



# **K S R Institute for Engineering and Technology**

**Tiruchengode, Namakkal (Dt), Tamil Nadu**

**(Approved by AICTE New Delhi & Affiliated to Anna University Chennai)**

**BE (CSE, EEE, ECE, Mech) & B.Tech (IT) Programmes are Accredited by NBA**

## **5.1.5 Minutes of the Meetings of student grievances, Anti-ragging and Sexual harassment committee**

| <b>S.No</b>                      | <b>Name of the Committee</b>                        | <b>Page No</b> |
|----------------------------------|---|----------------|
| <b>Academic Year 2019 – 2020</b> |   |                |
| 1                                | Anti –Ragging committee                             | 03-05          |
| 2                                | Prevention of sexual harassment committee – Vishaka | 07-10          |
| 3                                | Student Grievance redressal committee               | 12-17          |
| <b>Academic Year 2018 – 2019</b> |   |                |
| 1                                | Anti –Ragging committee                             | 19-22          |
| 2                                | Prevention of sexual harassment committee – Vishaka | 24-28          |
| 3                                | Student Grievance redressal committee               | 30-35          |
| <b>Academic Year 2017 – 2018</b> |   |                |
| 1                                | Anti –Ragging committee                             | 37-43          |
| 2                                | Prevention of sexual harassment committee – Vishaka | 45-48          |
| 3                                | Student Grievance redressal committee               | 50-55          |
| <b>Academic Year 2016 – 2017</b> |   |                |
| 1                                | Anti –Ragging committee                             | 57-62          |
| 2                                | Prevention of sexual harassment committee – Vishaka | 64-67          |
| 3                                | Student Grievance redressal committee               | 69-74          |
| <b>Academic Year 2015 – 2016</b> |   |                |
| 1                                | Anti –Ragging committee                             | 76-81          |
| 2                                | Prevention of sexual harassment committee – Vishaka | 83-86          |
| 3                                | Student Grievance redressal committee               | 88-93          |

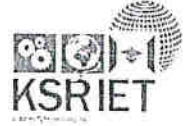
**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE – 637 215**



**ANTI-RAGGING VIGILANCE**  
**AND SQUAD COMMITTEE**  
**ACADEMIC YEAR**

**(2019-2020)**

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY  
TIRUCHENGODE – 637 215



REF:KSRIET/squad/E-CIR/2019-2020/01

DATE:30.07.2019


CIRCULAR

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11 a.m. to 12.00 p.m. in board room. All the committee members are asked to attend the meeting.

  
CONVENER

  
PRINCIPAL

Circulated to all Departments

  
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NAMAKKAL DT, TAMIL NADU.

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**TIRUCHENGODE – 637 215**



Vigilance squad/Discipline committee

Minutes of meeting (2019-2020)

Meeting No.1

Date: 31.07.2019

Time: 11.00 a.m.

Venue: Board room

**Members Present:**


1. Dr. J.C.KANNAN Professor & HoD – Physics - Convener
2. Dr.P.MURUGESAN Professor & HoD – Mechanical - Convener
3. Dr.V.DEVABHARATHI ASP – Physics - Member
4. Dr.C.SANTHAKUMAR AP – EEE - Member
5. Mr.R.VASANTHAKUMAR AP – Mechanical - Member

**Points discussed**

Meeting started at 11 a.m.

- Students are not allowed to make a complaint or to address any authority in a collective petition. Such combined action is supervised of good order. They should allow be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good orders and decorum.
- Squad members were asked to rounds during the working hours in the corridor and canteen premises.
- Students are forbidden from making any mark on the furniture or on the walls are any part of the college premises or to spill on the floors or litter the classrooms and grounds.
- Students are expected to keep decency and decorum in their behavior. dress and hair style.
- Meeting ended at 1.30 p.m.

  
For CONVENER

  
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**MINUTES OF ANTI-RAGGING COMMITTEE MEETING**

Meeting No : 1


Date : 31.07.2019

Venue : Dept. of Physics

Attended by : All Committee Members

| Sl. No. | Topic                       | Discussion / Action taken  | Responsibility   | Target     |
|---------|-----------------------------|--|--|------------|
| 1       | Enhancement of Committees   | The tasks of the committees have been overviewed and proper guidance is given for further developments.  | All Committee Members                                  | Continuous |
| 2       | Provisions on affidavits    | <ul style="list-style-type: none"> <li>The filling of online affidavits by both the students &amp; parents must be finalized on time.</li> <li>Proper arrangements should be ensured for the process</li> </ul>  | Committee Members & Class Advisors                     | 15.09.2019 |
| 3       | Actions on complaints       | Serve actions will be taken under Anti-ragging Act if anything is found violated while monitoring the activities of the students or receiving any complaints   | All Committee Members                                  | Continuous |
| 4       | Framing of responsibilities | <ul style="list-style-type: none"> <li>The weekly report of the committee has to be prepared and the same has to be submitted on every Friday</li> <li>Banners need to be made ready for keeping placed in the campus &amp; the required places.</li> <li>The Anti-Ragging complaint box has to be opened on every Friday for taking actions against the menace if anything is found.</li> <li>The minutes of meeting might be prepared after the meetings.</li> <li>Circular for meetings 15 days once ought to be prepared.</li> <li>The Hostel Duty for the faculty members should be scheduled and monitored properly.</li> <li>The Entry Register needs to be signed regularly &amp; followed.</li> </ul> | Committee Members concerned & Anti-Ragging Coordinator | Continuous |

  
**ANTI-RAGGING CO-ORDINATOR**

  
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**VISHAKA COMMITTEE**  
**INTERNAL COMPLAINTS COMMITTEE**  
**AGAINST SEXUAL HARASSMENT**

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,  
TIRUCHENGODE – 637 215  
VISHAKA COMMITTEE-INTERNAL COMPLAINTS COMMITTEE**

**Circular**

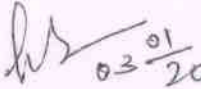
**Academic Year: 2019 – 2020**

**Date: 03.01.2020**

**Sub: Second Committee Meeting**

The second meeting of internal complaints committee against sexual harassment is scheduled on 04.01.2020 at 10.30 a.m. in ECE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                     |
|-------|----------------------------|
| 1.    | Review of previous meeting |
| 2.    | Complaints review          |
| 3.    | Conducting programme       |
| 4.    | Any Other Matter           |

  
03/01/20  
**Presiding Officer**

  
03/01/20  
**PRINCIPAL**

Copy to:-

1. All members
2. File

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**VISHAKA COMMITTEE-INTERNAL COMPLAINTS COMMITTEE**

**MINUTES OF THE MEETING**


| Meeting No: 2/2019-2020 Date: 04.01.2020 Venue: ECE Seminar Hall                           |                            |  |   |                              |
|--|----------------------------|--|---|------------------------------|
| Members attended: Mrs.S.A, Dr.J.C.K, Mr.M.S.V, Mrs.R.S, Dr.W.D, N.S, P.S, G.G, A.R, J.P.J. |                            |  |   |                              |
| S.No.  | Agenda                     | Discussion   | Action taken  | Responsibilities             |
| 1.   | Review of previous meeting | CSR activities may be initiated through this committee to the nearby schools.            | Members are requested to find the possibilities.  | Members                      |
| 2.   | Complaints review          | No complaints received.  | This assures that the college environment is offering a safe place for the female staff and students.                   | Members                      |
| 3.   | Conducting programme       | A programme on “Women and Child Security” may be organized at the earliest.              | Schedule should be planned and the same should be circulated to the respective heads of the department at the earliest. | Respective department heads. |
| 4.   | Any Other Matter           | New student members for the next academic year may be requested to the respective heads. | Reconstitution of new members can be done in the month of June.   | Presiding Officer            |

  
PRESIDING OFFICER

Copy to: All HoDs and members

  
PRINCIPAL

|          |          |         |        |         |     |     |     |       |
|----------|----------|---------|--------|---------|-----|-----|-----|-------|
| Dr.J.C.K | Mr.M.S.V | Mrs.R.S | Dr.W.D | Mrs.N.S | P.S | G.G | A.R | J.P.J |
|----------|----------|---------|--------|---------|-----|-----|-----|-------|

  
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**VISHAKA COMMITTEE -INTERNAL COMPLAINTS COMMITTEE**

**Circular**

**Academic Year: 2019 – 2020**

**Date: 04.07.2019**

**Sub: First Committee Meeting**

The meeting of Vishaka committee - Internal complaints committee is scheduled on 04.07.2019 at 10.30 a.m. in ECE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                          |
|-------|---------------------------------|
| 1.    | Welcoming of new members        |
| 2.    | About the committee             |
| 3.    | Conducting awareness programmes |
| 4.    | Any Other Matter                |

  
04/07/19  
Presiding Officer

  
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Copy to:-

1. All members
2. File

  
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**VISHAKA COMMITTEE - INTERNAL COMPLAINTS COMMITTEE**

**MINUTES OF THE MEETING**

| 2019-2020  |                                 | Date: 05.07.2019   | Venue: ECE Seminar Hall  |                   |
|--|---------------------------------|--|--|-------------------|
| Members attended: S.A, Dr.J.C.K, Mr.M.S.V, R.S, Dr.W.D, N.S, P.S,J.P.J,G.G,A.R |                                 |  |  |                   |
| S.No.  | Agenda                          | Discussion   | Action taken   | Responsibilities  |
| 1.   | Welcoming of new members        | The newly elected student committee members were greeted by the faculty members of the committee. The role and the responsibilities were allotted. | The new members list should be notified to all.  | Presiding Officer |
| 2.   | About the committee             | Committee goal and objectives were discussed and the newly elected members clarified their doubts about the functions of the committee.            | Presiding officer stated the intention, goals, objectives and the significance of framing the committee. | Members           |
| 3.   | Conducting Awareness Programmes | Awareness programme on Good Touch Vs Bad Touch can be organized for the female staff and students.   | Schedule should be planned at the earliest.  | Staff I/C         |
| 4.   | Any Other Matter                | CSR activities may be initiated through this committee to the nearby schools.  | Members are requested to find the possibilities.   | Presiding Officer |

