



CRITERION 7	7.1 Institutional Values and Social Responsibilities
Institutional Values and Best Practices	
<i>7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard</i>	

Internal Complaints Committee

ACADEMIC YEAR 2021-2022



**INTERNAL COMPLAINTS COMMITTEE
(Sexual Harassment Committee)**



The following Internal Complaints Committee shall examine all matters relating to women in the workplace/classroom and will make suggestions and proposals to the institute administration regarding such matters.

S.No	Name of the Faculty	Designation
1.	Dr.G.Soudradevi Professor / EEE	Presiding Officer
2.	Dr.M.Parvathy Professor /CSE	Member (Faculty)
3.	Ms.P.Meenalochini Asst.Prof./ EEE	Member (Faculty)
4.	Dr.L.Jeyalakshmi AP (SG) HoD/Chemistry	Member (Faculty)
5.	Dr. M.Poomani @ Punitha Assistant Professor (SG) / CSE	Member (Faculty)
6.	Ms.P.Deepa Assistant Professor (SG) / ECE	Member (Faculty)
7.	Dr.S.Meenakumari Managing Trustee Thainadu Rural Development	Member (NGO)
8.	Ms.J.Anandha Valli, Eminent Lawyer Madurai Bench of Madras High Court	Member
9.	Ms.Sivasankari Lawyer Madurai Bench of Madras High Court	Member

The committee will admit complaints from:



- Female employees on harassment and discrimination in the workplace.
- Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff.

The Committee will institute Enquiry Committee as it deems fit to examine particular complaints. The Committee will make recommendations on actions to be taken on specific complaints. The Committee will report to the Principal.

PRINCIPAL

CC to : Chairman / CEO/ JCEO All HoDs
File

ACADEMIC YEAR 2020-2021

	SETHU INSTITUTE OF TECHNOLOGY (An Autonomous Institution Accredited with 'A' Grade by NAAC) PULLOOR, KARIAPATTI – 626 115	
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SIT/ICC/2020-21/EVEN/01

Date: 11.03.2021

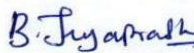

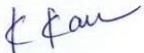
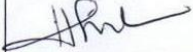


INTERNAL COMPLAINTS COMMITTEE**Agenda:**

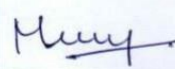

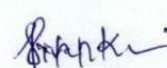
1. Reconstitution
2. Objectives of the Committee
3. Review of Previous Complaints
4. Helpline
5. Awareness
6. Any other.

Minutes of Meeting I

The Institutional Level *Internal Complaints Committee* was reconstituted on 08.03.2021 and the first meeting was held on 10.03.2021 @ 2.00 PM in the Civil Seminar Hall. The following members were present and the Presiding Officer Dr.B.Jeyaprabha, Professor & Head, Department of Civil Engineering greeted the dignitaries and members.

Members Present:

S.No	Name of the Faculty	Designation	Signature
1.	Dr.B.Jeyaprabha Professor & Head / Civil	Presiding Officer	
2.	Dr.M.Parvathy Professor /CSE	Member (Faculty)	
3.	Dr.K.Kanimozhi Professor / EEE	Member (Faculty)	
4.	Dr.J.Rahila Associate Professor / EEE	Member (Faculty)	
5.	Dr. M.Poomani @ Punitha Assistant Professor (SG) / CSE	Member (Faculty)	
6.	Ms.P.Deepa Assistant Professor (SG) / ECE	Member (Faculty)	

7.	Dr.S.Meenakumari Managing Trustee Thainadu Rural Development	Member (NGO)	
8.	Ms.J.Anandha Valli, Eminent Lawyer, Madurai Bench of Madras High Court	Member	
9.	Ms.Sivasankari Lawyer, Madurai Bench of Madras High Court	Member	

- The Committee has discussed about the objectives of Internal Complaints Committee and came up with an idea that, every semester we have to conduct a program to create awareness.
- As per Article 15 of Indian Constitution ***"No Discrimination against any Citizen"*** should be tolerated.
- Presiding Officer was very happy to announce that so far, no complaints registered on women related issues like sexual harassment.
- It is very essential to create awareness for the young generation about ***"Good touch, Bad touch and making the relationships"***.
- Every Student should raise their Complaints if anything makes them uncomfortable.
- It is discussed to provide a helpline number, e-mail and online grievance system.
 - Help line** – 822000 7050
 - e-mail** – siticc@sethu.ac.in
 - Online Grievance system** – **Student login portal (portal.sethu.ac.in)**
- It has been decided to conduct a program for this semester on the following topics.
 1. ***Setting Boundaries for women***
 2. ***Stress Management***
 3. ***Your Appearance Matters (Outlook)***
 4. ***Good touch & Bad touch.***
- Finally, it has been decided to conduct a Program on the title of ***"Women in Workplace - Setting Boundaries & Building Relationships"***.
- Presiding Officer, Dr.B.Jeyaprabha thanked all the members of the committee for their valuable time and suggestions for maintaining the campus as a grievance free environment.



