



Approved by AICTE New Delhi and DOTE Chennai
Erode - Gobi Main Road, Sri Kalavani Nagar, Olhakuthirai
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: 19.05.2025

We are pleased to inform you that the management and principal are keenly interested in fostering a conducive academic environment within our institution. This is to inform that a meeting is arranged to form different committees to address different aspects of student welfare and organizational governance in the upcoming academic year (2025-2026). All the staff members are instructed to attend the meeting without fail. As per the below mentioned schedule.

Meeting Details:

Date: 22.05.2025

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


PRINCIPAL

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Shree Venkateshwara Hi-Tech Polytechnic College



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Ref.No:SVHPC/ICC/01/2025-26

26.05.2025

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 2025-26 [01.06.2025 – 31.05.2026].

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.G.C.Palanisamy	Dy.Warden	Member	9943947771
10	Ms.Gowrisangavi	III CSE Student	Member	9342755939
11	Ms.Nivetha S	II EEE Student	Member	6381506290

Copy to:

- 1.The Individuals – 11 Nos
- 2.File



S. J. Jayaraj
Principal
PRINCIPAL
Shree Venkateshwara Hi-Tech
Polytechnic College
Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (Po), Gobi - 638 455

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INTERNAL COMPLAINT COMMITTEE

CIRCULAR

Date: 29-05-2025

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 2025-2026

Meeting Details:

Date: 31.05.2025

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
6. Review of ICC Policy and Procedures


Principal

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MINUTES OF MEETING - I (AY 2025 - 26)

02.06.2025

The inaugural meeting of the Internal Complaint Committee was convened on 31-05-2025 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	
2	Mrs.S.Janaki	NGO representative	Member	
3	Mrs.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	Mrs.K.Santhanalakshmi	Dy.Warden	Member	
9	Mr.G.C.Palanisamy	Dy.Warden	Member	
10	Ms.Nivetha S	II EEE Student	Member	
11	Ms.Gowrisangavi	III CSE Student	Member	





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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 6. Review of ICC Policy and Procedures	
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
6	The policy stays relevant, effective, and responsive to the needs of the institution.	All committee Members

V. Anji
Prepared by

S. Anji
Approved by

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OBJECTIVES:

Prevent Sexual Harassment

- Establish a zero-tolerance policy against sexual harassment.
- Promote a culture of respect, equality, and safety on campus.

Redress Complaints Promptly and Fairly

- Provide a confidential, accessible, and impartial grievance redressal mechanism.
- Ensure timely resolution of complaints with fair inquiry procedures.

Create Awareness and Sensitize Stakeholders

- Conduct regular awareness programs, workshops, and sensitization sessions for students, faculty, and staff.
- Educate the campus community on:
 1. What constitutes sexual harassment
 2. Rights of complainants
 3. Responsibilities of others
 4. Legal implications

Ensure Compliance with Legal and Institutional Guidelines

- Operate as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Submit annual reports to authorities as mandated.

Build Trust and Promote Reporting

- Encourage open communication and build confidence in the system.
- Protect complainants from retaliation, victimization, or stigmatization.

Monitor and Recommend Preventive Measures

- Regularly review campus safety protocols and suggest improvements.
- Identify and address vulnerable areas (e.g., isolated spaces, hostel routes).





