

**K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215**  
(Autonomous)

Classification	Routine	✓	Urgent	-	Immediate	-
Originator: PRINCIPAL			Circulated to: Deans, Directors, All HoD's & Faculty Members			

**CIRCULAR**

**Ref. No.: KSRTC/3.30/2024-25/124**  
**Time: 04:00 PM**

**Date: 04.07.2024**

**Sub.: Constitution and Annual Plan of Anti-Sexual Harassment Cell – Academic Year 2024–25 – Reg.**

As per UGC, AICTE, and Supreme Court guidelines, the Anti-Sexual Harassment Cell (ASHC) has been reconstituted under the Council for Students' Affairs to ensure a safe and inclusive environment for all stakeholders at K.S. Rangasamy College of Technology.

The cell aims to prevent sexual harassment and redress complaints effectively, ensuring strict adherence to relevant rules and regulations.

The following faculty members and student representatives have been nominated to serve in the Anti-Sexual Harassment Committee for the academic year 2024-25:

S. No.	Name of the Faculty	Representation	Contact Details
1	Dr. R. Gopalakrishnan	Chairman	+91 99941 50505 / principal@ksrct.ac.in
2	Dr. K.B. Jayanthi	Member & Convener	+91 94434 71811 / jayanthikb@ksrct.ac.in
3	Dr. K. Senthil Vadivu	Member	+91 98650 24343 / senthilvadivu@ksrct.ac.in
4	Dr. B. Kalpana	Member	+91 98943 32421 / kalpana@ksrct.ac.in
5	Mrs. R. Radhamani	Member	+91 95431 67875 / radhamani@ksrct.ac.in
6	Dr. Puniethaa Prabhu	Member	+91 94434 86922 / punithaa2@ksrct.ac.in
7	Mrs. D. Tamilselvi	Member	+91 75022 15299 / tamilmurugan30@gmail.com
8	Mrs. E. Meenakshi	Member	+91 99441 33379 / ksrladieshostel@gmail.com
9	Ms. K. Sneha (IV – NST)	Student Member	+91 99160 59397 / kbsneha26@gmail.com
10	Ms. H. Haritha (III – IT)	Student Member	+91 63696 33752 / harithaharikumaar76@gmail.com

**Principal**

**K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215**  
(Autonomous)

Classification	Routine	✓	Urgent	-	Immediate	-
Originator: PRINCIPAL			Circulated to: Deans, Directors, All HoD's & Faculty Members			

**CIRCULAR**

**Council for Students' Affairs – Anti-Sexual Harassment Cell**

**Circular Ref No: ASHC/2024-25/Meet-01**  
**Time: 11:30 AM**

**Date: 01.08.2024**

**To: All Anti-Sexual Harassment Committee Members**

Sub.: Intimation of First Meeting of Anti-Sexual Harassment Cell for the Academic Year 2024-25 – Reg.

It is hereby informed that the first meeting of the Anti-Sexual Harassment Cell for the academic year 2024-25 is scheduled as per the following:

- Date: 07.08.2024
- Time: 03:00 PM
- Venue: Council Meeting Hall, Admin Block

All nominated members are requested to attend the meeting without fail and contribute to planning the preventive and redressal mechanisms regarding sexual harassment on campus.

Agenda of the meeting is enclosed herewith for reference.

S. No.	Agenda Item
1	Welcome and Introduction by the Chairman
2	Self-introduction of Committee Members
3	Reading of UGC/AICTE/SC Guidelines on Sexual Harassment Prevention
4	Finalization of Roles and Responsibilities
5	Annual Plan for Awareness Activities (seminars, posters, student workshops)
6	Framing Protocol for Complaint Reporting and Confidentiality
7	Schedule for Quarterly Review Meetings
9	Reporting Format for Grievance Redressal
10	Any Other Matter with the Permission of the Chair

  
**Dr. M. Bharani**  
Convener, ASHC



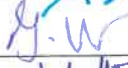


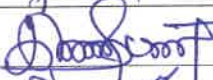

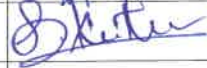





  
**Dr. R. Gopalakrishnan**  
Principal & Chairman – ASHC

K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215  
(Autonomous)

