



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**

**SALEM - 636010**

**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

**COMMITTEE MEMBERS:**

Dr. T. Poongodi	-	Chair Person
Dr. R. Hemalatha	-	Coordinator
Mr. S. Raja	-	Member
Dr. A. Kubendran	-	Member
Mrs. K. Savitha	-	Member
Mrs. S. Valarmathi	-	Member
Mrs. T. Surekha	-	Member
Dr. S. Mahalakshmi	-	Member
Dr. K. Shalini	-	Member

**SFCW**

Mr. S. Kumar - Overall Incharge

**MAINTAINING REPORT :**

**Dr. R. Hemalatha**

**Objectives of the cell:**

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.
- To receive and take cognizance of complaints made about sexual harassment and give every complaint serious consideration.
- Crisis management, mediation and counseling.
- To conduct enquiries into the complaints, place findings and recommendations.



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

**INDEX**

<b>SNO</b>	<b>DATE</b>	<b>ACTIVITIES 2025_2026</b>	<b>Pg.No.</b>
1	13. 08. 2025	An Awareness Programme on “Speak Up Stand Strong, Ending Sexual Harassment”	3
2	12. 01. 2026	Workshop on Internal Complaints Committee	7
3	16. 02. 2026	“Legal Framework and Women’s Rights Awareness”	8



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

**Event No. : 1**

**Date : 13. 08. 2025**

**Event Name : An Awareness Programme on “Speak Up Stand Strong, Ending Sexual Harassment”.**

The Internal Complaints Committee (ICC) is a mandated body under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in India. It aims to provide a mechanism for addressing complaints of sexual harassment in the workplace and ensuring a safe and conducive work environment for women.

#### Structure of the ICC

1. Composition:

- ❖ The ICC must consist of a minimum of four members.
- ❖ It should include three women members from the organization, one of whom should be the presiding officer.
- ❖ Atleast one external member with experience in social work or related fields.

2. Tenure:

- ❖ Members are typically appointed for a specific term, often three years.

#### Functions of the ICC

1. Complaint Handling:

- ❖ The ICC is responsible for receiving and addressing complaints of sexual harassment from employees.
- ❖ It must conduct inquiries into the complaints in a timely and fair manner.

2. Support to Complainants:

- ❖ The committee provides support and assistance to the complainant, including the option of counselling.

3. Awareness Programme:

- ❖ ICC is expected to conduct training and awareness programme on sexual harassment and the rights of employees under the Act.

4. Reporting:

- ❖ After conducting inquiries, the ICC must prepare a report detailing its findings and recommendations.



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

5. Policy Development:

- ❖ The ICC may help in formulating policies and guidelines to prevent sexual harassment in the workplace.

### **Significance of the ICC**

- ❖ **Safe Workplace:** The ICC plays a crucial role in creating a safe and secure working environment for women by addressing and mitigating instances of harassment.
- ❖ **Empowerment:** It empowers women to report incidents of harassment without fear of retaliation or stigma.
- ❖ **Legal Compliance:** Establishing an ICC is a legal requirement for organizations with 10 or more employees, helping them comply with the law.

The Internal Complaints Committee serves as a vital mechanism for promoting gender equality and protecting the rights of women in the workplace. By ensuring that complaints are taken seriously and handled appropriately, the ICC contributes to fostering a culture of respect and safety in work environments.

The ICC of a college organised at timely awareness programme titled Speak Up, Stand Strong, Ending Sexual Harassment. The program began with welcome address by V.Yamuna Devi the second year M.Sc., student of statistics Our college Principal Dr. T. Poongodi (i/c) has facilitated the occasion, introducing the committee members and the Chief Guest Mrs. Karlin Ebe from an NGO. The Principal delivered a brief note on the topic after honouring the Guest Speaker Mrs Karlin Ebe shared real life incidents to sensitize students about the present scenario using engaging narrative techniques that captivated the audience. She interacted with students motivating them to take action and emphasising the importance of education in achieving their goals. She also warned students about the risk of social media and highlighted 3 court cases in Salem as examples. The key take away from her lecture was the importance of recognising and



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

reporting any form of harassment like physical, verbal or visual to the committee. The program concluded the vote of thanks by S. Shalini, a second year B.Sc., student in chemistry. At the end of the program the ICC Coordinator Dr. Hemalatha department of statistics has delivered a brief note of the importance of ICC to the students.



The cases of Boxing federation of India; the heartbreaking Manipur incident were brought into light and also explained drug addiction and mobile phone addiction mars the society. The speaker very strongly recommended teaching law in the Schools and



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

Colleges. The most important talk was about the sexual harassment case of girl in Rajasthan who filed cases on her higher officials and requested for compensation, this prolonged for 20 years and finally Supreme Court of Delhi and passed verdict and this eventually ended up with formation of Vishakha committee. The most important acts like (Eve-Teasing Act, Dowry Harassment Act, Domestic Violence Act, Hindu Marriage Act and Nirbhaya Act) were elucidated and raised awareness among the students. At the end she concluded by suggesting the students to stay healthy, eat well and lead a prosperous life and recommended downloading the Kavalan app and saving nearby police station numbers.



