

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalavani 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: 20.05.2024

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 (2024-2025).

Meeting Details:

Date: 24.05.2024

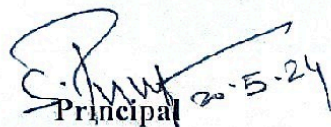
Time: 2.00 pm

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.
- * Media Cell.
- * Intellectual Property Rights Cell.


Principal 20-5-24

Copy to: 1) Circulation among all staff members

2) File

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Ref.No:SVHPC/ICC/01/2024-25

24.05.2024

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 2024- 25 [01.06.2024 – 31.05.2025].

S.No	Name	Designation	Position	Contact Number
1	Ms.V.Poongothai	Lecturer / EEE	Chairperson	9965170923
2	Ms.S.Janaki	NGO representative	Member	9942961119
3	Ms.S.Ranjitham	Lecturer / Maths	Member	9500664624
4	Ms.S.Dhivya	Lab Technician / EEE	Member	9345822812
5	Mrs.S.Premadevi	Junior Assistant	Member	9994287997
6	Mr.E.Nallasivam	HOD / Mechanical	Member	9791406655
7	Mr.P.Rajakumar	Lecturer	Member	9942759806
8	Ms.K.Santhanalakshmi	Dy. Warden	Member	9943862183
9	Mr.S.Kannan	Dy. Warden	Member	9566630523
10	Ms.D.Selvanayagi	III Civil Student	Member	7845505492
11	Ms.Gowrisangavi	II CSE Student	Member	9342755939

S. P. S. 24.5.24
Principal

Copy to

- 1.The Individuals – 11 Nos
- 2.File

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INTERNAL COMPLAINT COMMITTEE

CIRCULAR

Date: 27-05-2024

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 2024-2025.

Meeting Details:

Date: 30.05.2024

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
5. Training and Sensitization Plan


Principal

Copy to: 1) Circulation among all staff members

2) File

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MINUTES OF MEETING – I (AY 2024 - 25)

31.05.2024

The inaugural meeting of the Internal Complaint Committee was convened on 30-05-2024 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
1	Mrs.V.Poongothai	Lecturer / EEE	Chairperson	V. Poongothai
2	Mrs.S.Janaki	NGO representative	Member	M. Janaki
3	Mrs.S.Ranjitham	Lecturer / Maths	Member	S. Ranjitham
4	Ms.S.Dhivya	Lab Technician / EEE	Member	S. Dhivya
5	Mrs.S.Premadevi	Junior Assistant	Member	S. Premadevi
6	Mr.E.Nallasivam	HOD / Mechanical	Member	E. Nallasivam
7	Mr.P.Rajakumar	Sr.Lecturer	Member	P. Rajakumar
8	Mrs.K.Santhanalakshmi	Dy.Warden	Member	K. Santhanalakshmi
9	Mr.S.Kannan	Dy.Warden	Member	S. Kannan
10	Ms.D.Selvanayagi	III CIVIL Student	Member	D. Selvanayagi
11	Ms.Gowrisangavi	II CSE Student	Member	G. Sangavi

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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 5. Training and Sensitization Plan	
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
5	Create a safe, respectful and inclusive institutional environment by ensuring that all committee members.	All committee Members


Prepared by


Approved by

Copy to: 1) Circulation among all members for needful action

2) File

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OBJECTIVES:

Ensure a Safe and Respectful Environment

- To create and maintain a workplace or institutional environment free from discrimination, harassment, and any form of inappropriate behavior.
- To safeguard the dignity, rights, and well-being of all individuals, fostering a culture of respect and inclusion.

Provide a Platform for Grievance Redressal

- To offer a structured and accessible mechanism for employees, students, or members to report complaints related to harassment, discrimination, or any violation of rights.
- To ensure timely, effective, and confidential handling of complaints in accordance with legal guidelines.

Implement and Enforce Institutional Policies

- To ensure strict adherence to institutional policies regarding sexual harassment, discrimination, and other forms of misconduct, aligning with applicable laws like the **Prevention of Sexual Harassment (POSH) Act**, Equal Opportunity Employment regulations, etc.
- To promote awareness of institutional codes of conduct, policies, and the complaint procedures among all stakeholders.

Conduct Fair, Transparent, and Confidential Investigations

- To investigate complaints impartially, ensuring that all parties involved are treated fairly, maintaining confidentiality throughout the process.
- To provide a clear, transparent process for determining the facts, resolving complaints, and delivering appropriate consequences.

Promote Awareness and Sensitization

- To conduct regular awareness programs, workshops, and training sessions to sensitize employees, students, and stakeholders on issues related to harassment, gender equality, rights, and ethical conduct.
- To encourage responsible behavior and raise awareness of the importance of reporting inappropriate conduct.

