



SHIKSHAA INSTITUTE OF ADVANCED TECHNOLOGIES

Part of the Prestigious Shikshaa Group of Institutions

(Formerly Vi Institute of Technology)

(Approved by AICTE – New Delhi & Affiliated to Anna University - Chennai)

No:96, Sirunkundram Village, Chengalpattu – Thiruporur Highway, Chengalpattu Dist – 603108

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INTERNAL CIRCULAR

Circular No.: HR/SIAT/2026/004

Subject: Constitution of Internal Complaints Committee under POSH Act

In compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the management of Shikshaa Institute of Advanced Technologies hereby constitutes the Internal Complaints Committee (ICC) to prevent and address complaints related to sexual harassment at the workplace.

The committee shall function to ensure a safe, secure, and respectful working environment for all employees, students, and staff members of the institution.

POSH Internal Complaints Committee Members

Sl. No	Name	Designation	Role in Committee
1	Dr N Gowriboy	Assistant Professor	Presiding Officer (Senior Woman Employee)
2	Mrs. M. Kayal Vizhi	Admission Co-Ordinator	Member
3	Mrs.L.. Aruna	Finance & HR Executive	NGO / Member

Roles and Responsibilities

The Internal Complaints Committee shall:

- Receive complaints related to sexual harassment
- Conduct fair and confidential inquiry proceedings
- Provide recommendations to the management
- Promote awareness about prevention of sexual harassment
- Ensure compliance with the POSH Act

The tenure of the committee members shall be **Two Years** from the date of this circular unless otherwise revised by the management.

All employees, staff members, and students are hereby informed to **cooperate with the committee and maintain a safe and respectful workplace environment.**

This circular shall come into effect **immediately.**

By Order of the Principal

PRINCIPAL

SHIKSHAA INSTITUTE OF ADVANCED TECHNOLOGIES

No. 96, Sirukundram Village, Thiruporur Taluk
Chengalpattu Dist.