



KIT - Kalaighnarkaranidhi Institute of Technology

An Autonomous Institution

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC with 'A' GRADE & NBA (AERO, CSE, ECE, EEE, MECH & MBA)
An ISO 9001 : 2015 Certified Institution, Coimbatore – 641 402.

Dr. N. MOHAN DAS GANDHI M.E., M.B.A., Ph.D.,
Principal

INDU MURUGESAN
Vice Chairperson

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CIRCULAR

As per the Sexual Harassment of Women at Workplace Act (Prevention, Prohibition, and Redressal) 2013, Internal Complaint Committee (ICC) is constituted. The Committee consists of the following members:

S.No	Name of the Committee Member	Profession	Mobile Number	e-mail address
1	Dr.R.T.Yamuna	Chairman	9842563693	rtyamuna@gmail.com
2	Dr. R. Mythili	Internal Member	9965590056	rmyl@rediffmail.com
3	Dr.C.Deepa	Internal Member	8072781605	deepachinnaiyan@gmail.com
4	Dr.Sunitha	External Member	9786337777	sunithas@gmail.com

List of duties of the **Internal Complaints Committee** are:

- Implementation of the Anti–Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises 'sexual harassment' at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively
- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings
- Whenever required, forward the complaint to the police
- Submit the inquiry report along with recommendations of actions to be taken
- Maintain confidentiality in regard to the proceedings taking place before the Committee


PRINCIPAL
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KIT-Kalaighnarkaranidhi Institute of Technology
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Kannampalayam Post, Coimbatore - 641 402.

Vijayalakshmi Palanisamy Charitable Trust

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