  
PRESIDING OFFICER

  
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Copy to: All HoDs and members

|          |          |     |        |     |     |       |     |     |
|----------|----------|-----|--------|-----|-----|-------|-----|-----|
| Dr.J.C.K | Mr.M.S.V | R.S | Dr.W.D | N.S | P.S | J.P.J | G.G | A.R |
|----------|----------|-----|--------|-----|-----|-------|-----|-----|

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**GRIEVANCE REDRESSAL  
COMMITTEE  
2019 - 2020**

**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2019-20 / 01**

**Date: 14.08.19**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 16.08.19, Friday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
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Circulate to:

1. All the Committee Members
2. All the departments

  
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## GRIEVANCE REDRESSAL COMMITTEE (2019-2020)

### MINUTES OF MEETING

Date & Time: 16.08.2019 & 10:00 AM

Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S. No | Suggestions / Complaints by Students  | Actions Taken   |
|-------|---|---|
| 1     | It was demanded to permit students to use lift in Main Block and Mechanical Block.                  | The Committee addressed the students to use lifts in a proper manner and permitted them to use it.  |
| 2     | I Mechanical Students claimed to replace the faulty switches in the classroom.                      | The issue was immediately checked and replaced with new ones.   |
| 3     | It was claimed to permit students to have their lunch in the classroom itself.                      | The Committee addressed the students to have it in neat manner and keep the classroom clean.  |
| 4     | It was demanded to permit the students in the classroom if they missed to bring the Identity Cards. | The Committee made the students understand the importance of wearing the Identity Cards daily and addressed them not to forget to bring it. |

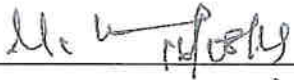
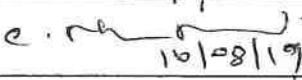



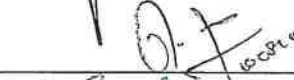

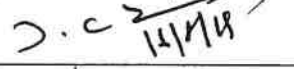
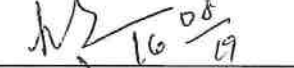
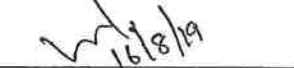
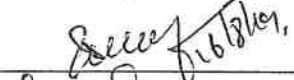
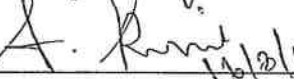
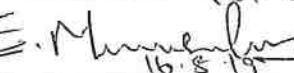
- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.


  
16/08/19  
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### ATTENDANCE SHEET

| S. No. | Name of the Committee Members    | Role                       | Signature   |
|--------|----------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal     | Chairman                   |                |
| 2.     | Dr. C. Muhuntharajan Head/ENG    | Convener                   | <br>16/08/19   |
| 3.     | Dr. P. Meenakshi Devi, Head/IT   | Member                     | <br>16/8/19    |
| 4.     | Dr. B. Kalaavathi, Head/CSE      | Member                     | <br>16/8/19    |
| 5.     | Dr. P. Murugesan, Head/ Mech     | Member                     | <br>16/8/19    |
| 6.     | Dr. R. Jeyabharath, Head/EEE     | Member                     | <br>16/8/19   |
| 7.     | Dr. R. Nandakumar, Head/ECE      | Member                     | <br>16/8/19  |
| 8.     | Dr. J.C. Kannan, Head / Phy      | Member                     | <br>16/8/19  |
| 9.     | Ms. S. Agiladevi, AP / Chemistry | Member                     | <br>16/08/19 |
| 10.    | Mr. M.S. Vijayaraj, Head / Maths | Member                     | <br>16/8/19  |
| 11.    | Mr. P. Gopinath, AP / MECH       | Member / Student Counselor | <br>16/8/19  |
| 12.    | Mr. A. Ravi, Deputy Warden       | Member / Boys Hostel       | <br>16/8/19  |
| 13.    | Ms. E. Meenakshi, Deputy Warden  | Member / Girls Hostel      | <br>16.8.19  |

  
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**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2019-20 / 02**

**Date: 20.01.20**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 22.01.20, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments

  
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# K S R Institute for Engineering and Technology

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## GRIEVANCE REDRESSAL COMMITTEE (2019-2020)

### MINUTES OF MEETING


Date & Time: 22.01.2020 & 10:00 AM


Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S.No | Suggestions / Complaints by Students  | Actions Taken  |
|------|---|--|
| 1    | It was claimed to provide a few more chairs in the canteen.   | The Committee recommended the Furniture In-charge to make it possible.                             |
| 2    | It was demanded to close the last hour before 10 minutes to catch the college buses which were parked little away from the college. | The Committee suggested going to college buses straightly without going to canteen in the evening. |
| 3    | In III year ECE Classroom, it was claimed to change the torn Projector screen.  | The issue was checked immediately and a new screen was fitted after 3 days.                        |
| 4    | It was claimed that Air Condition was not good in the Language Lab.   | The issue was immediately checked and the gas was filled to make the Air Condition work well.      |

- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.

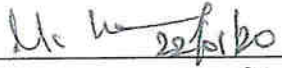
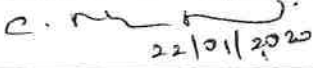
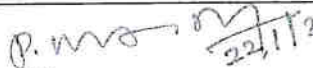

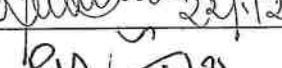



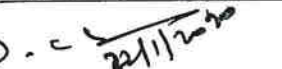
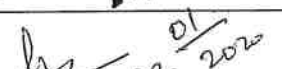

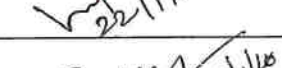
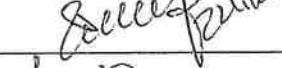
  
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### ATTENDANCE SHEET

| S. No. | Name of the Committee Members    | Role                       | Signature   |
|--------|----------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal     | Chairman                   |    |
| 2.     | Dr. C. Muhuntharajan Head/ENG    | Convener                   |    |
| 3.     | Dr. P. Meenakshi Devi, Head/IT   | Member                     |    |
| 4.     | Dr. B. Kalaavathi, Head/CSE      | Member                     |    |
| 5.     | Dr. P. Murugesan, Head/ Mech     | Member                     |    |
| 6.     | Dr. R. Jeyabharath, Head/EEE     | Member                     |   |
| 7.     | Dr. R. Nandakumar, Head/ECE      | Member                     |  |
| 8.     | Dr. J.C. Kannan, Head / Phy      | Member                     |  |
| 9.     | Ms. S. Agiladevi, AP / Chemistry | Member                     |  |
| 10.    | Mr. M.S. Vijayaraj, Head / Maths | Member                     |  |
| 11.    | Mr. P. Gopinath, AP / MECH       | Member / Student Counselor |  |
| 12.    | Mr. A. Ravi, Deputy Warden       | Member / Boys Hostel       |  |
| 13.    | Ms. E. Meenakshi, Deputy Warden  | Member / Girls Hostel      |  |

  
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**TIRUCHENGODE – 637 215**

**ANTIRAGGING VIGILANCE**  
**AND SQUAD COMMITTEE**  
**(2018-2019)**

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE – 637 215**



**REF:KSRIET/squad/E-CIR/2018-2019/01**

**DATE:02-08-2018**

**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00am to 12.00pm in board room. All the committee members are asked to attend the meeting.

*S. C. 24/7/18*  
**CONVENER**

*[Signature]*  
**PRINCIPAL**

Circulated to all Department

*[Signature]*  
**PRINCIPAL,**  
**K. S. R. INSTITUTE FOR**  
**ENGINEERING AND TECHNOLOGY,**  
**K. S. R. KALVI NAGAR,**  
**TIRUCHENGODE - 637 215,**  
**NAMAKKAL DI, TAMIL NADU.**

Meeting no: 1

Date: 03/08/2018

Time : 11.00 am

Venue: Board room

**Members Present :**

1. Dr.J.C.KANNAN, Professor &HOD – Physics -convener
2. Dr.P.MURUGESAN, Professor &HOD – Mechanical-convener
3. Mr.V.DEVABHARATHI, AP – Physics –Member
4. Mr.C.SANTHAKUMAR ,AP – EEE –Member
5. Mr.R.VASANTHAKUMAR, AP – Mechanical –Member

**Points discussed**

Meeting started at 11.00am

- Students are not allowed to make a complaint or to address any authority in a collective petition. Such combined action is supervised of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good orders and decorum.
- Squad members were asked to go rounds during the working hours in the corridor and canteen premises.
- Students are forbidden from making any mark on the furniture or on the walls or any part of the college premises or to spill ink on the floors or litter the class rooms and grounds.
- Students are expected to keep decency and decorum in their behavior , dress, hair style
- Meeting ended at 1.30pm

J.C.K. 31/8/18  
CONVENER

  
PRINCIPAL

  
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TIRUCHENGODE - 637 215,  
NAMAKKAL Dt, TAMIL NADU.



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE – 637 215**



REF:KSRIET/squad/E-CIR/2018-2019/02

DATE:02-11-2018


**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00am to 12.00pm in board room. All the committee members are asked to attend the meeting.

  
**CONVENER**

  
**PRINCIPAL**

Circulated to all Department

  
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**K. S. R. KALVI NAGAR,**  
**TIRUCHENGODE - 637 215,**  
**NAMAKKAL Dt, TAMIL NADU.**

Vigilance squad/Discipline committee

Minutes of meeting (2018-2019)

Meeting no: 2

Date: 03/11/2018

Time :11.00 am

Venue: Board room

**Members Present :**


1. Dr.J.C.KANNAN, Professor &HOD – Physics -convener
2. Dr.P.MURUGESAN, Professor &HOD – Mechanical-convener
3. Mr.V.DEVABHARATHI, AP – Physics –Member
4. Mr.C.SANTHAKUMAR ,AP – EEE –Member
5. Mr.R.VASANTHAKUMAR, AP – Mechanical –Member

**Points discussed**

Meeting started at 11.00am

- Students are expected to keep decency and decorum in their behavior , dress, hair style.
- As per instruction given to the squad members the members monitored.
- No issues were recorded due to the security given.
- Meeting ended at 1.30pm

J.C. 3/11/18  
CONVENER

  
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PRINCIPAL



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**VISHAKA COMMITTEE**  
**INTERNAL COMPLAINTS COMMITTEE**  
**AGAINST SEXUAL HARASSMENT**

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,  
TIRUCHENGODE – 637 215**

**VISHAKA COMMITTEE-INTERNAL COMPLAINTS COMMITTEE**

ICCASH/KSRIET/2018-19/EVEN

DATE: 04.01.2019

CIRCULAR

TIME: 10.30 AM

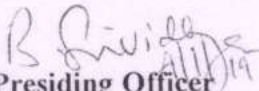
|   |         |   |                            |   |           |   |
|---|---------|---|----------------------------|---|-----------|---|
| Classification  | Routine | - | Urgent                     | √ | Immediate | - |
| Originator: Convener Anti-Sexual Harassment Committee |         |   | Circulated to: All members |   |           |   |

**Sub:** A programme on “Women and Child Security in Digital World” – **Reg.**

The following members are requested to attend the meeting by 3.00 pm tomorrow at ECE seminar hall.

