



**SENGUNTHAR ARTS AND SCIENCE COLLEGE**  
(AUTONOMOUS)

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)  
An ISO 9001:2015 Certified Institution Recognized under section 2(f) and 12(B) of the UGC Act 1956  
Accredited by NAAC with A+  
TIRUCHENGODE – 637 205, NAMAKKAL DT., TAMILNADU



**INTERNAL COMPLAINTS COMMITTEE**  
**(2024-25)**

**MEETING MINUTES**



# SENGUNTHAR ARTS AND SCIENCE COLLEGE

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Ref No: SASC (A)/ ICC Meeting-01 / 2024-2025

Date: 17.09.2024

## Circular

The members of Internal Complaints Committee (ICC) are requested to attend the meeting to be held at 1.00 pm on 18.09.2024 in ICC cabin.

### Agenda:

S. No	Points to be Discussed
1	Introduction and Welcome
2	Review of ICC Constitution and Terms of Reference
3	Discussion on ICC Procedures and Guidelines
4	Action Plan for the Academic Year 2024-25

  
PRINCIPAL

To

Committee Members


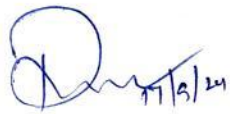

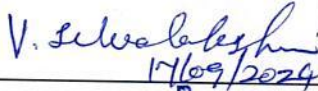



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1. IQAC

2. Office

## INTERNAL COMPLAINTS COMMITTEE (ICC)

### MEMBERS LIST

S.No.	Name Designation	Position	Signature
1	Mrs. J. MALLIKA, M.Sc., M.Phil., M.A(Yoga).,Assistant Professor, Department Biochemistry	Presiding officer	
2	Mrs. R.RUPA, M.B.A., M.Phil., M.Com., B.Ed., Assistant Professor, Department Business Administration	Member	
3	Mrs. K. VISHNUKUMARI, M.Sc., M.Phil., Assistant Professor, Department Biotechnology	Member	
4	Mrs.V.SELVALAKSHMI, M.Com., D.Co-op., Office Superintendent	Member	
5	Miss K.YOGESHWARI Student Representative	Member	
6	Mr.A.KUMAREASAN M.Sc., M.Phil., Assistant Professor, Department Physics	Member	
7	Mr.S.SARAVANAKUMAR, B.Com,BL Aavocate	Member	





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18.09.2024

## INTERNAL COMPLAINTS COMMITTEE (ICC)

(2024-2025)




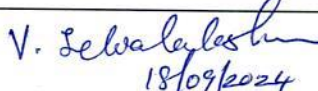

### Minutes of Internal Complaints Committee-01

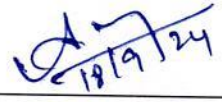

The first meeting of Internal Complaints Committee was held at 1.00 pm on 18.09.2024 in ICC cabin. The following agenda points were deliberated in the meeting,

#### Agenda:

S.No	Points to be Discussed
1	Introduction and Welcome
2	Review of ICC Constitution and Terms of Reference
3	Discussion on ICC Procedures and Guidelines
4	Action Plan for the Academic Year 2024-25

#### MEMBERS PRESENT

S.No.	Name Designation	Position	Signature
1	Mrs. J. MALLIKA, M.Sc., M.Phil., M.A(Yoga), Assistant Professor, Department Biochemistry	Presiding officer	
2	Mrs. R.RUPA, M.B.A., M.Phil., M.Com., B.Ed., Assistant Professor, Department Business Administration	Member	
3	Mrs. K. VISHNUKUMARI, M.Sc., M.Phil., Assistant Professor, Department Biotechnology	Member	
4	Mrs. V.SELVALAKSHMI, M.Com., D.Co-op., Office Superintendent	Member	
5	Miss K.YOGESHWARI Student Representative	Member	

6	Mr.A.KUMAREASAN M.Sc., M.Phil., Assistant Professor, Department Physics	Member	
7	Mr.S.SARAVANAKUMAR, B.Com,BL Aavocate	Member	

### Discussions:

1. The Presiding Officer welcomed the members and introduced the agenda.
2. The ICC Constitution and Terms of Reference were reviewed and members were reminded of their roles and responsibilities.
3. The members discussed on the ICC procedures and guidelines, including:
  - Complaint registration and documentation procedures
  - Investigation and inquiry procedures
  - Reporting and follow - up procedures
4. The members decided on the action plan for the academic year 2024-25 ,including:
  - Creating awareness on Sexual Harassment against girls' student.
  - Motivating students to report about any issues of gender disparity.