ANTI-SEXUAL HARASSMENT CELL

MEETING ATTENDANCE SHEET

Date:07.08.2024

S. No.	Name of the Faculty	Representation	Signature
1	Dr. R. Gopalakrishnan, Principal	Chairman ✓	
2	Dr. A.M. Venkatachalam, Director, Student Affairs	Co-Chairman	
3	Dr. G. Vennila, Director, Finance	Member	
4	Dr. K. Senthil Vadivu, Professor & Head, Maths	Member	
5	Dr. P. Kaladevi, ASP, CSE	Member	
6	Mrs. R. Radhamani, AP, EEE	Member	
7	Dr. S. Poofima, ASP, Biotech	Member	
8	Mrs. S. Kiruthika, AP, Tamil	Member	
9	Mrs. J. Umaa Maheswari, Junior Assistant, PO	Member	
10	Ms. D. Jeevitha, Final Year, CSE	Student Member	
11	Ms. A. Susee Karthika, Third Year, ECE	Student Member	
12	Ms. K. Mownika, Second Year, IT	Student Member	
13	Dr. M. Bharani, Associate Professor, Tex	Member & Convener	

**ANTI-SEXUAL HARASSMENT CELL  
MINUTES OF THE MEETING**

**ACADEMIC YEAR: 2024-25**

**Date: 07.08.2024**

**Time: 03:00 PM**

**Venue: Council Meeting Hall, Admin Block**

**Members Present: All Members of the Committee**

<b>S. No.</b>	<b>Agenda Item</b>	<b>Minutes</b>
1	Welcome Address and Committee Introduction	The Principal welcomed the members of the newly constituted Anti-Sexual Harassment Cell. Each member introduced themselves and shared their role and willingness to contribute to the cell's mission
2	Review of ASHC Objectives and Duties	Dr. A.M. Venkatachalam elaborated on the legal framework under UGC and AICTE guidelines. The core duties, complaint redressal framework, confidentiality protocol, and frequency of cell meetings were outlined.
3	Approval of New QR-enabled Poster Format	The poster design with integrated QR code linking to the online grievance form was reviewed. It was resolved to print and place them in 30+ prominent locations across campus.
4	Orientation Program Planning for Freshers	An orientation session was scheduled for September 2024 to introduce the ASHC, rights of students, and steps for filing complaints. Dr. Poorima and Ms. Karthika volunteered to lead the session.
5	Finalization of Complaint Box Locations	Weekly inspection and maintenance of complaint boxes were assigned to rotation teams led by Mrs. Radhamani and Dr. Kaladevi. Hostel and academic blocks were marked for installations.

  
Dr. M. Bharani  
Convener, ASHC

  
Dr. R. Gopalakrishnan  
Principal & Chairman – ASHC

**K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215**  
(Autonomous)

Classification	Routine	✓	Urgent	-	Immediate	-
Originator: PRINCIPAL			Circulated to: Deans, Directors, All HoD's & Faculty Members			

**CIRCULAR**

**Council for Students' Affairs – Anti-Sexual Harassment Cell**

**Circular Ref No: ASHC/2024-25/Meet-02**

**Date: 06.01.2025**

**To: All Anti-Sexual Harassment Committee Members**

**Sub: Intimation of Second Meeting of Anti-Sexual Harassment Cell for the Academic Year 2024-25 – Reg.**

All members of the Anti-Sexual Harassment Cell are hereby informed that the Second Meeting of the Cell for the academic year 2024-25 will be held as follows:

- Date: 12.01.2025
- Time: 02:30 PM
- Venue: Principal's Conference Room, Admin Block

The agenda of the meeting is enclosed herewith. All members are requested to attend the meeting without fail.