**Agenda:**


- Arranging a programme on “Women and Child Security in Digital World” for all female staff and students, at Founder Hall on 07.01.2019.

  
**Presiding Officer**

  
**PRINCIPAL**

Circulated to:

- 1 Dr.J.C.Kannan
- 2 Mr.M.S.Vijayaraj
- 3 Dr.G.Malathy
- 4 Dr.W.Devapriya
- 5 Mrs.N.Suganya
- 6 Ms.V.Yuvapriyanka
- 7 Ms.M.Janani
- 8 Ms.P.Iswarya
- 9 Ms.T.Suvetha

  
**PRINCIPAL,  
K. S. R. INSTITUTE FOR  
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K. S. R. KALVI NAGAR,  
TIRUCHENGODE - 637 215,  
NAMAKKAL DISTRICT, TAMIL NADU.**



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,  
TIRUCHENGODE – 637 215  
VISHAKA COMMITTEE-INTERNAL COMPLAINTS COMMITTEE**

**Circular**

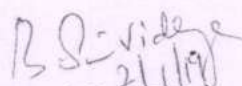
**Academic Year: 2018 – 2019**

**Date: 02.01.2019**

**Sub: Second Committee Meeting**

The second meeting of internal complaints committee against sexual harassment is scheduled on 03.01.2019 at 10.30 a.m. in ECE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                     |
|-------|----------------------------|
| 1.    | Review of previous meeting |
| 2.    | Complaints review          |
| 3.    | Conducting programme       |
| 4.    | Any Other Matter           |

  
Presiding Officer

  
PRINCIPAL

Copy to:-

1. All members
2. File

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**VISHAKA COMMITTEE-INTERNAL COMPLAINTS COMMITTEE**

**MINUTES OF THE MEETING**

| Meeting No: 2/2018-2019 Date: 03.01.2019 Venue: ECE Seminar Hall                      |                            |  |   |                              |
|---|----------------------------|--|---|------------------------------|
| Members attended: Dr.B.S, Dr.J.C.K, Mr.M.S.V, Dr.G.M, Dr.W.D, N.S, V.Y, M.J, P.I, T.S |                            |  |   |                              |
| S.No.   | Agenda                     | Discussion   | Action taken  | Responsibilities             |
| 1.  | Review of previous meeting | CSR activities may be initiated through this committee to the nearby schools.            | Members are requested to find the possibilities.  | Members                      |
| 2.  | Complaints review          | No complaints received.  | This assures that the college environment is offering a safe place for the female staff and students.                   | Members                      |
| 3.  | Conducting programme       | A programme on "Women and Child Security" may be organized at the earliest.              | Schedule should be planned and the same should be circulated to the respective heads of the department at the earliest. | Respective department heads. |
| 4.  | Any Other Matter           | New student members for the next academic year may be requested to the respective heads. | Reconstitution of new members can be done in the month of June.   | Presiding Officer            |

*B. Sivadas*  
PRESIDING OFFICER

*[Signature]*  
PRINCIPAL

Copy to: All HoDs and members

|          |          |        |        |     |     |     |     |     |
|----------|----------|--------|--------|-----|-----|-----|-----|-----|
| Dr.J.C.K | Mr.M.S.V | Dr.G.M | Dr.W.D | N.S | V.Y | M.J | P.I | T.S |
|----------|----------|--------|--------|-----|-----|-----|-----|-----|

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TIRUCHENGODE - 637 215,  
NAMAKKAL Dt, TAMIL NADU.**

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,  
TIRUCHENGODE – 637 215**

**VISHAKA COMMITTEE-INTERNAL COMPLAINTS COMMITTEE**

**Circular**


**Academic Year: 2018 – 2019**

**Date: 06.07.2018**

**Sub: First Committee Meeting**

The second meeting of internal complaints committee against sexual harassment is scheduled on 07.07.2018 at 10.30 a.m. in ECE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below


| S.No. | Agenda                     |
|-------|----------------------------|
| 1.    | Review of previous meeting |
| 2.    | Complaints review          |
| 3.    | Conducting programme       |
| 4.    | Any Other Matter           |

  
**Presiding Officer**

  
**PRINCIPAL**

Copy to:-

1. All members
2. File

  
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TIRUCHENGODE - 637 215,  
NAMAKKAL DL, TAMIL NADU.**



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**VISHAKA COMMITTEE-INTERNAL COMPLAINTS COMMITTEE**

**MINUTES OF THE MEETING**

| Meeting No: 1/2018-2019 Date:07.07.2018 Venue: ECE Seminar Hall                       |                            |  |   |                              |
|---|----------------------------|--|---|------------------------------|
| Members attended: Dr.B.S, Dr.J.C.K, Mr.M.S.V, Dr.G.M, Dr.W.D, N.S, V.Y, M.J, P.I, T.S |                            |  |   |                              |
| S.No.   | Agenda                     | Discussion   | Action taken  | Responsibilities             |
| 1.  | Review of previous meeting | CSR activities may be initiated through this committee to the nearby schools.            | Members are requested to find the possibilities.  | Members                      |
| 2.  | Complaints review          | No complaints received.  | This assures that the college environment is offering a safe place for the female staff and students.                   | Members                      |
| 3.  | Conducting programme       | A programme on “Women and Child Security” may be organized at the earliest.              | Schedule should be planned and the same should be circulated to the respective heads of the department at the earliest. | Respective department heads. |
| 4.  | Any Other Matter           | New student members for the next academic year may be requested to the respective heads. | Reconstitution of new members can be done in the month of June.   | Presiding Officer            |

*B. S. Vignesh*  
PRESIDING OFFICER

*[Signature]*  
PRINCIPAL

Copy to: All HoDs and members

|          |          |        |        |     |     |     |     |     |
|----------|----------|--------|--------|-----|-----|-----|-----|-----|
| Dr.J.C.K | Mr.M.S.V | Dr.G.M | Dr.W.D | N.S | V.Y | M.J | P.I | T.S |
|----------|----------|--------|--------|-----|-----|-----|-----|-----|

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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY  
TIRUCHENGODE – 637 215**



**GRIEVANCE REDRESSAL  
COMMITTEE  
2018 - 2019**

**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2018-19 / 01**

**Date: 27.08.18**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 29.08.18, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments

  
**PRINCIPAL,**  
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**TIRUCHENGODE-637 215,**  
**NAMAKKAL Dt. TAMIL NADU.**



# K S R Institute for Engineering and Technology

Tiruchengode - 637215



## GRIEVANCE REDRESSAL COMMITTEE (2018-2019)

### MINUTES OF MEETING

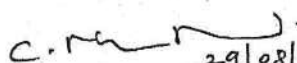
Date & Time: 29.08.2018 & 10:00 AM

Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S. No | Suggestions / Complaints by Students  | Actions Taken  |
|-------|---|--|
| 1     | It was demanded to stop the college bus in an additional stopping point.            | The Committee checked the number of students in the stopping point and recommended to the transport in-charge to stop.         |
| 2     | It was demanded to permit students to use mobile phone in the classroom.            | The Committee addressed the students not to use mobile phones during the class hours and lab sessions.                         |
| 3     | III CSE students demanded to circulate newspapers to the classrooms.                | The Committee addressed the students to make a habit of going to library for updating the current affairs as well as subjects. |
| 4     | It was informed that the quality of drinking water was not good in the Boys Hostel. | The water purifiers were checked and provided good quality water.  |

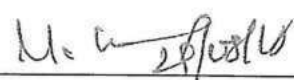
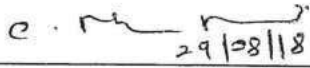

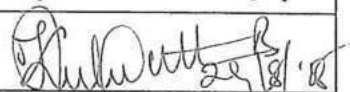
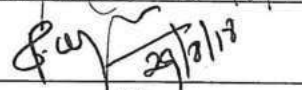


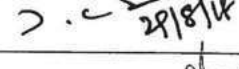
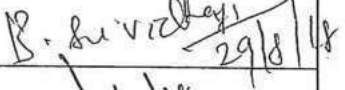
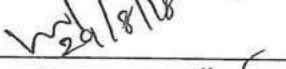
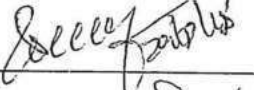

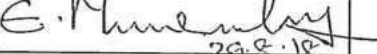
- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.

  
29/08/18  
CONVENER

  
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K S R KALVI NAGAR,  
TIRUCHENGODE - 637 215,  
NAMAKKAL DL, TAMIL NADU.

