



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 / 02

Date: 05.01.2022

This is to inform that the meeting for Internal Complaints Committee will be held on 07.01.2022 at 10.30 AM in the Board Room. Hence all the cell members are requested to attend the meeting without fail.

Agenda:

- Welcome address by presiding officer and convenor and introduce the purpose and importance of the meeting.
- Discuss actions taken and progress made since the last meeting.
- Present and discuss any new complaints received, ensuring confidentiality.
- Develop strategies for resolution and set timelines for follow-up actions.

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Cell Co-ordinator

[Signature]
IQAC

Hani
Principal

05/01/22

Copy to:

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2. The cell members
3. The file

THENI MELAPETTAI HINDU NADARGAL URAVINMURAI



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Internal Complaints Committee

Attendance

Ref.No.: NSCET / ICC-meet / 2021-2022 / 02

Date:07.01.2022

The second Internal Complaints Committee for the academic year 2021-2022 was conducted on 07.01.2022 at 10.30 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	<i>K. malar</i>
2.	Dr. C. Chithra	Professor / Maths	Member	<i>Chithra</i>
3.	Mrs. M. Mahalakshmi	Assistant Professor /Maths	Member	<i>M. Mahalakshmi</i>
4.	Mr. C. Pandian	Lab Assistant/Mech	Member	<i>C. Pandian</i>
5.	Mr. K. M. Senthil Kumar	Lab Assistant/EEE	Member	<i>K. M. Senthil Kumar</i>
6.	Ms. S. Ajanthameena	Student / ECE	Member	<i>S. Ajanthameena</i>
7.	Ms. H. Jenifar Fathima	Student / CSE	Member	<i>H. Jenifar Fathima</i>
8.	Ms. R. Nilophar Parveen	Student / EEE	Member	<i>R. Nilophar Parveen</i>

K. malar

Cell Co-ordinator

ICC

Hans

Principal



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Internal Complaints Committee

Minutes of Meeting

Ref. No.: NSCET / ICC-MIN / 2021-2022 / 02

Date: 07.01.2022

The second Internal Complaints Committee meeting for the academic year 2021-2022 was conducted on 07.01.2022 at 10.30 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 Convenor Mrs. Malar, Assistant Professor / EEE initiated the meeting by welcoming the members of internal complaint committee.

The following points were discussed:

- The minutes of the previous meeting held on 17.06.2021 were reviewed and rectified.
- Updates were provided on the actions taken regarding the issues discussed in the last meeting.
- Internal Complaint has not received any complaints in this meeting.


Cell Co-ordinator


IQAC


Principal



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ABOUT THE CELL

Internal Complaints Committee

Objectives:

- To prevent sexual harassment at the workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees.
- To conduct periodical programs on women empowerment.
- To provide a conducive environment and congenial atmosphere for women.

Committee Members

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	Ms. R. Nilophar Parveen / EEE	Member
8.	Ms. R. Nilophar Parveen	Professor /MATHS	Member


Co-ordinator


IQAC


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Internal Complaints Committee

Roles and Responsibilities

- To promote awareness about sexual harassment through educational initiatives that encourage and foster a dignified and safe environment for women on campus.
- To provide a neutral, confidential, and supportive environment for the campus community who may have been sexually harassed.
- To ensure fair and timely resolution of complaints about sexual harassment.
- To provide information regarding counselling and support services on the campus.
- To ensure that students, faculty, and staff are provided with current and comprehensive information on sexual harassment and assault.