

From

Thiru C. Duraikannu, B.E.,
Secretary
Pachaiyappa's Trust,
Pachaiyappa's College Campus,
Chennai-600030
Phone : 044 - 43532170



To

I The Principals & Headmasters
I Headmistress,
I Institutions, under the
I Management of
I Pachaiyappa's Trust,
I Chennai - 600 030
I C.K.N.C. CHENNAI

Rc.No.A3 / 0720 / 2019

Date 22.12.2021

Sir / Madam,

Sub:- Sexual Harassment - Constitution of Internal Committee -
Direction - Reg.

Ref:- This office letter, dated 24.08.2018.

As per the reference cited above once again it is reiterated that the Sexual Harassment of Women at work place (Prevention, Prohibition & Redressal) Act 2013, every institution is mandated to constitute an internal committee to receive complaints and take action on sexual harassment of women in work place.

As per the provisions of the said act, the Internal Committee must have a senior level women Teacher or Employee as Presiding Officer. Besides, a minimum of two Teachers from the College or School having experience in social work and legal knowledge. The committee should also include a member from NGO or Association committed to women's cause.

The Heads of the Institutions are requested to constitute the committee as required immediately and report the same to this office. Besides, the names of the members and its constitution must be displayed prominently in the notice board of the institution.

The Teachers & Staff must be apprised of the scope of the provision of any complaint of sexual harassment in the work place and its redressal by the committee.

Secretary



Ref. No. P/986/2021

Date: 30/12/2021

To
Thiru C. Duraikannu, B.E.,
Secretary,
Pachaiyappa's Trust,
Pachaiyappa's College Campus,
Chennai-600 030.

Sir,

Sub:- Sexual Harassment – Constitution of Internal Committee – Direction
– Sending – Regarding.

Ref:- Letter no. Rc.No.A3/0720/2019, dated 22.12.2021.

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With reference to your letter cited above, we have already formed the Visaka
Committee in our College to look after the subject matter.

The members of the Committee are

In Shift I:

1. Dr. P. Murugakoothan, Principal.
2. Mrs. S. Jagadeeswari, HoD of English - Presiding officer.
3. Dr. K. B. Latha, Asst. Prof. of Mathematics.
4. Mrs. K. Shanthi, Assistant (Shift – I office).

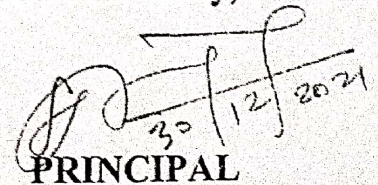
In Shift II:

1. Dr. P. Murugakoothan, Principal.
2. Dr. B.Sharmila, Asst. Prof. of Commerce – Presiding officer.
3. Mrs. M. Gangadevi, Asst. Prof. of Computer Science.
4. Mrs. Gandhimathi Raviselvan, Assistant (Shift – II office).

This is for your kind perusal.

Thanking you,

Yours Sincerely,


30/12/2021
PRINCIPAL