  
29/08/18  
PRINCIPAL

### ATTENDANCE SHEET

| S. No. | Name of the Committee<br>Members   | Role                          | Signature   |
|--------|------------------------------------|-------------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                      |    |
| 2.     | Dr. C. Muhuntharajan Head/ENG      | Convener                      |    |
| 3.     | Dr. P. Meenakshi Devi, Head/IT     | Member                        |    |
| 4.     | Dr. B. Kalaavathi, Head/CSE        | Member                        |    |
| 5.     | Dr. P. Murugesan, Head/ Mech       | Member                        |    |
| 6.     | Dr. R. Jeyabharath, Head/EEE       | Member                        |   |
| 7.     | Dr. R. Nandakumar, Head/ECE        | Member                        |  |
| 8.     | Dr. J.C. Kannan, Head / Phy        | Member                        |  |
| 9.     | Dr. B. Srividhya, Head / Chemistry | Member                        |  |
| 10.    | Mr. M.S. Vijayaraj, Head / Maths   | Member                        |  |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student<br>Counselor |  |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel          |  |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel         |  |

  
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**TIRUCHENGODE-637 215,**  
**NAMAKKAL Dt, TAMIL NADU.**



**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2018-19 / 02**

**Date: 28.01.19**

**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 30.01.19, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments

  
**PRINCIPAL,**  
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**TIRUCHENGODE-637 215,**  
**NAMAKKAL DL, TAMIL NADU.**

# K S R Institute for Engineering and Technology

Tiruchengode - 637215



## GRIEVANCE REDRESSAL COMMITTEE (2018-2019)

### MINUTES OF MEETING

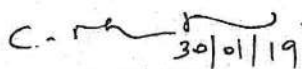
Date & Time: 30.01.2019 & 10:00 AM


Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S. No | Suggestions / Complaints by Students  | Actions Taken  |
|-------|---|--|
| 1     | III & IV year CSE students asked for interval during Internal Assessment Tests. | It was decided to instruct the Hall Superintendents to permit the students to go to rest rooms during Internal Assessment Tests. |
| 2     | II year ECE students asked to change the torn window screens.                   | The class advisors were insisted to check the window screens of their classes and give a requisition to change them.             |
| 3     | Fresh juice was required in the hostel.   | This was brought to the notice of the Hostel Wardens.  |
| 4     | Students felt little discomfort with the crowded bus in Salem route.            | The extra bus was operated in the route by informing the bus in-charge.  |


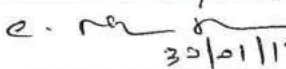
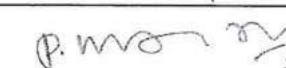
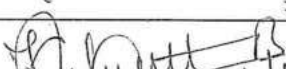

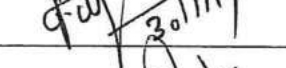
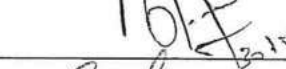

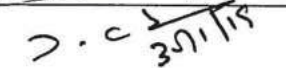
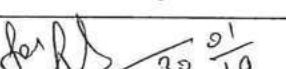
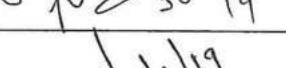
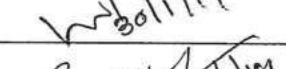
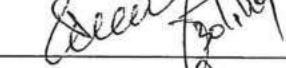
- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.

  
30/01/19  
CONVENER

  
PRINCIPAL,  
K S R INSTITUTE FOR  
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K S R KALVI NAGAR,  
TIRUCHENGODE - 637 215,  
NAMAKKAL Dt, TAMIL NADU.

  
PRINCIPAL

### ATTENDANCE SHEET

| S. No. | Name of the Committee Members      | Role                       | Signature   |
|--------|------------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                   | <br>30/11/19   |
| 2.     | Dr. C. Muhuntharajan Head/ENG      | Convener                   | <br>30/11/19   |
| 3.     | Dr. P. Meenakshi Devi, Head/IT     | Member                     | <br>30/11/19   |
| 4.     | Dr. B. Kalaavathi, Head/CSE        | Member                     | <br>30/11/19   |
| 5.     | Dr. P. Murugesan, Head/ Mech       | Member                     | <br>30/11/19   |
| 6.     | Dr. R. Jeyabharath, Head/EEE       | Member                     | <br>30/11/19   |
| 7.     | Dr. R. Nandakumar, Head/ECE        | Member                     | <br>30/11/19  |
| 8.     | Dr. J.C. Kannan, Head / Phy        | Member                     | <br>30/11/19 |
| 9.     | Dr. B. Srividhya, Head / Chemistry | Member                     | <br>30/11/19 |
| 10.    | Mr. M.S. Vijayaraj, Head / Maths   | Member                     | <br>30/11/19 |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student Counselor | <br>30/11/19 |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel       | <br>30/11/19 |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel      | <br>30/11/19 |

  
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**NAMAKKAL DT, TAMIL NADU.**



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE – 637 215**

**ANTIRAGGING VIGILANCE**  
**AND SQUAD COMMITTEE**  
**(2017-2018)**



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**REF: KSRIET/MECH/E-CIR/2017-2018/01**

**DATE: 19-06-2017**


**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00am to 12.00pm in board room. All the committee members are asked to attend the meeting

  
**CONVENER**

  
**PRINCIPAL**

Circulated to all Departments

  
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**K. S. R. KALVI NAGAR,**  
**TIRUCHENGODE - 637 215,**  
**NAMAKKAL DI, TAMIL NADU.**

**Vigilance squad/Discipline committee**  
**Minutes of Meeting (2017-2018)**

Meeting No.: 1

Date : 20.06.2017

Time : 3.00 PM

Venue : Board room

**Members Present:**


1. Dr. J.C. KANNAN, Professor & HoD - Physics – Convener
2. Dr. P. MURUGESAN, Professor & HoD – Mechanical – Convener
3. Mr. V. DEVABHARATHI, AP – Physics – Member
4. Mr. C.SANTHAKUMAR – AP-EEE-Member
5. Mr. R. VASANTHAKUMAR, AP – Mechanical-Member

**Points to be discussed**

- Meeting started at 3.00 PM
- Co-ordinator is directed conduct committee meeting frequently and discuss day to day situation in the campus and inform to the higher authorities.
- Organize meeting with students especially with girls to advise them to regulate their own movements and interactions, especially with strangers or undesirable characters.
- Students are motivated frequently. When students are not motivated, they tend to work in an undisciplined manner
- Students are forbidden from making any mark on the furniture or on the walls or any part of the College premises or to spill ink on the floors or litter the class rooms and grounds.
- Students are expected to keep decency and decorum in their behaviour, dress, hair style
- Meeting ended at 4.00 PM

  
**CONVENER**

  
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**TIRUCHENGODE - 637 215,**  
**NAMAKKAL Dt, TAMIL NADU.**

| S. NO | MEMBERS                               | SIGNATURE |
|-------|---------------------------------------|-----------|
| 1     | Mr. V. DEVABHARATHI, AP – Physics     | Vde       |
| 2     | Mr. C.SANTHAKUMAR – AP-EEE            | C. S. S.  |
| 3     | Mr. R. VASANTHAKUMAR, AP – Mechanical | R. V.     |

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE – 637 215**



**REF:KSRIET/squad/E-CIR/2017-2018/02**

**DATE:07-09-2017**


**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00am to 12.00pm in board room. All the committee members are asked to attend the meeting.

J.C. 7/9/17  
**CONVENER**

  
**PRINCIPAL**

Circulated to all Department

  
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**K. S. R. KALVENAGAR,**  
**TIRUCHENGODE - 637 215,**  
**NAMAKKAL DISTRICT, TAMIL NADU.**



Meeting no: 2

Date: 08/09/2017

Time :11.00 am

Venue: Board room

**Members Present :**

1. Dr.J.C.KANNAN, Professor &HOD – Physics -convener
2. Dr.P.MURUGESAN, Professor &HOD – Mechanical-convener
3. Mr.V.DEVABHARATHI, AP – Physics –Member
4. Mr.C.SANTHAKUMAR ,AP – EEE –Member
5. Mr.R.VASANTHAKUMAR, AP – Mechanical –Member

**Points discussed**

Meeting started at 11.00am

- Students are expected to keep decency and decorum in their behavior , dress, hair style
- Squad members were asked to go rounds during the working hours in the corridor and canteen premises.
- Students are not allowed to make a complaint or to address any authority in a collective petition. Such combined action is supervised of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good orders and decorum.
- Students are forbidden from making any mark on the furniture or on the walls or any part of the college premises or to spill ink on the floors or litter the class rooms and grounds.
- Meeting ended at 1.30pm

  
CONVENER

  
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**TIRUCHENGODE – 637 215**



REF:KSRIET/squad/E-CIR/2017-2018/01

DATE:08-06-2017


**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00am to 12.00pm in board room. All the committee members are asked to attend the meeting.

J. e 8/6/17  
**CONVENER**

  
**PRINCIPAL**

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**TIRUCHENGODE - 637 215,**  
**NAMAKKAL DS, TAMIL NADU.**

Vigilance squad/Discipline committee

Minutes of meeting (2017-2018)

Meeting No: 1  
Date: 09/06/2017  
Time : 11.00 am  
Venue: Board room

**Members Present :**

1. Dr.J.C.KANNAN, Professor &HOD – Physics -convener
2. Dr.P.MURUGESAN, Professor &HOD – Mechanical-convener
3. Mr.V.DEVABHARATHI, AP – Physics –Member
4. Mr.C.SANTHAKUMAR ,AP – EEE –Member
5. Mr.R.VASANTHAKUMAR, AP – Mechanical –Member

**Points discussed**

- Meeting started at 11.00am
- Students are not allowed to make a complaint or to address any authority in a collective petition. Such combined action is supervised of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good orders and decorum.
- Students are forbidden from making any mark on the furniture or on the walls or any part of the college premises or to spill ink on the floors or litter the class rooms and grounds.
- Squad members were asked to go rounds during the working hours in the corridor and canteen premises.
- Students are expected to keep decency and decorum in their behavior , dress, hair style
- Meeting ended at 1.30pm

J.C.K.  
5/6/17  
CONVENER

✓  
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PRINCIPAL  
5/6/17



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**VISHAKA COMMITTEE**  
**INTERNAL COMPLAINTS COMMITTEE**  
**AGAINST SEXUAL HARASSMENT**



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE –  
637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**Circular**

**Academic Year: 2017 – 2018**

**Date: 03.01.2018**

**Sub: Second Committee Meeting**

The second meeting of internal complaints committee against sexual harassment is scheduled on 04.01.2018 at 10.30 a.m. in ECE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                         |
|-------|--------------------------------|
| 1.    | Review of previous meeting     |
| 2.    | Complaints review              |
| 3.    | Gender Sensitization programme |
| 4.    | Any other matter               |