S. No.	Agenda Item
1	Welcome Address by the Chairperson
2	Review of Previous Meeting Minutes
3	Presentation of First Half-Yearly Report
4	Analysis of Awareness Program Feedback
5	Monitoring Status of Posters and Complaint Boxes in Hostels and Blocks
6	Discussion on Any New Grievances or Incidents (Confidential)
7	Finalization of Staff and Student Workshop in July
8	Planning Internal Assessment Survey on Campus Safety
9	Date Finalization for Annual Review Meeting
10	Any Other Matter with the Permission of the Chair

  
Dr. M. Bharani  
Convener, ASHC



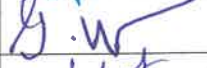





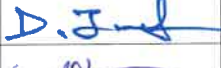




  
Dr. R. Gopalakrishnan  
Principal & Chairman – ASHC

K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215  
(Autonomous)

ANTI-SEXUAL HARASSMENT CELL

MEETING ATTENDANCE SHEET

Date:12.01.2025

S. No.	Name of the Faculty	Representation	Signature
1	Dr. R. Gopalakrishnan, Principal	Chairman	
2	Dr. A.M. Venkatachalam, Director, Student Affairs	Co-Chairman	
3	Dr. G. Vennila, Director, Finance	Member	
4	Dr. K. Senthil Vadivu, Professor & Head, Maths	Member	
5	Dr. P. Kaladevi, ASP, CSE	Member	
6	Mrs. R. Radhamani, AP, EEE	Member	
7	Dr. S. Poojima, ASP, Biotech	Member	
8	Mrs. S. Kiruthika, AP, Tamil	Member	
9	Mrs. J. Umaa Maheswari, Junior Assistant, PO	Member	
10	Ms. D. Jeevitha, Final Year, CSE	Student Member	
11	Ms. A. Susee Karthika, Third Year, ECE	Student Member	
12	Ms. K. Mownika, Second Year, IT	Student Member	
13	Dr. M. Bharani, Associate Professor, Tex	Member & Convener	

ANTI-SEXUAL HARASSMENT CELL  
MINUTES OF THE MEETING

ACADEMIC YEAR: 2024-25

Date: 12.01.2025

Time: 02:30 PM

Venue: Principal's Conference Room, Admin Block

Members Present: All Members of the Committee

S. No.	Agenda	Expanded Minutes
1	Review of Awareness Program Execution and Feedback	Feedback from the September Orientation was reviewed. A participation of 425 students was recorded. Over 150 responses from Google Forms showed a 94% positive rating for the content clarity and delivery.
2	Analysis of Complaint Monitoring Report (NIL complaints)	The complaint boxes and digital grievance forms recorded zero complaints. Weekly monitoring was verified with logs signed by rotation in-charge.
3	Proposal for Gender Sensitization Workshop	It was proposed to conduct a workshop with an external legal expert. Date proposed: 16.02.2025. Responsibilities for organizing and promotion were assigned to Dr. Senthil Vadivu and Dr. Kiruthika.
4	Mid-Year Suggestions from Hostel Representatives	Student members highlighted the need for multilingual instructions (Tamil & English) on physical posters. The suggestion was approved.
5	ERP Integration Proposal for Anonymous Complaints	A prototype screen for anonymous complaint submission via ERP was presented by Dr. Kaladevi. The committee recommended beta testing during the upcoming semester.

  
Dr. M. Bharani  
Convener, ASHC

  
Dr. R. Gopalakrishnan  
Principal & Chairman – ASHC

**K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215**  
(Autonomous)

Classification	Routine	✓	Urgent	-	Immediate	-
Originator: PRINCIPAL			Circulated to: Deans, Directors, All HoD's & Faculty Members			

**CIRCULAR**

**Council for Students' Affairs – Anti-Sexual Harassment Cell**

**Circular Ref No: ASHC/2024-25/Meet-03**

**Date: 01.05.2025**

**To: All Anti-Sexual Harassment Committee Members**

**Sub.: Intimation of Annual Review Meeting of Anti-Sexual Harassment Cell for the Academic Year 2024-25 – Reg.**

The Annual Review Meeting of the Anti-Sexual Harassment Cell (ASHC) is scheduled to be held to evaluate the activities conducted during the academic year 2024-25 and plan for the next academic cycle. All nominated committee members are requested to attend the meeting as per the schedule below:

- **Date:** 07.05.2025
- **Time:** 03:30 PM
- **Venue:** Principal's Conference Hall, Admin Block

This meeting is crucial for reviewing preventive measures, grievances (if any), awareness sessions, and finalizing the annual report for submission to statutory authorities. The meeting will also address proposals for improvements and compliance with UGC/AICTE guidelines.