ACADEMIC YEAR 2019- 2020


SETHU INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)
Pulloor - 626115, Virudhunagar Dist.

Date : 22.10.2019

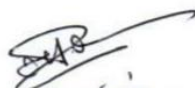
Internal Complaints Committee

The internal complaints committee meeting was held on
22.10.2019 @ 2.00PM. The following members are present.

S.No	Name of the Faculty	Designation	Signature
1.	Ms.Helina Rajini Suresh Prof.&Head/ECE	Presiding Officer	
2.	Dr.K.Kanimozhi, Prof.&Head/BME	Member (Faculty)	
3.	Dr.S.Sridevi, Prof./IT	Member (Faculty)	
4.	Ms.R.Sivaranjani Assoc.Prof/ECE	Member (Faculty)	
5.	Ms.J.Rahila, Assoc.Prof/EEE	Member (Faculty)	
7.	Ms.Poomani @ Punitha, Assoc.Prof./CSE	Member (Faculty)	
8.	Dr.S.Meenakumari, Managing Trustee, Thainadu Rural Development and Social welfare Trust.	Member (NGO)	
9.	Ms.J.Anandha Valli, Eminent Lawyer, Madurai Bench of Madras High Court	Member	
10.	Ms.Sivasankari, Lawyer, Madurai Bench of Madras High Court	Member	

The Presiding Officer welcomed the members of Internal Complaint Committee (ICC) and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC.

1. The Committee noted that no complaint of sexual harassment has been received.
2. A short duration workshop or extended meeting may be conducted exclusively for the members of ICC to impart knowledge on the objectives and role of ICC, gender based violence, harassment and safety measures.
3. Conducted a program on women safety and security, in that program,
 - a. Discussed about various types of harassments
 - b. Women Acts and Rules
 - c. How to protect, prevent from harassments
4. The Presiding officer expressed her thanks to all participants and the members agreed that the Committee will meet every semester on a regular basis or earlier, if need be.
5. The meeting ended with vote of thanks.



Presiding officer



ACADEMIC YEAR 2018 - 2019

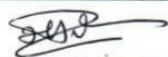
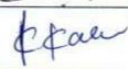

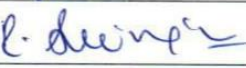





SETHU INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)
Pulloor - 626115, Virudhunagar Dist.

Date : 13.03.2019

Internal Complaints Committee

The internal complaints committee meeting was held on
13.03.2019 @ 2.00PM. The following members are present.

S.No	Name of the Faculty	Designation	Signature
1.	Ms.Helina Rajini Suresh Prof.&Head/ECE	Presiding Officer	
2.	Dr.K.Kanimozhi, Prof essor/EEE	Member (Faculty)	
3.	Dr.S.Sridevi, Prof./IT	Member (Faculty)	
4.	Ms.R.Sivaranjani Assoc.Prof/ECE	Member (Faculty)	
5.	Ms.J.Rahila, Assoc.Prof/EEE	Member (Faculty)	
7.	Ms.Poomani @ Punitha, Assoc.Prof./CSE	Member (Faculty)	
8.	Dr.S.Meenakumari, Managing Trustee, Thainadu Rural Development and Social welfare Trust.	Member (NGO)	
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At the outset, the Presiding officer welcomed all the members of the Committee.

1. She described the role of Internal Complaint Committee (ICC) and said everyone has a responsibility to contribute to the cause. She further described that the committee will admit complaints from

- Female employees on harassment and discrimination in the workplace.
- Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff.

Further, she mentioned that it was the first meeting of the reconstituted ICC and welcomed suggestions from all members to make it effective.

2. The Committee noted that no complaint of sexual harassment has been received from any students and woman employees. It was emphasized that in order to create awareness and continuous sensitization among all women, it is essential to organize programs on sexual harassment and women safety.
3. A helpline number/mail id can be provided to all the girl students and women employees in the institution.
4. The presiding officer conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet every semester on a regular basis or earlier, if need arise.
5. Next meeting of the Committee will be held during the odd semester of 2019 - 2020. Meeting ended with vote of thanks.


Presiding officer

ACADEMIC YEAR 2017 -2018

Academic Year 2017 – 2018

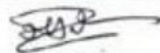
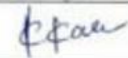







Sethu Institute of Technology

(An Autonomous Institution)
Pulloor-626115, Virudhunagar Dist.

Date : 18.10.2017

Internal Complaints committee

The internal complaints committee meeting was held on 18.10.2017 @ 2.00PM. The following members are present.

S.No	Name of the Faculty	Designation	Signature
1.	Ms.Helina Rajini Suresh Prof.&Head/ECE	Presiding Officer	
2.	Dr.K.Kanimozhi, Prof essor/EEE	Member (Faculty)	
3.	Dr.S.Sridevi, Prof./IT	Member (Faculty)	
4.	Ms.R.Sivaranjani Assoc.Prof/ECE	Member (Faculty)	
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Presiding officer