  
**Presiding Officer**

  
**PRINCIPAL**

Copy to:-

1. All members
2. File

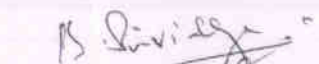
  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**MINUTES OF THE MEETING**

| Meeting No: 2/2017-2018   |                                | Date: 04.01.2018   |  | Venue: ECE Seminar Hall |
|---|--------------------------------|--|--|-------------------------|
| Members attended: Dr.B.S, Dr.J.C.K, Mr.M.S.V, Mrs.R.S, Mrs.W.D, Mrs.T.U, S.S, R.D, M.D, G.S |                                |  |  |                         |
| S.No.   | Agenda                         | Discussion   | Action taken   | Responsibilities        |
| 1.  | Review of previous meeting     | Anti-sexual harassment policy updation is requested.                                     | Members presented the updated policy for the approval of presiding officer.                                      | Presiding Officer       |
| 2.  | Complaints review              | No complaints received.  | The current college environment provides safe place for the female staff and student. The same may be sustained. | Members                 |
| 3.  | Gender Sensitization programme | As discussed earlier gender sensitized programme may be planned at the earliest.         | Members are instructed to prepare the schedule and circulate it at the earliest.                                 | Members                 |
| 4.  | Any other matter               | New student members for the next academic year may be requested to the respective heads. | Reconstitution of the members can be done during the month of June.  | Presiding Officer       |

  
**PRESIDING OFFICER**

  
**PRINCIPAL**

Copy to: All HoDs and members

|          |          |         |         |         |     |     |     |     |
|----------|----------|---------|---------|---------|-----|-----|-----|-----|
| Dr.J.C.K | Mr.M.S.V | Mrs.R.S | Mrs.W.D | Mrs.T.U | S.S | R.D | M.D | G.S |
|----------|----------|---------|---------|---------|-----|-----|-----|-----|

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,  
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**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**Circular**

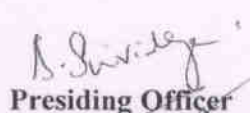
**Academic Year: 2017 – 2018**

**Date: 05.07.2017**

**Sub: First Committee Meeting**

The first meeting of internal complaints committee against sexual harassment is scheduled on 06.07.2017 at 10.30 a.m. in EEE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                         |
|-------|--------------------------------|
| 1.    | Welcoming of new members       |
| 2.    | About the committee            |
| 3.    | Saksham – Gender Sensitization |
| 4.    | Conducting Programmes          |
| 5.    | Any other matter               |

  
**Presiding Officer**

  
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Copy to:-

1. All members
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**MINUTES OF THE MEETING**

|   |                                |  |  |                   |                         |  |
|---|--------------------------------|--|--|-------------------|-------------------------|--|
| Meeting No: 1/2017-2018   |                                |  | Date: 06.07.2017   |                   | Venue: EEE Seminar Hall |  |
| Members attended: Dr.B.S, Dr.J.C.K, Mr.M.S.V, Mrs.R.S, Mrs.W.D, Mrs.T.U, S.S, R.D, M.D, G.S |                                |  |  |                   |                         |  |
| S.No.   | Agenda                         | Discussion   | Action taken   | Responsibilities  |                         |  |
| 1.  | Welcoming of new members       | The newly elected staff and student committee members were greeted by the faculty members of the committee. The role and the responsibilities were allotted. | The new members list should be notified to all.  | Presiding Officer |                         |  |
| 2.  | About the committee            | Functions of the committee are discussed and clarified for the newly elected staff and student members.  | Presiding officer stated the intention, goals, objectives and the significance of framing the committee.       | Members           |                         |  |
| 3.  | Saksham – Gender Sensitization | Gender sensitization measures should be taken to campus to ensure security to women.   | Measures taken should be disseminated to all.  | Staff I/C         |                         |  |
| 4.  | Conducting Programmes          | Sensitizing programmes may be organized for all so that both the gender should be educated to ensure female safety.  | Programme per year can be organized.   | Presiding Officer |                         |  |
| 5.  | Any Other Matter               | Any revision or updatation in the policy may be notified.  | The presiding officer requested the members to make necessary updatation in the anti-sexual harassment policy. | Members           |                         |  |

*[Signature]*  
**PRESIDING OFFICER**

*[Signature]*  
**PRINCIPAL**

Copy to: All HoDs and members

|                                |                                |                               |                               |                               |     |                           |                           |                           |
|--------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------|-----|---------------------------|---------------------------|---------------------------|
| Dr.J.C.K<br><i>[Signature]</i> | Mr.M.S.V<br><i>[Signature]</i> | Mrs.R.S<br><i>[Signature]</i> | Mrs.W.D<br><i>[Signature]</i> | Mrs.T.U<br><i>[Signature]</i> | S.S | R.D<br><i>[Signature]</i> | M.D<br><i>[Signature]</i> | G.S<br><i>[Signature]</i> |
|--------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------|-----|---------------------------|---------------------------|---------------------------|


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**GRIEVANCE REDRESSAL  
COMMITTEE  
2017 - 2018**

  
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**Tiruchengode - 637215**



**KSRIET / GRC / 2017-18 / 01**

**Date: 28.08.17**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 30.08.17, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments

  
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## GRIEVANCE REDRESSAL COMMITTEE (2017-2018)

### MINUTES OF MEETING

Date & Time: 30.08.2017 & 10:00 AM

Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S. No | Suggestions / Complaints by Students                                       | Actions Taken  |
|-------|--|--|
| 1     | It was demanded to provide a Cash Counter in KSR IET Office itself.        | The Committee addressed the students about the decentralization of Cash Collection and asked them to pay in the Main AO Office only. |
| 2     | It was claimed to clean the washrooms twice a day.                         | It was being done once a day, then the committee recommended for cleaning it twice a day.  |
| 3     | It was demanded to provide separate bike parking facility to the students. | The Committee addressed all the students not to come by two wheelers at this age and asked them to use mass transport only.          |
| 4     | It was demanded to start a canteen for KSR IET alone.                      | The Committee took steps and a new canteen was established on 25.08.2017.  |

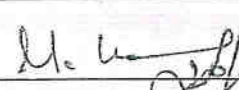

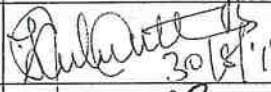
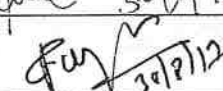
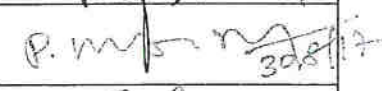
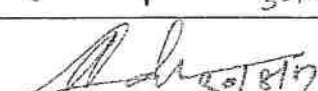

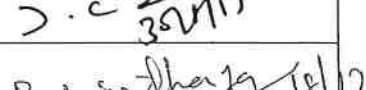
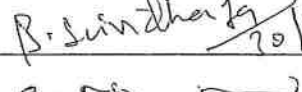

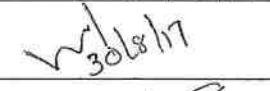
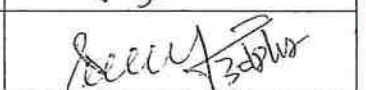

- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.


CONVENER

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TIRUCHENGODE - 637 215,  
NAMAKKAL DL, TAMIL NADU.

### ATTENDANCE SHEET

| S. No. | Name of the Committee Members      | Role                       | Signature   |
|--------|------------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                   |    |
| 2.     | Dr. R. Jeyabharath, Head/EEE       | Convener                   |    |
| 3.     | Dr. B. Kalaavathi, Head/CSE        | Member                     |    |
| 4.     | Dr. P. Murugesan, Head/ Mech       | Member                     |    |
| 5.     | Dr. P. Meenakshi Devi, Head/IT     | Member                     |    |
| 6.     | Dr. R. Nandakumar, Head/ECE        | Member                     |   |
| 7.     | Dr. J.C. Kannan, Head / Phy        | Member                     |  |
| 8.     | Dr. B. Srividhya, Head / Chemistry | Member                     |  |
| 9.     | Dr. C. Muhuntharajan Head/ENG      | Member                     |  |
| 10.    | Mr. M.S. Vijayaraj, Head / Maths   | Member                     |  |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student Counselor |  |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel       |  |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel      |  |

  
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**TRICHY - 620 014.**  
**Principal Dr. M. Venkatesan**



**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2017-18 / 02**

**Date: 29.01.18**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 31.01.18, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

**Circulate to:**

1. All the Committee Members
2. All the departments

  
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TIRUCHENGODE - 637 215,  
NAMAGAL DI, TAMIL NADU**

# K S R Institute for Engineering and Technology

Tiruchengode - 637215



## GRIEVANCE REDRESSAL COMMITTEE (2017-2018)

### MINUTES OF MEETING

Date & Time: 31.01.2018 & 10:00 AM


Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S. No | Suggestions / Complaints by Students  | Actions Taken   |
|-------|---|---|
| 1     | II EEE students demanded to permit them to come in casual dress on Saturdays.                               | The Committee addressed the students to come in proper formal dress on all the weekdays to permit them to wear casual dress on Saturdays. |
| 2     | It was claimed to provide different Menu every day in the Canteen instead of the same Menu on all the days. | The Committee recommended the Canteen In-charge to provide a range of food items every day.   |
| 3     | It was also demanded to change the Hostel Mess Menu.  | The Committee recommended the Hostel Warden to change it as per the students' wishes.   |
| 4     | II IT students demanded to extend the break time from 15 minutes to 20 minutes.                             | The Committee made the students understand that 20 minutes was not necessary.   |

- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.



