

Ref. No.: AMRITA/CBE/ODA/12/2025/05

Date: 16.12.2025

### OFFICE COMMUNICATION

**Sub: AMRITA SOE – Constitution of Internal Complaints Committee (ICC) – Orders Issued**

#### **Internal Complaints Committee (ICC) – Academic Year 2025–26**

S. No	Name of the Staff	Position	Department
1	Dr. Meera Balachandran	Chairperson	CHEM
2	Dr. N. Lalithamani	Member	ASC
3	Dr. Asha P Soman	Member	ASIL
4	Ms. S Saranya	Member	OSA
5	Mrs. Archana B V	Member	Office of Dean - PGP
6	Ms. Senurettika S (CB.EN.U4CCE23048)	Student	ECE
7	Ms. Neena P.K. (CB.SC.D*CHE21007)	Student	ASPS
8	Ms. Gopika Kesavanunny (CB.BU.P2ASB25062)	Student	ASB
9	Ms. D Geetha MA, ML., MBA	Member	External Nominee

#### **FUNCTIONS:**

- Conduct a preliminary enquiry into all reported cases and / or complaints relating to sexual harassment at the workplace involving all sections of faculty members, staff, and students of the University
- Submit the preliminary enquiry report to the Dean, along with all relevant documents and recommendations regarding possible punishment, if any, and evolve and suggest measures for prevention. In case where the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Disciplinary Committee.
- If the ICC concludes that the allegations made were false, malicious or that the complaint was made knowing it to be untrue, forged or based on misleading information provided during the inquiry, the complainant shall be liable to punishment as per the relevant provisions of the aforementioned UGC Regulations 2015.

#### **TERM:**

Shall remain in force for a period of three (3) Years from the date of issue of this order

#### **MEETINGS:**

Twice per semester, and additionally as and when exigencies arise.

#### **ROLE:**

For convening meetings, the Chairperson shall prepare the agenda and submit the committee's decisions to the Dean (Academics) for approval. Upon receiving approval, the minutes of the meeting shall be duly recorded.

**Dr. SASANGAN RAMANATHAN**

Dean Academics

Amrita Vishwa Vidyapeetham

Amrita Nagar, Coimbatore - 641 112

Dr. Sasangan Ramanathan

Dean Academics

**To**

Dean – ASC /Dean - AIE/ Dean – ASPS/ Dean - ASB/ASIL/ Associate Dean - Student Affairs/ Principal ASC & ASPS/ Vice – Principal ASB/ All Chairpersons-ASE/ ASC/ Director – ICTS/ Amritadharshanam / Chair – PGP Office/ Office Of AHEAD/ Academic Coordinator/ CoE / Dy.CoE /Academic Administrative Office/AUMS/ Head – Student Discipline / Head – Student Welfare / Chief Warden/ Senior Administrative Manager / Director Physical Education / Library/ Manager (General Admin) /Security officer / All Hostel Notice Boards

**Copy to:**

Vice Chancellor/ Pro. Vice Chancellor / Registrar/ Campus Director/ Head – CIR / Office of Dean Academics.