

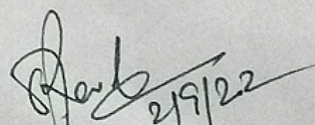


**THAMIRABHARANI ENGINEERING COLLEGE**  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chathirampudukulam, Chidambaranagar - Vepemkulam Road  
Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

**Internal Complaint Committee**

**Members List 2022-2023**

S. No.	Name	Position	Designation	Signature
1.	Dr. R. Rajakumari,	Presiding Officer	HoD/S&H	R. Rajakumari 21/9/22
2.	Dr. K. Muthukannan	Member	HoD/ECE	K. Muthukannan 21/9/22
3.	Dr. A. Annalakshmi	Member	HoD/CSE	A. Annalakshmi 21/9/22
4.	Mrs. G. Vallinayagi	External member	NGO(Lawyer)	G. Vallinayagi 21/9/22
5.	Mr. Balasubramanian	Member	Lab Assistant	B. Balasubramanian 21/9/22
6.	Mrs. Mariya Rajam	Member	Lab Assistant	M. Mariya Rajam 21/9/22
7.	Mr. P. Arriyamuthu	Member	AP/Maths	P. Arriyamuthu 21/9/22
8.	Ms. R. Janani	Member	III CSE student	R. Janani 21/9/22
9.	Ms. M. Bhagavathy	Member	III ECE student	M. Bhagavathy 21/9/22
10.	Ms. S. Shenbaga arasi	Member	III EEE student	S. Shenbaga arasi 21/9/22

  
PRINCIPAL 21/9/22





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Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

Date: 07.09.2022

**CIRCULAR -INTERNAL COMPLAINT COMMITTEE MEETING**

This is to inform you that the Internal Complaint Committee meeting will be held on 09.09.2022 at 3.00 pm for the academic year 2022-2023.

**Agenda**

1. Review of previous year event.
2. Discussion of Events organized by ICC
3. Interaction with First year students
4. Any other matter

All the members are requested to attend the meeting without fail.

S. No.	Name	Position	Designation	Signature
1.	Dr. R. Rajakumari,	Presiding Officer	HoD/S&H	R. Rajakumari 7/9/22
2.	Dr. K. Muthukannan	Member	HoD/ECE	Dr. K. Muthukannan 7/9/22
3.	Dr. A. Annalakshmi	Member	HoD/CSE	Dr. A. Annalakshmi 7/9/22
4.	Mrs. G. Vallinayaki	External member	NGO(Lawyer)	G. Vallinayaki 7/9/22
5.	Mr. Balasubramanian	Member	Lab Assistant	Mr. Balasubramanian 7/9/22
6.	Mrs. Mariya Rajam	Member	Lab Assistant	M. Mariya Rajam 7/9/22
7.	Mr. P. Arriyamuthu	Member	AP/Maths	P. Arriyamuthu 7/9/22
8.	Ms. R. Janani	Member	III CSE student	R. Janani 7/9/22
9.	Ms. M. Bhagavathy	Member	III ECE student	M. Bhagavathy 7/9/22
10.	Ms. S. Shenbaga arasi	Member	III EEE student	S. Shenbaga arasi 7/9/22

**Presiding Officer**

**Principal**

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Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

**Minutes of the Internal Complaint committee Meeting**

The Internal Complaint Committee meeting was held on 09.09.2022 at 3.00 pm in the Principal's chamber for the academic year 2022-2023. The Meeting was started with a short note of welcome by the Principal.

Members present:

S. No.	Name	Position	Designation	Signature
1.	Dr. R. Rajakumari,	Presiding Officer	HoD/S&H	R. Rajakumari 9/9/22
2.	Dr. K. Muthukannan	Member	HoD/ECE	Dr. K. Muthukannan 9/9/22
3.	Dr. A. Annalakshmi	Member	HoD/CSE	Dr. A. Annalakshmi 9/9/22
4.	Mrs. G. Vallinayagi	External member	NGO(Lawyer)	G. Vallinayagi 9/9/22
5.	Mr. Balasubramanian	Member	Lab Assistant	Mr. Balasubramanian 9/9/22
6.	Mrs. Mariya Rajam	Member	Lab Assistant	M. Mariya Rajam 9/9/22
7.	Mr. P. Arriyamuthu	Member	AP/Maths	P. Arriyamuthu 9/9/22
8.	Ms. R. Janani	Member	III CSE student	R. Janani 9/9/22
9.	Ms. M. Bhagavathy	Member	III ECE student	M. Bhagavathy 9/9/22
10.	Ms. S. Shenbaga arasi	Member	III EEE student	S. Shenbaga arasi 9/9/22

Further, the meeting was opened to discuss the different ways to prevent complaints in the campus. The following points were discussed:

1. Presiding Officer expressed her gratitude to the Management, Staff members and Students as there was no complaint in the campus last year.
2. Presiding Officer requested the Committee members to take the necessary steps to maintain the same status in the upcoming academic year too.
3. The Chair person chaired the meeting. Minutes of the previous meeting were approved and follow up actions initiated was reviewed.
4. Interaction with first year students to introduce committee members.
5. Presiding Officer instructed all the HoDs to intimate the I Year Students about the rules and regulations of Internal Complaint Committee in order to achieve the objective of making our institution "Grievance Free Zone".
6. On occurring of any sort of such issues it is asked to advise the girl students to





## THAMIRABHARANI ENGINEERING COLLEGE

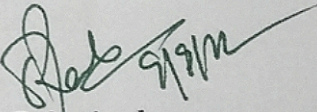
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communicate or to report the same to the principal, parents and faculty.

