



THENI MELAPETTAI HINDU NADARGAL URAVINMURAI  
**NADAR SARASWATHI COLLEGE OF  
ENGINEERING & TECHNOLOGY**



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
Vadapudupatti, Annanji (po), Theni - 625 531,  
Tamilnadu, India.

## Internal Complaints Committee

### CIRCULAR

Ref.No.: NSCET / ICC-meet / 2021-2022 / 01

Date: 09.07.2021

This is to inform that the meeting for Internal Complaints Committee will be held on 12.07.2021 at 11.15 AM in the Board Room. Hence all the cell members are requested to attend the meeting without fail.

#### Agenda:

1. Welcome address by presiding officer and convenor.
2. To discuss about the complaints received if any.
3. To discuss about remedial action to be taken by the committee, if any need.
4. Any other matter.

Cell Co-ordinator

IQAC

Principal

#### Copy to:

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Tamilnadu, India.

## Internal Complaints Committee

### Attendance

Ref.No.: NSCET / ICC-mcct/ 2021-2022 / 01

Date:12.07.2021

The first Internal Complaints Committee for the academic year 2021-2022 was conducted on 12.07.2021 at 11.15 AM in the Board room.

The attendance and the minutes were enclosed as below.

S.NO	NAME	DESIGNATION	ROLE/POSITION	SIGNATURE
1.	Mrs. K. Malar	Assistant Professor /EEE	Convenor	
2.	Dr. C. Chithra	Professor / Maths	Member	
3.	Mrs. M. Mahalakshmi	Assistant Professor /Maths	Member	
4.	Mr. C. Pandian	Lab Assistant/Mech	Member	
5.	Mr. K. M. Senthil Kumar	Lab Assistant/EEE	Member	
6.	Ms. S. Ajanthameena	Student / ECE	Member	
7.	Ms. H. Jenifar Fathima	Student / CSE	Member	
8.	Ms. R. Nilophar Parveen	Student / EEE	Member	

Cell Co-ordinator

IQAC

Principal



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## Internal Complaints Committee

### Minutes of Meeting

Ref. No.: NSCET / ICC-MIN / 2021-2022 / 01

Date: 12.07.2021

The first Internal Complaints Committee meeting for the academic year 2021-2022 was conducted on 12.07.2021 at 11.15 AM in the Board room.

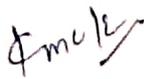
The minutes were enclosed below:

S.NO	NAME	DESIGNATION	ROLE/POSITION
1.	Mrs. K. Malar	Assistant Professor /EEE	Convenor
2.	Dr. C. Chithra	Professor / Maths	Member
3.	Mrs. M. Mahalakshmi	Assistant Professor /Maths	Member
4.	Mr. C. Pandian	Lab Assistant/Mech	Member
5.	Mr. K. M. Senthil Kumar	Lab Assistant/EEE	Member
6.	Ms. S. Ajanthameena	Student / ECE	Member
7.	Ms. H. Jenifar Fathima	Student / CSE	Member
8.	Ms. R. Nilophar Parveen	Student / EEE	Member

- Welcome address by presiding officer and convenor.
- The Member and Convener Mrs. Malar, Assistant Professor / EEE initiated the meeting by welcoming the members of internal complaint committee.

The following points were discussed:

1. Insufficient Water facilities in Ladies Lavatories
2. Need of a greater number of Fans required in the class room of IV-year ECE.

  
Cell Co-ordinator

  
IQAC

  
Principal



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# Internal Complaints Committee

## Action Taken Report

Ref.No.: NSCET/ICC-ACT/2021-2022/01

Date: 05.08.2021

The first ICC meeting for the academic year 2021-2022 was conducted on 12.07.2021 at 11.15 AM in the Board room. The following actions were taken based on the discussion held in meeting.

S.NO	DISCUSSION	ACTION TAKEN	TARGET DATE
1.	Insufficient Water facilities in Ladies Lavatories	Principal & Head of the Department and the Class in charge are asked to take the necessary steps to rectify these issues.	28.07.2021
2.	Need of a greater number of Fans required in the class room of IV-year ECE.		

  
Cell Co-ordinator

  
IQAC

  
Principal