

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

Classification	Routine	√	Urgent	-	Immediate	-
Originator: Principal			Circulate to: Deans, Directors, All HoD's & Faculty Members			

CIRCULAR
Anti-Sexual Harassment Cell

Circular No: ASHC/2025-26/Meet-01
Time: 10:30 AM

Date: 22.09.2025

To: All Anti-Sexual Harassment Committee Members

Sub: Intimation of First Anti-Sexual Harassment Meeting for the Academic Year 2025-26-Reg.

It is hereby informed that the First Anti-Sexual Harassment Cell Meeting for the Academic Year 2025-26 is scheduled as mentioned below:

Date: 23.09.2025


Time: 03:00 PM

Venue: Isaac Newton Hall (Main Building Board Room)

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

Meeting Agenda:

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 review meetings
8.	Reporting format for grievance redressal
9.	Any other matter


Dr.G.Vijaya Gowri
Convener, ASHC

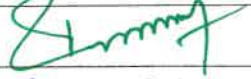
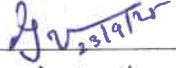

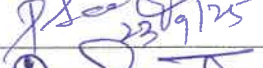


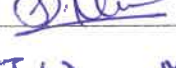

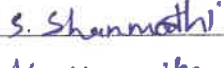
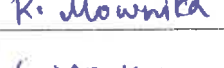



Dr.A.Kumara
Principal & Chairman - ASHC


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ANTI-SEXUAL HARASSMENT CELL

MEETING ATTENDANCE SHEET

Date: 23.09.2025

S.No.	Name of the Faculty	Representation	Signature
1.	Dr.A.Kumaravel, Principal	Chairman	
2.	Dr.G.Vennila, Director, Finance	Member	
3.	Dr.K.Senthil Vadivu, Professor & Head, Maths	Member	
4.	Dr.P.Kaladevi, ASP, CSE	Member	
5.	Dr.R.Radhamani, AP, EEE	Member	
6.	Dr.S.Poornima, ASP, Biotechnology	Member	
7.	Mrs.S.Kiruthika, AP, Tamil	Member	
8.	Mrs.J.Umaa Maheswari, Junior Assistant, PO	Member	
9.	Ms.S.Shanmathi, Final Year, MCT	Student Member	
10.	Ms.K.Mownika, Third Year, IT	Student Member	
11.	Ms.S.Monisa, Second Year, ECE	Student Member	
12.	Dr.G.Vijaya Gowri, Professor & Head, EEE	Convener and Member	


Convener


Principal 23/9/25
Chairman

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ANTI-SEXUAL HARASSMENT CELL
MINUTES OF THE MEETING
ACADEMIC YEAR: 2025-26

Date: 23.09.2025

Time: 03:00 PM

Venue: Isaac Newton Hall (Main Building Board Room)

Members Present: All Members of the Committee

S.No.	Agenda Item	Minutes
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. GVennila elaborated on the legal framework under UGC and AICTE guidelines. The core duties, compliant redressal framework, confidentiality protocol, and frequency of cell meetings were outlined.
3.	Orientation Program Planning for Fresher	An Orientation session was scheduled for September 2025 to introduce the ASHC, rights of students, and steps for filing complaints. Dr.R.Radhamani and Ms. Kiruthika volunteered to lead the session
4.	Monitoring of Complaints	Weekly inspection and maintenance of complaint boxes were assigned.


Dr.G.Vijaya Gowri
Convener, ASHC


Dr.A.Kumarave
Principal & Chairman - ASHC

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CIRCULAR
INTERNAL COMPLAINE CELL

Circular No: ICC/2025-26/Meet-01

Date: 22.09.2025

Time: 3.00 PM

To: All Internal Compliance Cell Members

Sub: Internal Compliance Cell Meeting for the Academic Year 2025-26-Reg.

This is to inform all members of the Internal Compliance Cell that the meeting for academic year 2025-26 planned to be conducted on 24.09.2025 at 10:00 AM in the Isaac Newton Hall (Main Building Board Room). All members are requested to attend the meeting without fail to take note of the agenda discussed and the minutes recorded during the meeting.

Agenda of the Meeting:

1. Welcome address by the Chairperson
2. Review of Compliant handling policies and procedures
3. Discussion on recent complaints and resolution mechanisms
4. Evaluation of past complaints and actions taken
5. Planning for upcoming awareness programs and employee sensitization sessions
6. Addressing grievances and feedback mechanisms
7. Any other matters


Dr.G.Vijaya Gowri
Convener, ICC


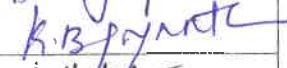



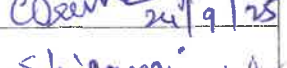


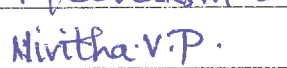







Dr.A.Kumaravel
Principal & Chairman - ICC

K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE – 637 215.

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INTERNAL COMPLAINT COMMITTEE

MEETING ATTENDANCE SHEET

Date: 24.09.2025

S.No.	Name of the Faculty	Representation	Signature
1.	Dr.G.Vijaya Gowri, Professor & Head, EEE	Member & Convener	
2.	Dr.K.B.Jayanthi, Dean Academics	Member	
3.	Dr. K.Senthilvadivu, Professor & Head, Maths	Member	
4.	Dr.B.Kalpna, Professor & Head, BT	Member	
5.	Dr.R.Radhamani, AP/EEE	Member	
6.	Ms.C.Premalatha, AP/TT	Member	
7.	Ms.S.Shigamani, AIML	Member	
8.	Mr.G.Saravanan, Principal PA	Member	
9.	Ms.E.Meenakshi, Ladies Hostel	Member	
10.	Ms.V.P.Nivitha, IV Year EEE	Student Member	
11.	Ms.A.Susee Karthika, IV Year ECE	Student Member	
12.	Ms.S.S.Subithra, IV Year AI & DS	Student Member	
13.	Ms.U.Rakshitha, III Year MCT	Student Member	
14.	Ms.A.U.Nivashree, III Year IT	Student Member	
15.	Ms.L.Sanjana, III Year IT	Student Member	


Convener, ICC


Principal & Chairman - ICC

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INTERNAL COMPLIANCE CELL

MINUTES OF THE MEETING

ACADEMIC YEAR: 2025-26

Date: 24.09.2025

Time: 03:00 PM

Venue: Isaac Newton Hall (Main Building Board Room)

Members Present: All Members of the Committee

S.No.	Agenda Points	Discussion Summary	Decision Taken/Action Points
1.	Welcome address by the Chairperson	Chairperson welcomed all members and highlighted the importance of the meeting	-
2.	Review of compliant handling policies and procedures	Existing policies were reviewed, and the necessary updates were discussed	Policy updates to be drafted and reviewed in next meeting
3.	Discussion on recent complaints and resolution mechanisms	There were no recent complaints, but the resolution process was analyzed	Ensure timely redressal and maintain confidentiality
4.	Evaluation of past complaints and actions taken	There were no past cases to review	Identify areas for improvement in the resolution process
5.	Planning for upcoming awareness programs and employee sensitization sessions	Awareness sessions and training programs were proposed for employees and students	Schedule sessions for the upcoming months and assign responsibilities
6.	Addressing grievances and feedback mechanisms	Discussion on how to enhance the grievance redressal process and encourage feedback	Implement anonymous feedback channels
7.	Any other matters	Additional concerns and member suggestions were discussed	Points raised to be considered in future meetings


Convener, ICC


Principal & Chairman - ICC