**Agenda of the meeting** is enclosed for reference.

1. **Review of Activities Conducted During 2024-25**
2. **Status Update on Complaints and Redressal Actions**
3. **Feedback Summary from Students and Staff**
4. **Challenges Faced and Observations**
5. **Recommendations and Action Plan for 2025-26**

  
**Dr. M. Bharani**  
Convener, ASHC








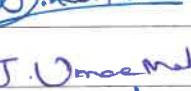
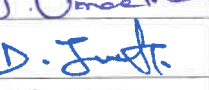




  
**Dr. R. Gopalakrishnan**  
Principal & Chairman – ASHC

K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE- 637 215  
(Autonomous)

ANTI-SEXUAL HARASSMENT CELL

MEETING ATTENDANCE SHEET

Date:07.05.2025

S. No.	Name of the Faculty	Representation	Signature
1	Dr. R. Gopalakrishnan, Principal	Chairman	
2	Dr. A.M. Venkatachalam, Director, Student Affairs	Co-Chairman	
3	Dr. G. Vennila, Director, Finance	Member	
4	Dr. K. Senthil Vadivu, Professor & Head, Maths	Member	
5	Dr. P. Kaladevi, ASP, CSE	Member	
6	Mrs. R. Radhamani, AP, EEE	Member	
7	Dr. S. Poojima, ASP, Biotech	Member	
8	Mrs. S. Kiruthika, AP, Tamil	Member	
9	Mrs. J. Uma Maheswari, Junior Assistant, PO	Member	
10	Ms. D. Jeevitha, Final Year, CSE	Student Member	
11	Ms. A. Susee Karthika, Third Year, ECE	Student Member	
12	Ms. K. Mownika, Second Year, IT	Student Member	
13	Dr. M. Bharani, Associate Professor, Tex	Member & Convener	

ANTI-SEXUAL HARASSMENT CELL  
MINUTES OF THE MEETING

ACADEMIC YEAR: 2024-25


Date: 07.05.2025

Time: 03:30 PM

Venue: Principal's Conference Hall

Members Present: All Members of the Committee

S. No.	Agenda Item	Minutes
1	Annual Report Presentation and Activity Recap	Dr. Bharani presented the compiled activity report including orientation data, feedback metrics, and details of workshops. The documentation highlighted 3 meetings, 1 major event, and sustained engagement through QR posters.
2	Verification of Digital & Physical Grievance Tools	Dr. Kaladevi reported that QR forms were active throughout the year, and box logs showed weekly inspections. Screenshots of ERP form testing were shared.
3	Consolidated Feedback from Students and Staff	Analysis of 150+ feedback entries indicated high satisfaction with ASHC visibility. Some comments suggested further visual promotion in staff rooms and hostels.
4	Observations and Suggested Revisions	The committee suggested including grievance reporting awareness in student induction booklets. External visibility of ASHC contact list was also recommended.
5	Recommendations for 2025-26	Department-wise student representatives QR code updates with multilingual options ERP alerts for unresolved complaints

  
Dr. M. Bharani  
Convener, ASHC

  
Dr. R. Gopalakrishnan  
Principal & Chairman – ASHC

ANTI-SEXUAL HARASSMENT CELL  
ANNUAL REPORT

ACADEMIC YEAR: 2024-25

S. No.	Review Metric	Summary/Status
1	Total Meetings Held	3 (August, January, May)
2	Complaints Registered	NIL
3	Orientation Conducted	Yes – 425 first-year students attended
4	Poster Campaign	Conducted with QR-enabled posters in 30+ locations
5	Gender Sensitization Event	Scheduled and completed in Feb 2025
6	Faculty Sensitization Session	Conducted with legal expert participation
7	Complaint Box Monitoring	Weekly checks recorded; no grievances reported
8	Feedback System	Collected from over 150 participants via Google Forms
9	Challenges Identified	Multilingual needs, better ERP awareness
10	2025–26 Recommendations	ERP alerts, bilingual posters, inclusion in student inductions

  
Dr. M. Bharani  
Convener, ASHC

  
Dr. R. Gopalakrishnan  
Principal & Chairman – ASHC