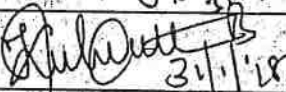
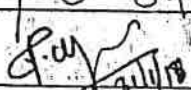

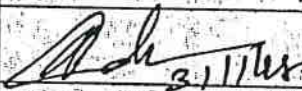
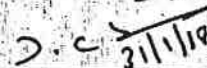
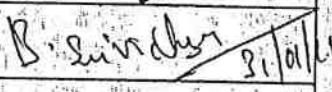

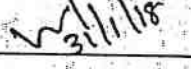

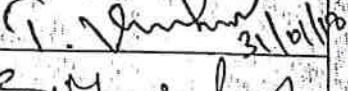
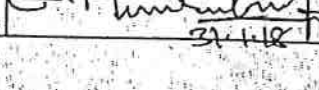
  
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PRINCIPAL



# ATTENDANCE SHEET

| S. No. | Name of the Committee Members      | Role                       | Signature   |
|--------|------------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                   |    |
| 2.     | Dr. R. Jeyabharath, Head/EEE       | Convener                   |    |
| 3.     | Dr. B. Kalaavathi, Head/CSE        | Member                     |    |
| 4.     | Dr. P. Murugesan, Head/ Mech       | Member                     |    |
| 5.     | Dr. P. Meenakshi Devi, Head/IT     | Member                     |    |
| 6.     | Dr. R. Nandakumar, Head/ECE        | Member                     |   |
| 7.     | Dr. J.C. Kannan, Head / Phy        | Member                     |  |
| 8.     | Dr. B. Srividhya, Head / Chemistry | Member                     |  |
| 9.     | Dr. C. Muhuntharajan Head/ENG      | Member                     |  |
| 10.    | Mr. M.S. vijayaraj, Head / Maths   | Member                     |  |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student Counselor |  |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel       |  |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel      |  |

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE – 637 215**

**ANTIRAGGING VIGILANCE**  
**AND SQUAD COMMITTEE**  
**(2016-2017)**



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**REF: KSRIET/MECH/E-CIR/2016-2017/01**

**DATE: 3-07-2016**


**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00pm to 12.00pm in board room. All the committee members are asked to attend the meeting

  
**CONVENER**

  
**PRINCIPAL**

Circulated to all Departments

  
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**K. S. R. KALVI NAGAR,**  
**TIRUCHENGODE - 637 215,**  
**NAMAKKAL Dt, TAMIL NADU.**

**Vigilance squad/Discipline committee  
Minutes of Meeting (2016-2017)**

Meeting No.: 1

Date : 04.07.2016

Time : 3.00 PM

Venue : Board room

**Members Present:**


1. Dr. J.C. KANNAN, Professor & HoD - Physics – Convener
2. Dr. P. MURUGESAN, Professor & HoD – Mechanical – Convener
3. Mr. V. DEVABHARATHI, AP – Physics – Member
4. Mr. C.SANTHAKUMAR – AP-EEE-Member
5. Mr. R. VASANTHAKUMAR, AP – Mechanical-Member

**Points to be discussed\**


- Meeting started at 3.00 PM
- When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/she should greet him/her.
- When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat
- No student shall leave the classroom during a lecture without the permission of the teacher.
- Students who happen to have no class should not loiter in the corridors or campus during class hours. They must either go to the Library and read or retire to their hostels.
- Students are forbidden to attend or organize any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without the written sanction of the Principal.
- Meeting ended at 4.00 PM

  
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TIRUCHENGODE - 637 215,  
NAMAKKAL Dt, TAMIL NADU.

| S. NO | MEMBERS                               | SIGNATURE |
|-------|---------------------------------------|-----------|
| 1     | Mr. V. DEVABHARATHI, AP – Physics     | V.D.      |
| 2     | Mr. C.SANTHAKUMAR – AP-EEE            | C.S.      |
| 3     | Mr. R. VASANTHAKUMAR, AP – Mechanical | R.V.      |

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE – 637 215**



**REF:KSRIET/MECH/E-CIR/2016-2017/07**

**DATE:04-01-2017**

**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00am to 12.00pm in board room. All the committee members are asked to attend the meeting.

*J. c. 4/1/17*  
**CONVENER**

*[Signature]*  
**PRINCIPAL**

Circulated to all Department

*[Green checkmark]*  
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TIRUCHENGODE - 637 215,  
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**Vigilance squad/Discipline committee**  
**Minutes of Meeting (2016-2017)**

Meeting No.: 2

Date : 05.01.2017

Time : 3.00 PM

Venue : Board room

**Members Present:**

1. Dr. J.C. KANNAN, Professor & HoD - Physics – Convener
2. Dr. P. MURUGESAN, Professor & HoD – Mechanical – Convener
3. Mr. V. DEVABHARATHI, AP – Physics – Member
4. Mr. C.SANTHAKUMAR – AP-EEE-Member
5. Mr. R. VASANTHAKUMAR, AP – Mechanical-Member


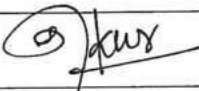
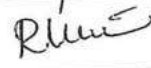
**Points to be discussed**


- Meeting started at 3.00 PM
- Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good order and decorum
- Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
- Students are forbidden from making any mark on the furniture or on the walls or any part of the College premises or to spill ink on the floors or litter the class rooms and grounds.
- Students are expected to keep decency and decorum in their behaviour, dress, hair style
- Students must always wear their identity cards on their neck whenever they are on the campus. Students found without Identity card will be charged a fine of Rs. 50/- They are essential for bus concession, payment of fee entry into the library, loan of books, voting at college union election, refund of caution deposit etc. Duplicate cards will be issued only in extraordinary circumstances, on formal application establishing the loss of the original and on payment of Rs. 150/-. Identity card must be surrendered when the T.C. is issued.
- Students shall compulsorily wear the prescribed college uniform on all working days except Wednesdays. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity that every Newmanite shall possess.
- Meeting ended at 4.00 PM

  
**CONVENER**

  
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**K. S. R. KALVI NAGAR,**  
**TIRUCHENGODE - 637 215,**  
**NAMAKKAL DI, TAMIL NADU.**

  
**PRINCIPAL**

| S. NO | MEMBERS                               | SIGNATURE   |
|-------|---------------------------------------|---|
| 1     | Mr. V. DEVABHARATHI, AP – Physics     |  |
| 2     | Mr. C.SANTHAKUMAR – AP-EEE            |  |
| 3     | Mr. R. VASANTHAKUMAR, AP – Mechanical |  |

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**VISHAKA COMMITTEE**  
**INTERNAL COMPLAINTS COMMITTEE**  
**AGAINST SEXUAL HARASSMENT**

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE –  
637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**Circular**

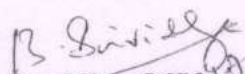
**Academic Year: 2016 – 2017**


**Date: 04.01.2017**

**Sub: Second Committee Meeting**

The second meeting of internal complaints committee against sexual harassment is scheduled on 05.01.2017 at 10.30 a.m. in EEE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                                    |
|-------|---|
| 1.    | Review of previous meeting                |
| 2.    | Complaints review                         |
| 3.    | Orientation for female staff and students |
| 4.    | Any other matter                          |

  
**Presiding Officer**

  
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Copy to:-

1. All members
2. File

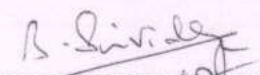


**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**MINUTES OF THE MEETING**


| Meeting No: 2/2016-2017  |   | Date: 05.01.2017  |  | Venue: EEE Seminar Hall   |
|--|---|---|--|---------------------------|
| Members attended: Dr.B.S, Dr.J.C.K, Mrs.S.P, Mrs.W.D, Mr.N.S, Mr.A.J.S, P.C, M.M, K.H, M.H |   |   |  |                           |
| S.No.  | Agenda                                    | Discussion  | Action taken   | Responsibilities          |
| 1.   | Review of previous meeting                | Presiding officer insisted that members should be aware of the act and powers of the committee. | Members assured that they will do their best to make the anti-sexual harassment policy an effective one. | Staff and student members |
| 2.   | Complaints review                         | No complaints received.   | This shows that policy is strictly adhered and not paving way for any sexual harassment issues.          | Members                   |
| 3.   | Orientation for female staff and students | An orientation programme may be organized for the female staff and the students.                | Members are instructed to prepare the schedule and circulate it at the earliest.                         | Members                   |
| 4.   | Any other matter                          | New student members for the next academic year may be requested to the respective heads.        | Reconstitution of the members can be done during the month of June.                                      | Presiding Officer         |

  
**PRESIDING OFFICER**

  
**PRINCIPAL**

Copy to: All HoDs and members

|          |         |         |        |          |     |     |     |     |
|----------|---------|---------|--------|----------|-----|-----|-----|-----|
| Dr.J.C.K | Mrs.S.P | Mrs.W.D | Mr.N.S | Mr.A.J.S | P.C | M.M | K.H | M.H |
|----------|---------|---------|--------|----------|-----|-----|-----|-----|

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,  
TIRUCHENGODE – 637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**Circular**

**Academic Year: 2016 – 2017**

**Date: 06.07.2016**

**Sub: First Committee Meeting**

The first meeting of internal complaints committee against sexual harassment is scheduled on 07.07.2016 at 10.30 a.m. in ECE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                                 |
|-------|--|
| 1.    | Dissemination of committee members     |
| 2.    | Powers of the committee                |
| 3.    | Issues pertaining to sexual harassment |
| 4.    | Organising Programmes                  |
| 5.    | Any other matter                       |

*B. Sundar*  
**Presiding Officer**  
6.7.2016

*[Handwritten mark]*

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**PRINCIPAL**

Copy to:-

1. All members
2. File

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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**MINUTES OF THE MEETING**

| Meeting No: 1/2016-2017  |  |  | Date: 07.07.2016  | Venue: ECE Seminar Hall                                  |
|--|--|--|---|--|
| Members attended: Dr.B.S, Dr.J.C.K, Mrs.S.P, Mrs.W.D, Mr.N.S, Mr.A.J.S, P.C, M.M, K.H, M.H |  |  |   |  |
| S.No.  | Agenda                                 | Discussion   | Action taken  | Responsibilities   |
| 1.   | Dissemination of committee members     | The newly elected staff and student committee members are introduced. The roles and responsibilities are allotted. | The new members list should be notified to all.   | Presiding Officer  |
| 2.   | Powers of the committee                | Facts about the committee and the powers vested upon the committee are discussed.                                  | The members are requested to go through the sexual harassment act to strengthen the committee activities.             | Members  |
| 3.   | Issues pertaining to sexual harassment | Issues concerning to gender and sexual harassment is disseminated in the meeting as per the act.                   | Notice on anti-sexual harassment policy is placed at prominent places.  | Staff I/C  |
| 4.   | Organizing Programmes                  | Sensitizing programmes may be organized for female staff and students.   | Programme per year can be organized.  | Presiding Officer  |
| 5.   | Any other matter                       | The committee is striving hard to keep up the anti-harassment policy.  | The presiding officer requested all the members to be vigilant in making the anti-harassment policy an effective one. | Member staff and student coordinator at department level |