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Provide Support for Victims and Affected Parties

- To offer emotional, legal, and professional support to victims of harassment or misconduct, ensuring their safety and well-being throughout the investigation process.
- To provide counseling, medical assistance, and other necessary resources to those affected by the complaint.

Ensure Accountability and Prevention of Retaliation

- To prevent retaliation against individuals who file complaints or participate in investigations, ensuring they are protected from any form of victimization.
- To hold individuals accountable for misconduct and ensure that appropriate disciplinary actions are taken where necessary.

Promote an Inclusive and Non-Discriminatory Culture

- To champion diversity and inclusion, ensuring that everyone, irrespective of gender, race, religion, or background, feels equally valued and respected.
- To address systemic biases and barriers that may lead to discrimination or harassment.

Review and Improve Policies and Procedures

- To regularly review and update institutional policies, procedures, and practices in light of new legal frameworks, societal changes, and feedback from members of the institution.
- To continually improve the functioning of the ICC to adapt to emerging challenges and ensure effectiveness.

Report and Document Findings

- To maintain accurate records of complaints, investigations, and outcomes while respecting confidentiality.
- To generate reports for institutional leadership and relevant stakeholders to monitor trends, ensure accountability, and improve future practices.

Prevention of Sexual Harassment of Women at Workplaces Act 2013
Annual Report for the year Jan 2024 to Dec 2024

1) Basic Details:

S.No	Particulars		31.05.2023
1.1	Date of Formation of IC		12
1.2	No.of members in IC		8
1.3	No.of Female members in IC		
1.4	Details of members		Contact Details
	Mr.S.Prakadeswaran	Convener	9715545555
	Mrs. V. Poongothai	Lecturer & Coordinator	9965170923
	Mrs.S.Janaki	NGO Representative, External Memb	9942961119
	Mrs.S.Ranjitham	Lecturer & Member	9500664624
	Ms.S.Dhivya	Lab Technician & Member	9345822812
	Mrs.S.Premadevi	Jr.Asst. & Member	9994287997
	Mr.E.Nallasivam	HOD & Member	9791406655
	Mr.P.Rajakumar	Lecturer & Member	9791578580
	Ms.K.Santhanalakshmi	Girls Hostel I/C & Member	9943862183
	Mr.S.Kannan	Boys Hostel I/C & Member	9566630523
	Ms.D.Selvanayaki	Student & Member	7845505492
	Ms.Gowrisangavi	Student & Member	9342755939
1.5	No.of members changed during the year		4
1.6	Is there an internal policy on POSH		YES
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
1.1	Number of cases pending as on 31st December 2024		NIL
1.11	Number of cases pending as on 31st December 2024 for more than 90 days.		NIL

2) Number of work shops or awareness programme for employees againsts sexual harassment carried out during the year 2024

S.No.	Date	No.of Employees covered	Remarks (if any)
1	02.12.2024	59	Awariness Programme in ICC

3) Details of IC meeting conducted in 2024

S.No.	Date	Total members	No.of Members participated	Remarks (if any)
1	30.05.2024	12	12	-
2	25.11.2024	12	12	-

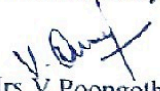
4) Summary of the action taken on Complaints of Sexual Harassment:

S.No.	Complaint No.	Complaint	Respondent	Action Taken
NO COMPLAINTS RECEIVED				

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

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

Yours Faithfully,


 Mrs. V. Poongothai,
 Presiding Officer,
 Internal Complaint Committee,
 Shree Venkateshwara Hi-Tech Polytechnic College,
 Erode - Gobi Main Road,
 Othakuthirai , Gobi, Erode - 638 455.

Date: 09.01.2025



SHREE VENKATESHWARA HI-TECH POLYTECHNIC COLLEGE

GOBICHETTIPALAYAM

CIRCULAR

Cir.No:71-I/2024-2025

Date: 08.01.2025

The **Internal Complaint Committee (ICC)** is committed to ensuring a **safe, respectful, and inclusive environment** for all students and staffs on campus.