SHREE VENKATESHWARA HI-TECH POLYTECHNIC COLLEGE

G0B1 - 638 455

WDC Women Development Cell

in Collaboration with,

***Tamilnadu Corporation for Development of
Women Ltd.***

Jointly Organize a

Women-Centric Health Awareness Programme on

Mental Well - Being and Hygiene Management

RESOURCE PERSON



S. Sureshkumar M.Sc., B.Ed.,

***DRP(District Resource Person) TNSRLM
(Tamilnadu State Rural Livelihoods Mission) Erode.***

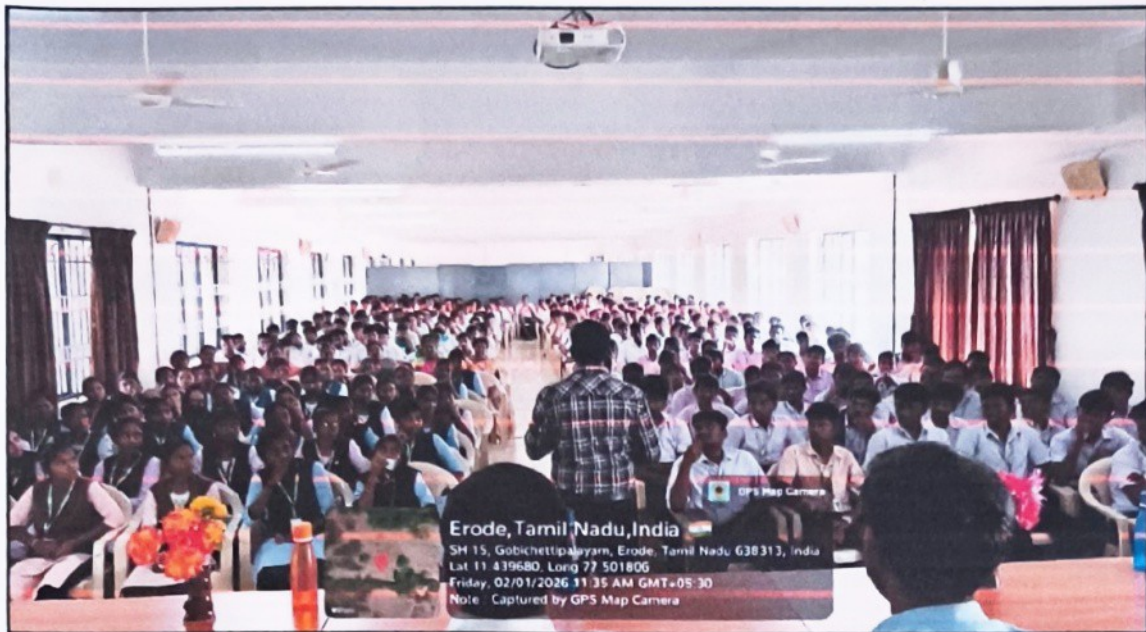
Tmt.Marayal

***Block co ordinator
TNSRLM Gobi block***

DATE :02.01.2026



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INTERNAL COMPLAINT COMMITTEE

CIRCULAR

Date: 24-11-2025

The Collector Office conducted a review meeting on 13.11.2025. Based on the instructions received during that meeting, the Internal Complaints Committee (ICC) second meeting is being convened in our institution.

Meeting Details:

Date: 25.11.2025

Time: 3.30pm

Venue: Auditorium

Agenda

1. Awareness among Employees
2. Procedures for Handling Complaints
3. To plan for Training & Sensitization Programs
4. Review of ICC Policy
5. Record Keeping and Confidentiality
6. Annual Report Preparation

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MINUTES OF MEETING – II (AY 2025 - 26)

26.11.2025

The meeting of the Internal Complaint Committee was convened on 25-11-2025 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	S. 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	Lecturer	Member	P. Rajakumar
8	Mrs.S.Sathya	Dy. Warden	Member	S. Sathya
9	Mr.G.C.Palanisamy	Dy. Warden	Member	G. C. Palanisamy
10	Ms.R.Arunasri	III CIVIL Student	Member	R. Arunasri
11	Ms.S.Nivetha	II EEE Student	Member	S. Nivetha
12	Ms.V.Indhumathi	I CSE Student	Member	V. Indhumathi

1. Action Taken Report of the Previous Meeting

S.NO	Points Discussed	Action Taken
1	The need for clear, measurable objectives was discussed.	Clear and measurable objectives were drafted for implementation.
2	A detailed explanation of the ICC's legal mandate was presented.	The committee acknowledged the legal mandate and agreed to adhere to all required guidelines.
3	Discussion held on the need for transparency and visibility of ICC.	Measures were planned to improve transparency and enhance visibility of the ICC.
4	Steps from complaint submission to final report were reviewed.	The complaint-handling procedure was streamlined and documented for clarity.
5	Importance of regular training sessions for employees was highlighted.	A schedule for regular employee training sessions was prepared.
6	Existing ICC policy was reviewed for gaps and updates.	The existing ICC policy was reviewed, and necessary updates were proposed.

