

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



CIRCULAR

Date: 19.05.2023

We are pleased to inform you that the management and principal are keenly interested in fostering a conducive academic environment within our institution. To achieve this goal, various committees are being formed to address different aspects of student welfare and organizational governance in the upcoming academic year (2023-2024).

Meeting Details:

Date: 22.05.2023

Time: 3.30pm

Venue: Auditorium

Agenda

1. Formation of committees and appointment of members

- * Anti Ragging Committee.
- * Anti Ragging Squad.
- * Internal Complaint Committee.
- * Grievance Redressal Committee.
- * SC/ST Committee.
- * Equal Opportunity Cell.
- * Student Discipline Committee.
- * Student Counselling Committee.
- * Internal Quality Assurance Cell.
- * Industry Institute Interaction Cell.


19.5.23
PRINCIPAL

Copy to: 1) Circulation among all staff members

2) File

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
 Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
 K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
 Phone : 04285 - 265199 Fax : 04285 - 266133
 web : www.svhpc.com e-mail : svhpcgobi@gmail.com



MINUTES OF MEETING – I (AY 2023 - 24)

24.05.2023

The meeting to form various committees has been conducted on 31.5.2023 at 3.30pm in our Auditorium with all staff members and stake holders and the following members were present.

S. No	Name	Designation	Sign	S. No	Name	Designation	Sign
1	Mr.S.Prakadeswaran	Principal		31	S.Ravindran	Lect/Auto	
2	Dr.P.Mani	Vice Principal		32	S.Gowtham	Lect/Auto	
3	K.Jayachandran	HOD/CSE		33	K.Kuppusamy	LT/Auto	
4	A.G.Janagarathinam	Sr.Lect/CSE		34	M.Mohan	Lect/Civil	
5	M.M.Mathiyazhagan	Lect/CSE		35	R.Thrni	Lect/Civil	
6	G.S Karmukilan	Lect/CSE		36	M.Ruckshana	Lect/Civil	
7	M Janaki	Lect/CSE		37	P.Soundarrajan	Instructor/Civil	
8	K.Jeeva	LT/CSE		38	M.Jeevanantham	Sr.Lect/English	
9	G.S.Sriram	LT / CSE		39	K.Pavithra	Lect/English	
10	R.Saranya	Lect/ECE		40	B.Santhi	Sr.Lect/Maths	
11	R.Murugan	Lect/ECE		41	S.Ranjitham	Lect/Maths	
12	A.Moorthi	Lect/ECE		42	P.Rajakumar	Sr.Lect/Physics	
13	S. Shobana	Lect/ECE		43	G.Naveenkumar	Lect/Physics	
14	S.Dhivya	LT/ECE		44	B.Sadhasivan	Lect/Chemistry	
15	P.Durkaiyan	Lect/EEE		45	A.Ayyammal	Lect/Chemistry	
16	N.Priyanka	Lect/EEE		46	M.Ganesan	Lect./Mech	
17	M.Vignesh	Lect/EEE		47	R.Yuvaraj	Lect./Mech	
18	V.Poongothai	Lect/EEE		48	V.Prabhakaran	Lect./Tamil	
19	S.Umesh	Lect/EEE		49	P.Manickam	LT/Chemistry	
20	S.Manoj	LT/EEE		50	D.Premkumar	LT/Wokshop	
21	E.Nallasivam	HOD/Mech		51	S.Anitha	LT/Physics	
22	P.Rajkumar	Lect/Mech		52	C.Ranjitha	Asst./ Office	
23	P.Gokulnath	Lect/Mech		53	S.Premadevi	Asst./ Office	
24	K.Balasubramaniam	Lect/Mech		54	K.Arulmurugan	System Admin / CSE	
25	C. Mohankumar	Lect/Mech		55	Kirubananthan S	Cashier	
26	D.Ruthiresh	LT/Mech		56	N.Prabakaran	Physical Director	
27	M.Bharath	LT/Mech		57	E.Dhanalakshmi	Librarian	
28	P. Thirumoorthy	LT/Mech		58	S.Kannan	Deputy Warden	
29	K.K.Arumugam	HOD/Auto		59	K.Santhanalakshmi	Deputy Warden	
30	K.Arunkumar	Lect/Auto					

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) **GOBI - 638 455**, Erode (Dt), T.N.
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



Ref.No:SVHPC/ICC/01/2023-24

22.05.2023

ORDER

Sub:Shree Venkateshwara Hi-Tech Polytechnic College - Establishment -
Internal Complaint Committee – Members List - Orders Issued - Reg

The Internal Complaint Committee is constituted with the following members for the academic Year 2023- 24 [01.06.2023 – 31.05.2024].