7. The Committee decided to conduct an awareness program by eminent speakers. The Committee decided to conduct Sexual Assault on Campus: Awareness and Prevention program for this academic year 2022 – 2023.
8. Counselling for hostel students of all Departments shall to be conducted to tell them about forms of harassments.
9. Complaint regarding Sexual Harassment against women can be made in paper form to be put in the Complaint drop box, through the complaint portal in the webpage or by sending e-mail
10. Till yet no complaints has been received related to Sexual Harassment.
11. The Presiding Officer conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet twice per year on a regular basis or earlier, if need arise.
12. Next meeting of the Committee will be held in the month of April, 2023.

R. A. Suba  
9/9/22

**Presiding Officer**

  
9/9/22

**Principal**





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Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

Dated: 12.05.2021

**CIRCULAR**

**CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE [2021-2022]**

The following members are deputed as members of Internal Complaint Committee for the academic year 2021 – 2022. The Internal Complaints Committee is responsible for investigating every formal written complaint of sexual harassment and taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.

S. No.	Name	Position	Designation	Mobile number	Mail ID	Signature
1.	Dr. A. Anna Lakshmi	Chair person	Principal I/C	9944239002	tec_principal@yahoo.in	
2.	Dr. R. Rajakumari	Member	HOD/S&H	9443971394	rajakumarir@tec-edu.in	
3.	Mrs. P. Saravanaselvi	Member	AP/ECE	8248068151	saravanaselvip@tec-edu.in	
4.	Ms. R. Beula Tri Poshha	Member	I year student representative	9344483440	Beulatrip9344@gmail.com	
5.	Ms. S. Mariselvi	Member	II year student representative	6380336997	Mariselvisudalaio livu1910@gmail.com	
6.	Ms. S. Muthuselvi	Member	III year student representative	7604968447	Muthuselvisankar 933@gmail.com	
7.	Mr. M. Maruthappan	Member	IV year student representative	6383687387	Maruthu07022001@gmail.com	

PRINCIPAL

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Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

Date: 12.07.2021

**CIRCULAR –INTERNAL COMPLAINT COMMITTEE MEETING**

This is to inform you that the Internal Complaint Committee meeting will be held on 13.07.2021 at 3.30 pm through Google Meet for the academic year 2021-2022.

**Google meet link:** <http://meet.google.com/kmd-saai-zjt>

**Agenda**

1. Review of previous year event.
2. Discussion of Events organized by ICC
3. Interaction with First year students
4. Safety measures on Covid-19 pandemic discussion

All the members are requested to attend the meeting without fail.

S. No.	Name	Position	Designation	Signature
1.	Dr. A. Anna Lakshmi	Chairperson	Principal I/C	
2.	Dr. R. Rajakumari,	Member	HOD/S&H	
3.	Mrs. P. Saravanaselvi	Member	AP/ECE	
4.	Ms. Beula Tri Posha R	Member	I year student representative	
5.	Ms. Mariselvi S	Member	II year student representative	
6.	Ms. Muthuselvi S	Member	III year student representative	
7.	Mr. Maruthappan M	Member	IV year student representative	

**Coordinator**

**Principal**

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### Minutes of the Internal Complaint committee Meeting

The Internal Complaint Committee meeting was held on 13.07.2021 at 3.30 pm in the Principal's Chamber for the academic year 2021-2022. The Meeting was started with a short note of welcome by the Principal. Chairperson expressed her gratitude to the Management, Staff members and Students as there was no complaint in the campus last year. Chairperson requested the Committee members to take the necessary steps to maintain the same status in the upcoming academic year too.

Members present:

S. No.	Name	Position	Designation	Signature
1.	Dr. A. Anna Lakshmi	Chair person	Principal I/C	
2.	Dr. R. Rajakumari,	Member	HOD/S&H	
3.	Mrs. P. Saravanaselvi	Member	AP/ECE	
4.	Ms. R Beula Tri Posha	Member	I year student representative	
5.	Ms. S Mariselvi	Member	II year student representative	
6.	Ms. S Muthuselvi	Member	III year student representative	
7.	Mr. M Maruthappan	Member	IV year student representative	

Further, the meeting was opened to discuss the different ways to prevent complaints in the campus. The following points were expressed by the members:

1. The Chair person chaired the meeting. Minutes of the previous meeting were approved and follow up actions initiated was reviewed.
2. Interaction with first year students to introduce committee members.
3. Awareness posters to be created and placed in the important places in college.
4. Counselling for hostel students of all Departments shall to be conducted to tell them about forms of harassments.
5. Discussions were held on the importance of creating awareness and continuous sensitization among the employees. It was resolved that
  - a. Posters and notices defining sexual harassment be placed at prominent places in the campus.





