

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

<b>Classification</b>	<b>Routine</b>	√	<b>Urgent</b>	-	<b>Immediate</b>	-
<b>Originator: Principal</b>			<b>Circulate to: Deans, Directors, All HoD's &amp; Faculty Members</b>			

**CIRCULAR**  
**INTERNAL COMPLAINE CELL**

**Circular No: ICC/2025-26/Meet-02**

**Date: 23.01.2026**

**Time: 10.00 AM**

**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 24.01.2026 at 2:00 PM 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 Convener
2. Discussion on recent complaints and resolution mechanisms
3. Evaluation of past complaints and actions taken
4. Planning for upcoming awareness programs and employee sensitization sessions
5. Addressing grievances and feedback mechanisms
6. Any other matters

  
**Dr. C. Vijaya Gowri**  
**Convener, ICC**

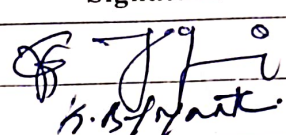
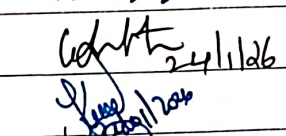
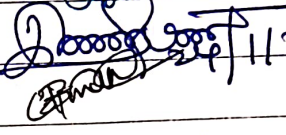
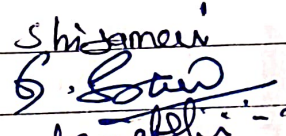
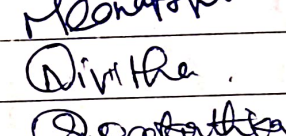
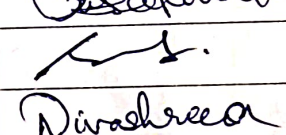
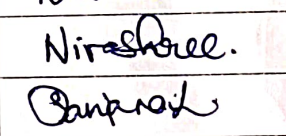
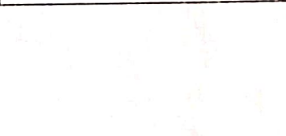





  
**Dr. R. Gopalakrishnan**  
**Principal & Chairman - ICC**

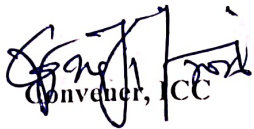
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INTERNAL COMPLAINT COMMITTEE

MEETING ATTENDANCE SHEET

Date: 24.01.2026

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: 24.01.2026**

**Time: 03:00 PM**

**Venue: Isaac Newton Hall (Main Building Board Room)**

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

<b>S.No.</b>	<b>Agenda Points</b>	<b>Discussion Summary</b>	<b>Decision Taken/Action Points</b>
1.	Welcome address by the Convener	Convener welcomed all members and highlighted the importance of the meeting	-
2.	Discussion on recent complaints and resolution mechanisms	There were no recent complaints and the process to resolve was analyzed	In case of any complaints, timely redressal has to be ensured and confidentiality has to be maintained
3.	Evaluation of past complaints and actions taken	There were no past cases to review	Identify areas for improvement in the resolution process
4.	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
5.	Addressing grievances and feedback mechanisms	Enhancement of the grievance redressal process was discussed and feedbacks were encouraged	Implement anonymous feedback channels
6.	Any other matters	Initiate expert-led/legal training programs for ICC members and senior faculty to enhance awareness of legal risks and ensure adherence to compliance requirements	It was resolved to organize the programs to strengthen compliance awareness and mitigate legal risks

  
Convener, ICC

  
Principal & Chairman - ICC