S.No	Name	Designation	Position
1	Ms.V.Poongothai	Lecturer / EEE	Chairperson
2	Ms.S.Janaki	NGO representative	Member
3	Ms.S.Ranjitham	Lecturer / Maths	Member
4	Ms.S.Dhivya	Lab Technician / EEE	Member
5	Mrs.S.Premadevi	Junior Assistant	Member
6	Mr.E.Nallasivam	HOD / Mechanical	Member
7	Mr.P.Rajakumar	Sr.Lecturer	Member
8	Ms.K.Santhanalakshmi	Dy.Warden	Member
9	Mr.S.Kannan	Dy.Warden	Member
10	Ms.D.Sastiga	II Civil Student	Member
11	Ms.M.Joshika	III CSE Student	Member

Principal 22.5.23

Copy to

- 1.The Individuals – 11 Nos
- 2.File

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



INTERNAL COMPLAINT COMMITTEE

CIRCULAR

Date: 26.05.2023

In line with our commitment to ensuring a safe and respectful environment for all members of our institution, we are convening the first meeting of the Internal Complaint Committee in this academic year 2023-2024

Meeting Details:

Date: 29.05.2023

Time: 3.30pm

Venue: Auditorium

Agenda

1. Framing objectives for committee
2. Overview of Mandate and Responsibilities
3. To share the committee information and aim
4. Procedures for Handling Complaints


PRINCIPAL 26.5.23

Copy to: 1) Circulation among all Committee Members
2) File

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
 Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
 K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
 Phone : 04285 - 265199 Fax : 04285 - 266133
 web : www.svhpc.com e-mail : svhpcgobi@gmail.com



MINUTES OF MEETING – I (AY 2023 - 24)

30.05.2023

The inaugural meeting of the Internal Complaint Committee was convened on 29.05.2024 at 3.30pm in our Auditorium. The purpose of the meeting was to discuss the objectives and other pertinent matters related to the committee's mandate and the following members were present.

S. No	Name	Designation	Position	Sign	S. No	Name	Designation	Position	Sign
1	Ms.V.Poongothai	Lecturer / EEE	Chairperson		8	Ms.K.Santhalakshmi	Dy.Warden	Member	
2	Ms.S.Janaki	NGO representative	Member		9	Mr.S.Kannan	Dy.Warden	Member	
3	Ms.S.Ranjitham	Lecturer / Maths	Member		10	Ms.D.Sastiga	II Civil Student	Member	
4	Ms.S.Dhivya	Lab Technician / EEE	Member		11	Ms.M.Joshika	III CSE Student	Member	
5	Mrs.S.Premadevi	Junior Assistant	Member						
6	Mr.E.Nallasivam	HOD Mechanical	Member						
7	Mr.P.Rajakumar	Sr.Lecturer	Member						

Shree Venkateshwara Hi-Tech Polytechnic College





Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas 1. Framing objectives for committee 2. Overview of Mandate and Responsibilities 3. To share the committee information and aim 4. Procedures for Handling Complaints	
1	Committee's objectives were framed with inputs from all participants	All committee Members
2	The chairperson outlined the rules and responsibilities of committee members.	Chairperson
3	The sharing of information and objectives regarding the committee to students.	All committee Members
4	Presentation or review of the procedures and protocols for receiving, investigating, and resolving complaints within the institution	All committee Members


Prepared by


Approved by 30.5.23

Copy to: 1) Circulation among all Committee Members

2) File

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



OBJECTIVES:

Provide a Safe Environment: Ensure the creation and maintenance of a safe, respectful, and inclusive environment within the institution for all students, faculty, and staff.

Address Complaints: Establish an effective mechanism for receiving, investigating, and resolving complaints related to harassment, discrimination, or other forms of misconduct promptly and impartially.

Uphold Rights: Safeguard the rights and dignity of all members of the institution by addressing complaints in accordance with the principles of natural justice and due process.

Prevent Recurrence: Implement preventive measures and interventions to address the root causes of complaints and prevent their recurrence in the future.

Promote Awareness: Raise awareness among students, faculty, and staff about their rights and responsibilities, as well as the procedures for reporting and addressing complaints.

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



CIRCULAR

Date: 12.03.2024

As the semester draws to a close, it is imperative for us to convene and review our efforts and achievements in upholding the principles of fairness, justice, and respect within our institution. Your dedication and commitment to the mission of the Internal Complaint Committee have been instrumental in fostering a safe and inclusive environment for all members of our community. In light of this, we will be convening the End Semester Meeting of the Internal Complaint Committee.

Meeting Details:

Date: 13.03.2024

Time: 3.30pm

Venue: Auditorium

Agenda

1. Review of Activities and Progress for the Academic Year 2023-2024
2. Discussion on Challenges Faced and Lessons Learned
3. Recommendations for Improvement
4. Planning for the Next Academic Year


PRINCIPAL

Copy to: 1) Circulation among all Committee Members

2) File

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
 Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
 K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
 Phone : 04285 - 265199 Fax : 04285 - 266133
 web : www.svhpc.com e-mail : svhpcgobi@gmail.com



MINUTES OF MEETING – II (AY 2023 - 24)

14.03.2024

The semester end meeting of the Internal Complaint Committee was convened on 13.03.2024 at 3.30pm in our Auditorium. The purpose of the meeting was to review the entire actions undertaken throughout the academic year and the following members were present.

