



VELAMMAL INSTITUTE OF TECHNOLOGY

Approved by AICTE New Delhi, Affiliated to Anna University Chennai
CSE, ECE, EEE, IT, MECH Accredited by NBA, NAAC
"Velammal Knowledge Park", Chennai - Kolkatta Highway, Ponneri - 601 204

09.01.2024

INTERNAL COMPLAINT COMMITTEE

CIRCULAR

A meeting is scheduled on 12.01.2024 in the principal's chamber at 10.30 a.m. All the members of internal complaint committee are informed to attend the meeting without fail.




PRINCIPAL

Principal
Velammal Institute of Technology,
Velammal Gardens
Panchetti Village & Post, Ponneri (Tk)
Thiruvallur (Dist) - 601204

Copy to :

- All HOD's
- Main notice board
- Grievances Redressal Cell Committee members
- IQAC



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DATE: 12.01.24

MINUTES OF MEETING

The following points were discussed and shared in the meeting:

1. The chairperson extended a warm welcome to all the members present for this meeting.
2. The committee has acknowledged that there have been no reports of internal complaints filed by female employees against any staff members within our institution
3. Committee members deliberated on attire guidelines and conduct expectations for students both on and off campus.
4. It is advised and encouraged for all the female students to speak about any issues they encounter within the college campus.
5. This meeting concluded with a vote of thanks delivered by Dr. V. Sindhu.

S.NO	NAME	DESIGNATION	POSITION
1	Dr. V. Sindhu	Assoc. Prof/ Physics	Chairperson
2	Dr. B. Sridevi	Prof./ECE	Member
3	Dr.V.P. Gladispushparathi	Prof./CSE	Member
4	Dr. S. Padmapriya	Prof./AI&DS	Member
5	Dr.V. Sheela Violet Rani	Asst.Prof./Chem.	Member
6	Ms.G.Durga Devi	Asst.Prof/IT	Member
7	Ms. G. Bhavani	Asst.Prof/EEE	Member
8	Ms. S. Sowmiyah	Asst.Prof./MATHS	Member
9	Ms. V. Deepa	Asst. Prof/English	Member
10	Ms.Srimathi	HR-Admin	Member
11	Ms. S. Sindhuja	II / IT	Student Representative
12	Ms. S Devi Priya	II/ CSE	Student Representative

NOTE: As there is no complaints were reported by the students the committee concluded that there were no issues related to academic and non-academic.



(Signature)
Principal
Velammal Institute of Technology
Velammal Gardens
Panchetti Village & Post, Ponneri (T
Thiruvallur (Dist) 601 204