350 students from various departments participated in the awareness programme. At the end of the programme, vote of thanks was proposed by Dr. C. Raja, Assistant Professorin Chemistry and Head. Overall session was coordinated by Dr. R. Hemalatha, Mr. S. Kumar and club members under the guidance of Dr. T. Poongodi, Principal (I/c) and the Correspondent and Secretary Mr. J.K.A. Kumararaja.

\*\*\*\*\*



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

**Event No. : 2**

**Date : 12. 01. 2026**

**Event Name : Workshop on Internal Complaints Committee**

The Tamil Nadu State Council for Higher Education Salem district conducted a comprehensive training programme on 12.01.2026 at Sona College of Technology for faculty members of various colleges on the Internal Committee (IC) and its objectives. The programme aimed to educate participants on the roles and responsibilities of the IC in preventing and addressing sexual harassment in the workplace.

The programme commenced with a brief introduction by Dr. Vijay Kumar, vice chairperson, Rtd. IPS, who introduced the young trainers. Our college IC coordinator Dr. R. Hemalatha and member Mrs. T. Surekha actively participated in the programme, engaging in role plays and interacting with the trainer. The training covered key aspects of IC, including its powers, responsibilities and importance of maintaining confidentiality.

The trainer emphasized the need for sensitive language and keen listening when handling complaints. The programme also highlighted the IC's role in building trust and ensuring a safe work environment. The IC has the power of a court and plays a crucial role in addressing sexual harassment complaints.

The programme concluded with practical suggestions for creating awareness about sexual harassment in educational institutions. The importance of collaboration with advocates, NGOs and Government officials was emphasized. The training programme was informative, engaging and effective in enhancing our understanding of the IC's role and responsibilities.

We value the efforts of the Tamil Nadu State Council for Higher Education in organizing this comprehensive training programme. The programme was well-structured and the use of Microsoft PPT and real-life examples enhanced the learning experience.

\*\*\*\*\*



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

**Event No. : 3**

**Date : 16. 02. 2026**

**Event Name : “Legal Framework and Women’s Rights Awareness”**

The Internal Complaints Committee (ICC) is constituted in educational institutions to ensure a safe and secure environment for women. It addresses complaints related to harassment and promotes gender equality on campus. The committee works to create awareness about legal rights and protection mechanisms for women. It also ensures that justice and dignity are upheld within the institution.

The Internal Complaints Committee of Salem Sowdeswari College for Women organized an awareness program titled “Legal Framework and Women’s Rights Awareness” on 16.02.2026 at 2.00 PM at the Dr. J.K.K. Angappa Chettiar Memorial Auditorium. The program commenced with Tamilthai Vazhthu. The welcome address was delivered by Yamunadevi, II M.Sc. Statistics, who warmly welcomed the dignitaries, faculty members, and students.



The session was presided over by Shri.J.K.A.Kumararajah, Correspondent and Secretary of the college. The Felicitation address was delivered by Dr. T. Poongodi, Principal In-charge. She appreciated the initiative taken by the ICC in organizing such a valuable program.

The Chief guest, Sr. Ayesha Bindhu, Coordinator and Counselor for Women, Salem, was honored with a shawl and memento.



**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**  
**SALEM - 636010**  
**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

In her special address, she delivered an insightful awareness talk to the students. She emphasized that the granting and denial of rights often begin within the family itself. She spoke in detail about fundamental rights such as Right to Equality, Freedom from Discrimination, Right to Compulsory Education, and the Right to Live with Dignity. Her speech created strong awareness among the students about understanding, protecting, and exercising their legal rights.

The vote of thanks was delivered by Shalini, III B.Sc. Chemistry, expressing gratitude to all dignitaries and participants.

The program concluded with the National Anthem, marking the successful completion of the awareness program.





**SALEM SOWDESWARI COLLEGE (FOR WOMEN)**

**SALEM - 636010**

**INTERNAL COMPLAINTS COMMITTEE 2025-2026**

**Work done by committee members:**

<b>S.No</b>	<b>Faculty Name</b>	<b>Responsibilities</b>
1	Dr. R. Hemalatha Head & Associate Professor of Statistics	Overall Arrangement of the Programme
2	Mr. S. Raja Head & Assistant Professor of Chemistry(SG)	Stage and Hall Arrangements
3	Dr. A. Kubendran Associate Professor of Tamil	
4	Mrs. K. Savitha Assistant Professor of Chemistry (SG)	Master of Ceremonies Arrangement
5	Mrs. S. Valarmathi Assistant Professor of Chemistry (SG)	Report Preparation
6	Dr. S. Mahalakshmi Assistant Professor of Corporate Secretaryship	Invitation Preparation
7	Mrs. T. Surekha Assistant Professor of English	Reception and Kolam Arrangements
8	Dr. K. Shalini Assistant Professor of Statistics	Preparation of Circular and Student Attendance

\*\*\*\*\*