In this regard, a **Suggestion Box** has been placed at Ground Floor to receive **anonymous feedback, suggestions, or concerns** related to:

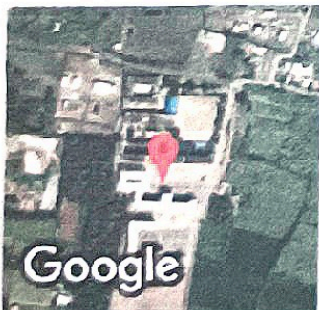
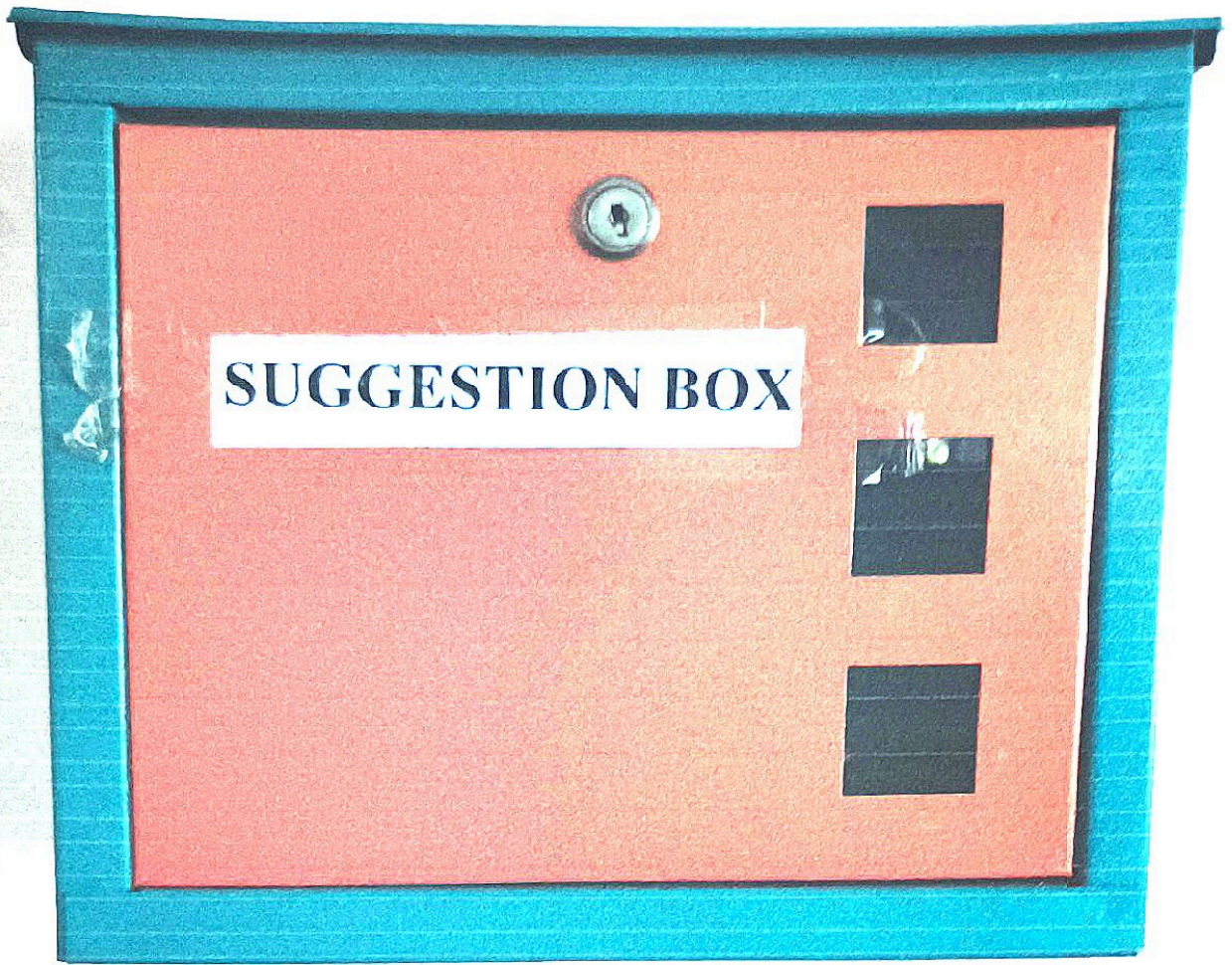
- Campus safety and respectful behavior.
- Concerns related to harassment, discrimination, or inappropriate conduct.
- Suggestions for awareness programs or gender sensitization workshops.
- Ideas to improve the overall campus environment regarding student well-being.


Principal

Copy submitted to the Secretary for favour of information
Copy submitted to the Chairman for favour of information

Copy to:

1. All the incharge's from circulation among their Students & Staff members
2. A.O
3. Library
4. Students Notice Board
5. File
6. Warden
7. Mess Incharge



Google

 **GPS Map Camera**

Erode, Tamil Nadu, India

Cfrx+cfp, Erode, Kuhalur, Tamil Nadu 638455,
India

Lat 11.440464° Long 77.498845°

20/01/25 03:59 PM GMT +05:30

E. P. R.