### Resolutions:

After detailed discussion it was resolved,

1. To follow the roles and responsibilities assigned to the ICC members.
2. To follow the ICC procedures and guidelines, including:
  - Complaint registration and documentation procedures
  - Investigation and inquiry procedures
3. To implement the action plan for the academic year 2024-25 as follows:
  - Creating awareness on Sexual Harassment against girls' student.
  - Motivating students to report about any issues of gender disparity.

As there were no other points, the meeting ended at 2.00 pm.

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Ref No: SASC (A)/ ICC Meeting -02 / 2024-2025

Date: 30.09.2024

## Circular

The members of Internal Complaints Committee (ICC) are requested to attend the meeting to be held at 3.00 pm on 01.10.2024 in ICC cabin.

### Agenda :

S.No	Points to be Discussed
1	Introduction and Welcome
2	Review of ICC Constitution and Terms of Reference
3	Submission of September month report to collector of Namakkal District.
4	Action Plan for October month

  
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To

Committee Members

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Ref No: SASC (A)/ ICC Meeting -02 / 2024-2025

01.10.2024

## INTERNAL COMPLAINTS COMMITTEE (ICC)

(2024-2025)




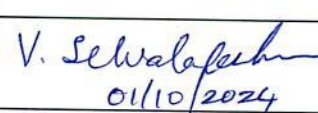

### Minutes of Internal Complaints Committee-02



The meeting of Internal Complaints Committee was held at **3.00 pm** on **01.10.2024** in ICC cabin. The following agenda points were deliberated in the meeting,

#### Agenda :

S.No	Points to be Discussed
1	Introduction and Welcome
2	Review of ICC Constitution and Terms of Reference
3	Submission of September month report to collector of Namakkal District.
4	Action Plan for October month

#### MEMBERS PRESENT

S.No.	Name Designation	Position	Signature
1	Mrs. J. MALLIKA, M.Sc., M.Phil., M.A(Yoga), Assistant Professor, Department Biochemistry	Presiding officer	
2	Mrs. R.RUPA, M.B.A., M.Phil., M.Com., B.Ed., Assistant Professor, Department Business Administration	Member	
3	Mrs. K. VISHNUKUMARI, M.Sc., M.Phil., Assistant Professor, Department Biotechnology	Member	
4	Mrs. V.SELVALAKSHMI, M.Com., D.Co-op., Office Superintendent	Member	
5	Miss K. YOGESHWARI Student Representative	Member	

6	Mr.A.KUMAREASAN M.Sc., M.Phil., Assistant Professor, Department Physics	Member	
7	Mr.S.SARAVANAKUMAR, B.Com,BL Aavocate	Member	

### Discussions:

1. The Presiding Officer welcomed the members and introduced the agenda.
5. The ICC Constitution and Terms of Reference were reviewed and members were reminded of their roles and responsibilities.
3. The ICC members checked the girls' safety box and decided about there is no complaints from girls student against Sexual Harassment and September month Sexual Harassment Nil report submitted to Namakkal Collectorate and JD office Dharmapuri.
4. The members discussed and decided on the action plan for the October month, including:
  - Conducting awareness program on Sexual Harassment against girls' student.
  - Students are advised to use the social net works safely.

### Resolution:

After detailed discussion it was resolved


1. To follow the roles and responsibilities assigned to the ICC members.
2. To follow the ICC procedures and guidelines, including:
  - Complaint registration and documentation procedures
  - Investigation and inquiry procedures
3. To review the girls' safety measures and confirmed that there were no complaints raised by them.
4. To conduct awareness program on Sexual Harassment against girls' student on October month.
  - To guide the students on the safe use of social net works.



The members discussed about ensuring the healthy and congenial environment in the campus as there were no complaints on sexual harassment against girls.

As there were no other points, the meeting ended at 3.30 pm.

