



**VELAMMAL**  
**INSTITUTE OF TECHNOLOGY**

Chennai - Kolkatta Highway, Panchetti, Ponneri



21.06.2023

**CIRCULAR**

**Attn. SC/ST Welfare Committee Members:**

A meeting is scheduled on 23.06.2023 in the principal's chamber at 11.30 a.m. All the members of internal complaint committee are informed to attend the meeting without fail.

*N. Balaji*  
**PRINCIPAL**

**Dr. N. BALAJI, M.E., Ph.D.,**  
**PRINCIPAL**  
**VELAMMAL INSTITUTE OF TECHNOLOGY**  
**PANCHETTI, THIRUVALLUR (DIST.) - 601 204**

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**SC/ST COMMITTEE –**

**MINUTES OF MEETING**

23.06.2023

The SC/ST Welfare Committee convened on 23.06.2023 at 11.30 AM, Chaired by Dr.N.Balaji, along with committee members. Here are the minutes of the meeting:

1. Dr. N. Balaji began by outlining efficient grievance resolution techniques and emphasized the need to provide a safe and welcoming atmosphere for all SC/ST students.
2. After reviewing reported incidents and actions taken since the previous meeting, the committee discussed a range of grievances regarding harassment and discrimination experienced by SC/ST students.
3. There was general consensus to increase the amount of work done to swiftly look into and handle complaints, provide assistance to those impacted, and take preventative action to ensure that they don't happen again.
4. Action points were distributed among members, encompassing the refinement of complaint management protocols
5. Organizing awareness programs on harassment prevention and ensuring the utmost confidentiality and sensitivity in complaint resolution processes.

S.NO	NAME	DESIGNATION	POSITION
1	Dr. N. Balaji	Principal	Chairperson
2	Dr. S. Soundararajan	Vice Principal	Vice Chairperson
3	Mr. K. Kalaivanan	AP/English	Member
4	Mr. K. Kalaiselvan	AP/Mech.	Member
5	Ms. P. Abirami	AP/AI&DS	Member
6	Mr. T. K. Senthil	System Admin	Member
7	Ms. D. Divya	Admin Staff	Member

*N. Balaji*  
PRINCIPAL

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