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Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas 1. Awareness among Employees 2. Procedures for Handling Complaints 3. To plan for Training & Sensitization Programs 4. Review of ICC Policy 5. Record Keeping and Confidentiality 6. Annual Report Preparation	
1	• Visibility of ICC information in the Collectorate (notice boards, offices, website). • Need for wider communication about ICC functioning and complaint process. • Plan for awareness drives during public interactions and staff meetings.	ICC Chairperson & ICC Members
2	• Review of complaint registration process (written/online). • Confidentiality protocols and safeguarding victims. • Timelines for inquiry completion as per guidelines. • Availability of standard forms and documentation.	ICC Chairperson, ICC Members & External Member
3	• Proposal and schedule for staff training on workplace behavior. • Sensitization for contractual workers, field staff, and office personnel. • Identification of resource persons or external trainers. • Plan for quarterly or annual workshops.	ICC Chairperson, HR Department & External Member
4	• Ensure policy is up-to-date with latest legal requirements. • Suggestions for adding new procedures if gaps exist. • Need for policy circulation to all departments.	ICC Committee
5	• Review of record-keeping procedure for complaints and inquiry reports. • Security of files and restricted access. • Maintaining annual records for compliance audits.	ICC Chairperson & ICC Member designated as Documentation In-charge
6	• Compilation of complaints received, disposed, pending (if any). • Submission of annual ICC report to the District Collector and concerned authority. • Need for accurate data collection from all departments.	ICC Chairperson with support from all ICC Members


Prepared by


Approved by

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Mr.S.Prakadeswaran ME.,(Ph.D)
Principal

Date: 09.04.2026

To

The District Collector,
Erode District.

Respected Sir/Madam,

Sub: Submission of Annual Report as per the requirement of Selection 21(1) of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

We are by submit that Annual Report to the Internal Committee formed under the Prevention of Sexual Harassment of Women at Workplaces Act 2013 for the period January to December 2025. The report is submitted based on the actual facts and incidents reported in our institution.

If you need any other clarification or further information, please feel to get back to us.

Yours Sincerely,


Signature

Name : S.Prakadeswaran
Designation : Principal
Contact Number : 9715545555
Email.ID: svhpcgobi@gmail.com

Encl:

1. Annual Report

Prevention of Sexual Harassment of Women at Workplaces Act 2013

Annual Report for the year Jan 2025 to Dec 2025

1) Basic Details:

S.No	Particulars		
1.1	Date of Formation of IC		31.05.2023
1.2	No.of members in IC		12
1.3	No.of Female members in IC		9
1.4	Details of members		Contact Details
	Mr.S.Prakadeswaran	Convener	9715545555
	Mrs. V. Poongothai	Lecturer & Coordinator	9965170923
	Mrs.S.Janaki	NGO Representative, External Member	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.S.Sathya	Girls Hostel I/C & Member	8870850172
	Mr.G.C.Palanisamy	Boys Hostel I/C & Member	9943947771
	Ms.R.Arunasri	Student & Member	7397567474
	Ms.Nivetha	Student & Member	6381506290
	Ms.V.Indhumathi	Student & Member	9578378840
1.5	No.of members changed during the year		5
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 2025		NIL
1.11	Number of cases pending as on 31st December 2025 for more than 90 days.		NIL

2) Number of work shops or awareness programme for employees againsts sexual harassment carried out during the year 2025

S.No.	Date	No.of Employees covered	Remarks (if any)
1	01.12.2025	63	Awareness Programme in ICC

3) Details of IC meeting conducted in 2025

S.No.	Date	Total members	No.of Members participated	Remarks (if any)
1	22.05.2025	12	12	-
2	25.11.2025	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 Complaints Committee,
Shree Venkateshwara Hi-Tech Polytechnic College,
Erode - Gobi Main Road,
Othakuthirai , Gobi, Erode - 638 455.

Date: 09.04.2026