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# **GRIEVANCE AND REDRESSAL COMMITTEE MINUTES OF THE MEETING-2024-25**



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Ref No: SASC (A)/ GRC- 01/ 2024-2025

Date: 27.09.2024

## Circular

### GRIEVANCE AND REDRESSAL COMMITTEE (GRC)

It is hereby informed that the **Grievance and Redressal Committee (GRC)** meeting of Sengunthar Arts and Science College (Autonomous), Tiruchengode will be held on 30.09.2024 at 03.00 p.m. in the IQAC.

#### Agenda :

S.No	Points to be Discussed
1	To make sure all students face challengers fairly and consistently.
2	To Implement the UGC Student Grievances regulations 20223 to create a responsive academic environment .
3	To act upon Grievances related issues immediately.
4	To discuss about maintenance quality of food in the hostel and canteen.

All the committee members are request to attend the meeting without fail.

To

Committee Members

Copy to:

1. Office
2. IQAC

  
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TIRUCHENGODE-637 205, NAMAKKAL -DT





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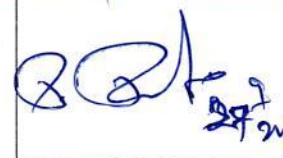
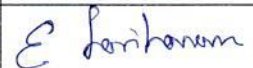
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## GRIEVANCE AND REDRESSAL COMMITTEE

### MEMBERS LIST

S.NO.	NAME AND DESIGNATION	POSITION	SIGNATURE
1	Dr. S. Ravikumar Principal	Chairman	
2	Mr. A. S. Arunachalam Head and Assistant professor in Business Administration	Convener	
3	Mrs. J. Mallika Assistant Head and Assistant professor in Biochemistry	Member	
4	Mr.S.Sundaravadivelu Head and Assistant professor in Business Administration	Member	
5	Mr. E. Hariharan Student	Student	



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## GRIEVANCE AND REDRESSAL COMMITTEE

### MINUTES OF THE MEETING-2024-25

The First Meeting of the Grievance Redressal Committee for the Academic Year 2024-2025 was held on 30.09.2024 under the Chairmanship of the Dr.S.Ravikumar, Principal of the college in IQAC at 01.00 p.m.

#### Agenda

S.No	Points to be Discussed
1	To make sure all students face challengers fairly and consistently.
2	To Implement the UGC Student Grievances regulations 2023 to create a responsive academic environment .
3	To act upon Grievances related issues immediately.
4	To discuss about maintenance quality of food in the hostel and canteen.

#### Minutes of Meeting :

Dr.S.Ravikumar, Chairman of the Grievance Redressal Committee, extended a warm welcome to all attendees. The agenda points were then addressed for discussion, and subsequent to thorough deliberation, the following resolutions were collectively agreed upon by the committee members.

#### 1. To make sure all students face challenges fairly and consistently.

It is resolved to make sure all students face challenges fairly and consistently.

Subsequently, the students presented the following issue to the committee.

- The students were inquired about any challenges they encountered concerning harassment or related matters. In response, the students stated that they did not experience any such issues either on or off- campus.
- There was no suggestion received from suggestion box.





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- During the due's payment before getting the hall ticket for the End Semester Examination, there is a heavy congestion at the cash counter and they find it difficult to pay the dues. Students suggested that the dues collection could be started earlier or a separate queue for girls can be arranged.

## 2.To Implement the UGC Student Grievances regulations 2023 to create a responsive academic environment .

- It is resolved to Implement the UGC Student Grievances regulations 2023 and the same should be communicated to the students.

## 3. To act upon Grievances related issues immediately.

- The committee members were instructed to consider grievances put forth by the students for necessary action immediately

## 4. To discuss about maintenance quality of food in the hostel and canteen.

- The students were inquired about the challenges they faced concerning Ragging, Harassment, Hostel inconvenience of any sort related matters. The students stated that they did not experience any such issues in the campus.

## LIST OF MEMBERS ATTENDED

S.NO.	NAME AND DESIGNATION	POSITION	SIGNATURE
1	Dr. S. Ravikumar Principal	Chairman	
2	Mr. A. S. Arunachalam Head and Assistant professor in Business Administration	Convener	
3	Mrs. J. Mallika Assistant Head and Assistant professor in Biochemistry	Member	
4	Mr.S.Sundaravadivelu Head and Assistant professor in Business Administration	Member	
5	Mr. E. Hariharan Student	Student	

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