S.No	Name	Designation	Position	Sign	S.No	Name	Designation	Position	Sign
1	Ms.V.Poongothai	Lecturer / EEE	Chairperson		7	Mr.P.Rajakumar	Sr.Lecturer	Member	
2	Ms.S.Janaki	NGO representative	Member		8	Ms.K.Santhanalakshmi	Dy.Warden	Member	
3	Ms.S.Ranjitham	Lecturer / Maths	Member		9	Mr.S.Kannan	Dy.Warden	Member	
4	Ms.S.Dhivya	Lab Technician / EEE	Member		10	Ms.D.Sastiga	II Civil Student	Member	
5	Mrs.S.Premadevi	Junior Assistant	Member		11	Ms.M.Joshika	III CSE Student	Member	
6	Mr.E.Nallasivam	HOD Mechanical	Member						

1. Action Taken Report of the previous meeting

S.No	Points Discussed	Action Taken
1	Committee's objectives were framed with inputs from all participants	Objectives were successfully framed.
2	The chairperson outlined the rules and responsibilities of committee members.	Roles and Responsibilities constituted
3	The sharing of information and objectives regarding the committee to students.	Shared objectives and information to students by conducting meeting
4	Presentation or review of the procedures and protocols for receiving, investigating, and resolving complaints within the institution	Reviewed various mechanisms and protocols used in committee were discussed

Shree Venkateshwara Hi-Tech Polytechnic College




Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



2.Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas 1. Review of Activities and Progress for the Academic Year 2023-2024 2. Discussion on Challenges Faced and Lessons Learned 3. Recommendations for Improvement 4. Planning for the Next Academic Year	
1	The committee reviewed the activities undertaken throughout the academic year to prevent and address complaints.	All committee Members
2	Members identified challenges encountered in complaint resolution, resource constraints, and communication gaps	All committee Members
3	Members proposed recommendations to enhance complaint handling procedures, improve communication channels, and increase resource allocation.	All committee Members
4	Plans for the upcoming semester, including training sessions, awareness campaigns, and policy reviews, were discussed.	All committee Members


Prepared by


Approved by

Copy to: 1) Circulation among all Committee Members

2) File

Prevention of Sexual Harassment of Women at Workplaces Act 2013

Annual Report for the year Jan 2023 to Dec 2023

1) Basic Details:

S.No	Particulars	
1.1	Date of Formation of IC	31.05.2023
1.2	No. of members in IC	13
1.3	No. of Female members in IC	8
1.4	Details of members	Contact Details
1	Mr.S.Prakadeswaran Convener	9715545555
2	Ms.V.Poongothai Lecturer & Coordinator	9965170923
3	Ms.S.Janaki NGO Representative	9942961119
4	Ms.S.Ranjitham Lecturer & Member	9500664624
5	Ms.S.Dhivya Lab Technician & Member	9345822812
6	Mrs.S.Premadevi Office & Member	9994287997
7	Mr.P.Nallasivam HOD & Member	9791406655
9	Mr.P.Rajakumar Lecturer & Member	9791578580
10	Ms.K.Santhalakshmi Girls Hostel I/C & Member	9943862183
11	Mr.S.Kannan Boys Hostel I/C & Member	9566630523
12	Ms.S.D.Sastiga Student & Member	9787428181
13	Mr.M.Joshika Student & Member	9360128249
1.5	No. of members changed during the year	4
1.6	Is there an internal policy on POSH	YES / NO
1.7	Places where the Constitution of IC details displayed (Notice board / Canteen / Security etc.,) at workplace	Notice Board,Canteen
1.8	Number of Sexual Harassment complaints received during the year	NIL
1.9	Number of Cases disposed of during the year	NIL
1.10	Number of cases pending as on 31 st December 2023	NIL
1.11	Number of cases pending as on 31 st December 2023 for more than 90 days.	NIL

[Handwritten signatures and initials in blue and green ink on the right margin of the table, including names like V. Durgam, M. Janaki, and others.]

2) Number of workshops or awareness programme for employees against sexual harassment carried out during the year 2022

S.No.	Date	No. of Employees covered	Remarks (if any)
1	12.7.23	66	Awareness program on ICC
2	23.11.23	61	Program on Gender Equity

3) Details of IC meeting conducted in 2023

S.No.	Date	Total members	No.of Members participated	Remarks (if any)
1	8.6.23	13	13	
2	22.10.23	13	13	-


4) Summary of the action taken on Complaints of Sexual Harassment:

S.No.	Complaint No.	Complainant	Respondent	Action taken
No Complaints Received				

*(Conciliation, Written Apology, Warning, Reprimand or Censure, Withholding of Promotion, Withholding of Pay Rise/Increment, Termination, Transfer, Undergo Counseling, Carrying out Community Service, withdrawn)

The report has been prepared in compliance of Section 21(1) of Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Yours faithfully,


Presiding Officer,

Internal Complaints Committee
Shree Venkateshwara Hi Tech Polytechnic College
Erode - Gobi Main Road,
Othakuthirai, Gobi, Erode -638 455

Date: 20.1.24