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Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

Date: 12.07.2021

**CIRCULAR -INTERNAL COMPLAINT COMMITTEE MEETING**

This is to inform you that the Internal Complaint Committee meeting will be held on 13.07.2021 at 3.30 pm through Google Meet for the academic year 2021-2022.

Google meet link: <http://meet.google.com/kmd-saai-zjt>

**Agenda**

1. Review of previous year event.
2. Discussion of Events organized by ICC
3. Interaction with First year students
4. Safety measures on Covid-19 pandemic discussion

All the members are requested to attend the meeting without fail.

S. No.	Name	Position	Designation	Signature
1.	Dr. A. Anna Lakshmi	Chairperson	Principal I/C	
2.	Dr. R. Rajakumari,	Member	HOD/S&H	
3.	Mrs. P. Saravanaselvi	Member	AP/ECE	
4.	Mr. E. Subramaniam	Member	AP/EEE	
5.	Mr. A. Muthukumar	Member	Lab Assistant	
6.	Mr. N. Mariappan	Member	Office Superintendent	
7.	Ms. Beula Tri Posha R	Member	I year student representative	
8.	Ms. Mariselvi S	Member	II year student representative	
9.	Ms. Muthuselvi S	Member	III year student representative	
10.	Mr. Maruthappan M	Member	IV year student representative	

Coordinator

Principal

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**Minutes of the Internal Complaint committee Meeting**

The Internal Complaint Committee meeting was held on 13.07.2021 at 3.30 pm in the Principal's Chamber for the academic year 2021-2022. The Meeting was started with a short note of welcome by the Principal. Chairperson expressed her gratitude to the Management, Staff members and Students as there was no complaint in the campus last year. Chairperson requested the Committee members to take the necessary steps to maintain the same status in the upcoming academic year too.

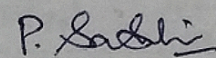
Members present:

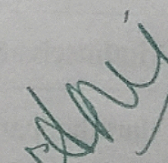
S. No.	Name	Position	Designation	Signature
1.	Dr. A. Anna Lakshmi	Chair person	Principal I/C	
2.	Dr. R. Rajakumari,	Member	HOD/S&H	
3.	Mrs. P. Saravanaselvi	Member	AP/ECE	
4.	Mr. E. Subramaniyan	Member	AP/EEE	
5.	Mr. A. Muthukumar	Member	Lab Assistant	
6.	Mr. N. Mariappan	Member	Office Superintendent	
7.	Ms. Beula Tri Posha R	Member	I year student representative	
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9.	Ms. Muthuselvi S	Member	III year student representative	
10.	Mr. Maruthappan M	Member	IV year student representative	



Further, the meeting was opened to discuss the different ways to prevent complaints in the campus. The following points were expressed by the members:

1. The Chair person chaired the meeting. Minutes of the previous meeting were approved and follow up actions initiated was reviewed.
2. Interaction with first year students to introduce committee members.
3. Awareness posters to be created and placed in the important places in college.
4. Counselling for hostel students of all Departments shall to be conducted to tell them about forms of harassment.
5. Discussions were held on the importance of creating awareness and continuous sensitization among the employees. It was resolved that
  - a. Posters and notices defining sexual harassment to be placed at prominent places in the campus.
  - b. Complaint procedures and Instructions for filing of complaints through the portal in the institution website to be displayed in the posters.
  - c. Contact details of the committee members to be displayed
6. Complaint regarding Sexual Harassment against women can be made in paper form to be put in the Complaint drop box, through the complaint portal in the web page or by sending e-mail
7. A complaint Drop box must be placed inside the college premises.
8. Till yet no complaints has been received related to Sexual Harassment.
9. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet twice per year on a regular basis or earlier, if need arise.
10. Next meeting of the Committee will be held in the month of April, 2022.

  
Coordinator

  
Principal

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Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

Date: 05.04.2022

**CIRCULAR –INTERNAL COMPLAINT COMMITTEE MEETING**

This is to inform you that the Internal Complaint Committee meeting will be held on 06.04.2022 at 1.00 pm through Google Meet for the academic year 2021-2022.

**Agenda**

1. Review of previous semester complaints if any.
2. Discussion of Events organized by ICC.
3. Interaction with First year students.

All the members are requested to attend the meeting without fail.

S. No.	Name	Position	Designation	Signature
1.	Dr. A. Anna Lakshmi	Chairperson	Principal I/C	
2.	Dr. R. Rajakumari	Member	HOD/S&H	
3.	Mrs. P. Saravanaselvi	Member	AP/ECE	
4.	Ms. R. Beula Tri Poshha	Member	I year student representative	
5.	Ms. S. Mariselvi	Member	II year student representative	
6.	Ms. S. Muthuselvi	Member	III year student representative	
7.	Mr. M. Maruthappan	Member	IV year student representative	

Coordinator

Principal

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