*B. Srinivas*  
**PRESIDING OFFICER**

*[Signature]*  
**PRINCIPAL**

Copy to: All HoDs and members

|                    |                    |                    |                    |                    |                    |                    |                    |                    |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Dr.J.C.K           | Mrs.S.P            | Mrs.W.D            | Mr.N.S             | Mr.A.J.S           | P.C                | M.M                | K.H                | M.H                |
| <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |

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TIRUCHENGODE - 637 215,  
NAMAKKAL Dt, TAMIL NADU.**



**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY  
TIRUCHENGODE – 637 215**



**GRIEVANCE REDRESSAL  
COMMITTEE  
2016 - 2017**



**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2016-17 / 01**

**Date: 08.08.16**

**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 10.08.16, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.



**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments



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**TIRUCHENGODE-637 215,**  
**NAMAKKAL DIST, TAMIL NADU.**

# K S R Institute for Engineering and Technology

Tiruchengode - 637215



## GRIEVANCE REDRESSAL COMMITTEE (2016-2017)

### MINUTES OF MEETING

Date & Time: 10.08.2016 & 10:00 AM


Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S. No | Suggestions / Complaints by Students   | Actions Taken  |
|-------|--|--|
| 1     | Hot water facility was claimed.  | As all the students keep plastic bottles with them, it was suggested by the Committee to collect Hot Water from the College Office if necessary.           |
| 2     | A few II ECE Students demanded to extend the lunch hour.   | The academic schedule might be disturbed if the lunch time was extended. So, the Committee addressed the students to complete their lunch at the earliest. |
| 3     | It was demanded to change Menu of the hostel food.   | The Committee recommended the Hostel Warden and the Menu was slightly changed as per the demands of the students.  |
| 4     | In II EEE Classroom, the students felt discomfort by the sun light came through the front windows.     | The thick window screens replaced the thin screens in the classroom.   |
| 5     | Students claimed to permit the late comers in the morning if the college bus reached the campus delay. | The Committee recommended all the Class Advisors to permit the late comers if there were any valid reason.   |

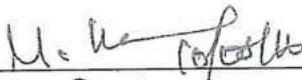

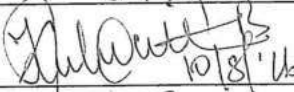

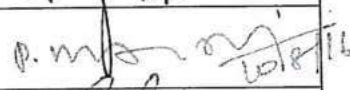


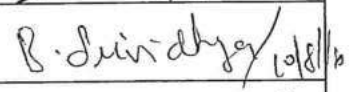

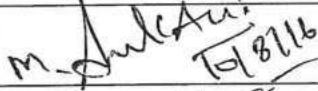
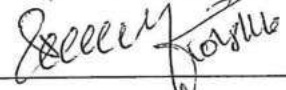
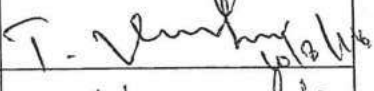
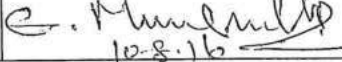
- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.


  
CONVENER

  
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K S R KALVI NAGAR,  
TIRUCHENGODE - 637 215,  
NAMAKKAL DL, TAMIL NADU.

  
PRINCIPAL

### ATTENDANCE SHEET

| S. No. | Name of the Committee Members      | Role                       | Signature   |
|--------|------------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                   |    |
| 2.     | Dr. R. Jeyabharath, Head/EEE       | Convener                   |    |
| 3.     | Dr. B. Kalaavathi, Head/CSE        | Member                     |    |
| 4.     | Dr. P. Murugesan, Head/ Mech       | Member                     |    |
| 5.     | Dr. P. Meenakshi Devi, Head/IT     | Member                     |    |
| 6.     | Mr. R. Nandakumar, Head/ECE        | Member                     |   |
| 7.     | Dr. J.C. Kannan, Head / Phy        | Member                     |  |
| 8.     | Dr. B. Srividhya, Head / Chemistry | Member                     |  |
| 9.     | Mr. C. Muhuntharajan Head/ENG      | Member                     |  |
| 10.    | Mr. M. Asick Ali, Head / Maths     | Member                     |  |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student Counselor |  |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel       |  |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel      |  |

  
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**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2016-17 / 02**

**Date: 09.01.17**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 11.01.17, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments

  
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**TIRUCHENGODE - 637215,**  
**NAMAKKAL DISTRICT, TAMIL NADU.**



# K S R Institute for Engineering and Technology

Tiruchengode - 637215



## GRIEVANCE REDRESSAL COMMITTEE (2016-2017)

### MINUTES OF MEETING

Date & Time: 11.01.2017 & 10:00 AM


Venue: Board Room


- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S. No | Suggestions / Complaints by Students   | Actions Taken   |
|-------|--|---|
| 1     | It was demanded that the classrooms should be cleaned daily by the servants.     | The committee addressed the students that it was being done daily and asked them not to put any waste on the floor. |
| 2     | III Mechanical students claimed to replace the damaged Projector Screen.         | The screen was purchased and changed it in three days.  |
| 3     | It was suggested to fix music player in all the college buses.                   | The Committee addressed the students that it might disturb the students who prepare subjects during travelling.     |
| 4     | In II ECE Classroom, screws of a few dual desks were missing and it was shaking. | The issue was immediately cleared by fixing new screws wherever necessary.  |


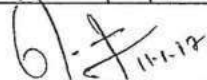
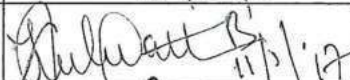

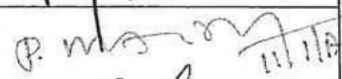
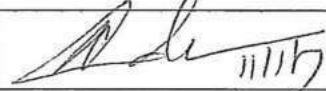

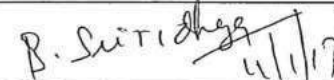
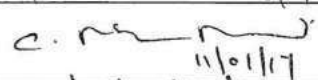
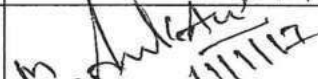
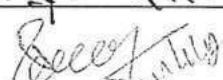

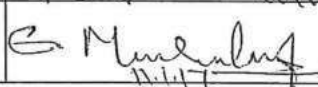
- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.


  
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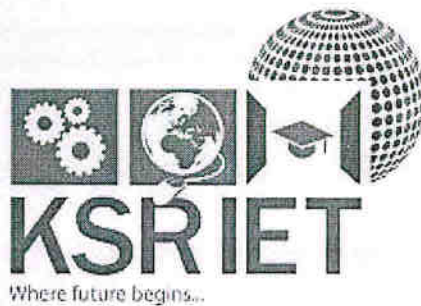
### ATTENDANCE SHEET

| S. No. | Name of the Committee Members      | Role                       | Signature   |
|--------|------------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                   |    |
| 2.     | Dr. R. Jeyabharath, Head/EEE       | Convener                   |    |
| 3.     | Dr.B.Kalaavathi, Head/CSE          | Member                     |    |
| 4.     | Dr. P. Murugesan, Head/ Mech       | Member                     |    |
| 5.     | Dr. P. Meenakshi Devi, Head/IT     | Member                     |    |
| 6.     | Dr. R. Nandakumar, Head/ECE        | Member                     |   |
| 7.     | Dr. J.C. Kannan, Head / Phy        | Member                     |  |
| 8.     | Dr. B. Srividhya, Head / Chemistry | Member                     |  |
| 9.     | Mr. C. Muhuntharajan Head/ENG      | Member                     |  |
| 10.    | Mr. M. Asick Ali, Head / Maths     | Member                     |  |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student Counselor |  |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel       |  |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel      |  |

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**

**TIRUCHENGODE – 637 215**



**ANTI-RAGGING VIGILANCE AND  
SQUAD COMMITTEE**

**ACADEMIC YEAR**

**(2015-2016)**

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**REF: KSRIET/MECH/E-CIR/2015-2016/01**

**DATE: 10-06-2015**


**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 11.00pm to 12.00pm in board room. All the committee members are asked to attend the meeting

  
**CONVENER**

Circulated to all Departments

  
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**TIRUCHENGODE - 637 215,**  
**NAMAKKAL Dt, TAMIL NADU.**



Vigilance squad/Discipline committee  
Minutes of Meeting (2015-2016)

Meeting No.: 1

Date : 11.06.2015

Time : 3.00 PM

Venue : Board room

**Members Present:**

1. Dr. J.C. KANNAN, Professor & HoD - Physics – Convener
2. Dr. P. MURUGESAN, Professor & HoD – Mechanical – Convener
3. Mr. V. DEVABHARATHI, AP – Physics – Member
4. Mr. C.SANTHAKUMAR – AP-EEE-Member
5. Mr. R. VASANTHAKUMAR, AP – Mechanical-Member

**Points to be discussed**


- Meeting started at 3.00 PM
- Be warm, kind, and friendly—but never familiar. Do not tell students your troubles or too much about your family life. Do not tell off-colour jokes. You are a professional.
- Raise your eyebrow—never your voice. Never argue with a student. If the problem continues, lower your voice and keep repeating your instructions. Understand that silence is an important tool. Think of Clint Eastwood when he said, “Make my day.” The madder you get, the lower and slower your voice should become. If the student continues to argue, simply say, “We will discuss this later.” Then walk away.
- To work in collaboration with other functional teams and/or subject committees in running preventive and developmental programmes pertaining to student discipline upon arriving at a consensus on discipline work;
- To assist other teachers in managing students with serious behaviour problems;
- To collaborate with parents of students with behaviour problems in helping the students overcome their difficulties;
- To refer students wherever necessary, to the guidance team, the college social worker or outside bodies for follow-up work;
- Meeting ended at 4.00 PM

  
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| S. NO | MEMBERS                               | SIGNATURE |
|-------|---------------------------------------|-----------|
| 1     | Mr. V. DEVABHARATHI, AP – Physics     | V. R.     |
| 2     | Mr. C.SANTHAKUMAR – AP-EEE            | C. S.     |
| 3     | Mr. R. VASANTHAKUMAR, AP – Mechanical | R. V.     |

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**REF: KSRIET/MECH/E-CIR/2015-2016/06**

**DATE: 07-12-2015**

**CIRCULAR**

This is to inform all Vigilance and squad committee members that there will be Vigilance and squad committee meeting on tomorrow at 3.00pm to 4.00pm in board room. All the committee members are asked to attend the meeting

