 25 to 2026 – 27 – Gender Sensitization, Prevention and Prohibition against Sexual Harassment of Students / Women Employees and Redressal of Grievances in Higher Educational Institutions (HEI) – Constitution of Internal Committee (IC) – Nomination of Personnel – Orders – Issued – Reg.

**Ref:** T.O. Procs. No. 012/UCEK/ICC/2024 – 2025, dt: 19.08.2024.

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In pursuance of the office order cited, as per Section 4 of AICTE Regulations 2016 vide No. F.AICTE/WH/2016/01, dated 10<sup>th</sup> June 2016, an Internal Complaints Committee has been exclusively constituted to the campus of the University College of Engineering – Kancheepuram comprising the following members for the academic years 2024 – 2025 to 2026 – 2027, with an intention of sensitization, prevention and prohibition against sexual harassment of students / women employees of this Institution.

## **NOMINATION OF INTERNAL COMMITTEE (IC) MEMBERS – UCE KANCHEEPURAM**

<b>Sl. No.</b>	<b>Ex-Officio Member</b>	<b>Position</b>	<b>Contact No.</b>
1.	Dr. D. Zamrooth AP (SG), Dept. of EEE	Chairperson / Presiding Officer	9943573605
2.	Dr. V.S. Chandrasekar AP (SG) & EO, Dept. of Mech.	Member Secretary	8056714568
3.	Dr. Hirthna AP (SG), Dept. of S & H	Institution Member	8610776331
4.	Mr. G. Mani AP (SG), Dept. of CSE	Institution Member	8667393278
5.	Mrs. R. Malarkodi Prof. Asst., Dept. of CSE	Institution Member	
6.	Sub Inspector of Police Ponnerikarai Police Station	External Member	
7.	Ms. G. Pavithra Lawyer	External Member	
<b>Student Level Members (if the matter involves students)</b>			
8.	Student – 1 relative to issue	Student Level Member 1	
9.	Student – 2	Student Level Member 2	
10.	Student – 3	Student Level Member 3	
11.	Parent – 1 relative to issue	Parent Level Member 1	
12.	Parent – 2 relative to issue	Parent Level Member 2	

### **Role of Internal Complaints Committee (ICC):**

- ❖ The members of the committee shall organize programmes / workshops for the Faculty and students of the campus to sensitize them and to ensure knowledge & awareness about POSH Act and as well as responsibilities.
- ❖ The Committee shall act decisively against all gender-based violence perpetrated against employees and students of all sexes recognizing that primarily women students and employees and male students and students of third-gender, who are vulnerable to sexual harassment / humiliation and exploitation.
- ❖ The Committee shall receive complaints from the victim / aggrieved person and enquiry may be conducted by inviting all the members of the Committee. The report of the committee shall be submitted to the Executive Authority of the respective HEI and same shall be disposed within the permissible length of time.
- ❖ The Member Secretary shall involve in all kinds of proceedings of ICC and shall also ensure the compliance of laid down procedures by the statutory bodies such as AICTE / UGC / State / Central Agencies.
- ❖ In general, the term of office of the members of ICC shall be for a period of three years.
- ❖ No Honorarium / Remuneration would be paid to the members of the committee for taking this assignment, in addition to their regular monthly salary / allowances.
- ❖ The external member(s) deputed in the committee are eligible to draw TA/DA expenses as per State Government / University norms, as and when the committee meetings are conducted under physical mode either at the campus of the UCE Kancheepuram or any other appropriate place, as it may be deemed to be fit for the committee.

**DEAN**

**To**

The Individuals concerned.

**Copy to**

1. The Director, CCC, Anna University, Chennai – 25.
2. All HODs
3. Students Whatsapp Groups

4. Hostel Office
5. Website Notification
6. Main Notice Board
7. File