  
**CONVENER**

  
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Circulated to all Departments

  
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Vigilance squad/Discipline committee  
Minutes of Meeting (2015-2016)

Meeting No.: 2

Date : 08.12.2015

Time : 3.00 PM

Venue : Board room

**Members Present:**


1. Dr. J.C. KANNAN, Professor & HoD - Physics – Convener
2. Dr. P. MURUGESAN, Professor & HoD – Mechanical – Convener
3. Mr. V. DEVABHARATHI, AP – Physics – Member
4. Mr. C.SANTHAKUMAR – AP-EEE-Member
5. Mr. R. VASANTHAKUMAR, AP – Mechanical-Member

**Points to be discussed**

- Meeting started at 3.00 PM
- The discipline master/mistress is the leader of the college discipline team who is in charge of the planning, organization, development and monitoring of matters relating to student discipline at college.
- The decision of whether discipline teachers should take up patrolling duties depends on the policy and the needs of the college
- Autocratic teachers desire control. Their discipline tools are characterized by the use of rewards and punishment, threats, bribes, yelling and demands. The typical quality of the students includes disobedience, sneakiness, being rebellious and lacking self-discipline
- Permissive teachers believe that given sufficient freedom, students are capable of self-regulation. Their discipline tools are characterized by pleading, giving in and giving up. The typical behaviour of their students is characterized by disrespectfulness, insecurity, self-centredness, lacking self-discipline
- to collaborate with parents of students with behaviour problems in helping the students overcome their difficulties
- Meeting ended at 4.00 PM


  
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NAMAVAL DE, TAMIL NADU



| S. NO | MEMBERS                               | SIGNATURE        |
|-------|---------------------------------------|------------------|
| 1     | Mr. V. DEVABHARATHI, AP – Physics     | V. Dev           |
| 2     | Mr. C.SANTHAKUMAR – AP-EEE            | C. Santhakumar   |
| 3     | Mr. R. VASANTHAKUMAR, AP – Mechanical | R. Vasanthakumar |

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY**  
**TIRUCHENGODE-637215**

**VISHAKA COMMITTEE**  
**INTERNAL COMPLAINTS COMMITTEE**  
**AGAINST SEXUAL HARASSMENT**

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE –  
637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**Circular**

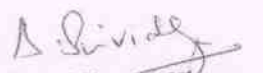
**Academic Year: 2015 – 2016**

**Date: 06.01.2016**

**Sub: Second Committee Meeting**


The second meeting of internal complaints committee against sexual harassment is scheduled on 07.01.2016 at 10.30 a.m. in EEE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                                    |
|-------|---|
| 1.    | Review of previous meeting                |
| 2.    | Monitoring safety                         |
| 3.    | Orientation for female staff and students |
| 4.    | Any other matter                          |

  
**Presiding Officer**  
6.1.2016

Copy to:-

1. All members
2. File

  
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**MINUTES OF THE MEETING**

| Meeting No: 2/2016-2017  |   |   | Date: 05.01.2017  | Venue: EEE Seminar Hall     |
|--|---|---|---|-----------------------------|
| Members attended: Dr.B.S, Dr.J.C.K, Mrs.S.P, Mrs.W.D, Mr.N.S, Mr.A.J.S, A.U, R.I, S.B, K.K |   |   |   |                             |
| S.No.  | Agenda                                    | Discussion  | Action taken  | Responsibilities            |
| 1.   | Review of previous meeting                | Awareness campaign should be done to make women staff and students about the prohibition and prevention of sexual harassment. | Awareness campaign can be done  | Staff and student members   |
| 2.   | Monitoring safety                         | No complaints received.   | This shows that policy is strictly adhered and not paving way for any sexual harassment issues. | Members                     |
| 3.   | Orientation for female staff and students | An orientation programme may be organized for the female staff and the students.  | Schedule may be prepared and the same circulated to the respective heads of the department.     | Respective department Hod's |
| 4.   | Any other matter                          | New student members for the next academic year may be requested to the respective heads.                                      | Reconstitution of the members can be done during the month of June.                             | Presiding Officer           |

*B. Srinivas*  
**PRESIDING OFFICER**  
 5-1-2017

Copy to: All HoDs and members

*[Signature]*  
**PRINCIPAL**

|            |           |           |           |           |           |           |           |           |
|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Dr.J.C.K   | Mrs.S.P   | Mrs.W.D   | Mr.N.S    | Mr.A.J.S  | A.U       | R.I       | S.B       | K.K       |
| <i>jee</i> | <i>SP</i> | <i>WD</i> | <i>NS</i> | <i>AS</i> | <i>AW</i> | <i>RI</i> | <i>SB</i> | <i>KK</i> |

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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,  
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**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**Circular**

**Academic Year: 2015 – 2016**


**Date: 26.06.2015**

**Sub: First Committee Meeting**

The first meeting of internal complaints committee against sexual harassment is scheduled on 02.07.2015 at 10.30 a.m. in ECE seminar hall. The members of the committee are requested to make it convenient to attend the meeting. The agenda is given below

| S.No. | Agenda                                 |
|-------|--|
| 1.    | About the committee                    |
| 2.    | Dissemination of committee members     |
| 3.    | Issues pertaining to sexual harassment |
| 4.    | Conducting awareness campaign          |
| 5.    | Any other matter                       |

*B. Sivaraj*  
Presiding Officer  
26.6.2015

  
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*[Signature]*  
26/6/15  
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1. All members
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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**

**INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT**

**MINUTES OF THE MEETING**

| Meeting No: 1/2015-2016  |                                    |   | Date: 02.07.2015  | Venue: ECE Seminar Hall                                  |
|--|------------------------------------|---|---|--|
| Members attended: Dr.B.S, Dr.J.C.K, Mrs.S.P, Mrs.W.D, Mr.N.S, Mr.A.J.S, A.U, R.I, S.B, K.K |                                    |   |   |  |
| S.No.  | Agenda                             | Discussion  | Action taken  | Responsibilities   |
| 1.   | About the committee                | The intention of the committee should be disseminated to the student members and should be notified throughout the campus | Dissemination about the committee can be notified through circulars and canvassing done by the student and staff members. | Staff and student coordinator at Department level.       |
| 2.   | Dissemination of committee members | The newly elected student committee members are introduced. The roles and responsibilities are allotted.                  | The new members list should be notified to all.   | Presiding officer  |
| 3.   | Harassment issues                  | Harassment of female at work place issues is discussed.   | Notice on anti-sexual harassment policy is placed at prominent places.  | Staff I/C  |
| 4.   | Conducting awareness campaign      | An awareness programme may be conducted.  | Programme per year can be organized.  | Presiding Officer  |
| 5.   | Any other matter                   | The committee has not received any complaints.  | The present environment must be sustained in order to provide safe environment for the female staff and student.          | Member staff and student coordinator at department level |

*A. S. Divya*  
**PRESIDING OFFICER**

*[Signature]*  
**PRINCIPAL**

Copy to: All HoDs and members

|                          |                      |                      |                     |                       |                  |                  |                  |                  |
|--------------------------|----------------------|----------------------|---------------------|-----------------------|------------------|------------------|------------------|------------------|
| Dr.J.C.K<br><i>g.c.u</i> | Mrs.S.P<br><i>sp</i> | Mrs.W.D<br><i>wn</i> | Mr.N.S<br><i>ns</i> | Mr.A.J.S<br><i>ms</i> | A.U<br><i>au</i> | R.I<br><i>ri</i> | S.B<br><i>sb</i> | K.K<br><i>kk</i> |
|--------------------------|----------------------|----------------------|---------------------|-----------------------|------------------|------------------|------------------|------------------|

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**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY  
TIRUCHENGODE – 637 215**



**GRIEVANCE REDRESSAL  
COMMITTEE  
2015 - 2016**

**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**

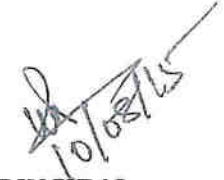


**KSRIET / GRC / 2015-16 / 01**

**Date: 10.08.15**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 12.08.15, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments

  
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**NAMAKKAL DI, TAMIL NADU.**



# K S R Institute for Engineering and Technology

Tiruchengode - 637215



## GRIEVANCE REDRESSAL COMMITTEE (2015-2016)

### MINUTES OF MEETING

Date & Time: 12.08.2015 & 10:00 AM

Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S.No | Suggestions / Complaints by Students   | Actions Taken   |
|------|--|---|
| 1    | I year IT students asked to change or repair the faulty fans in the classroom. | The issue was informed to an electrician immediately and the faulty fans were repaired. One fan was replaced with a new fan.                  |
| 2    | Purified water facility was demanded require required in all the floors.       | It was observed that only in fourth floor, the water purifier was not available and the new one was purchased and fitted in the fourth floor. |
| 3    | Students felt little discomfort with the crowded bus in a few routes.          | The routes were checked and an extra bus was operated in a route by informing the bus in-charge.  |
| 4    | Fresh juice was required in the canteen.                                       | The issue was addressed and informed the students to wait for a month for the arrangements.   |


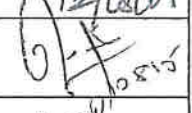
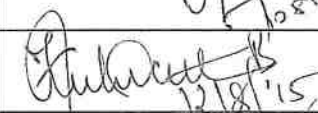
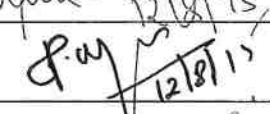

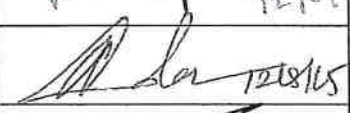
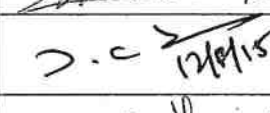
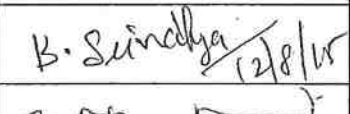

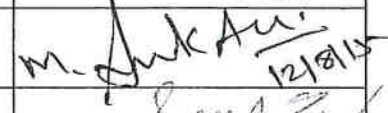
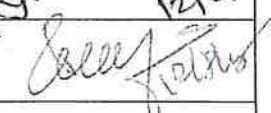
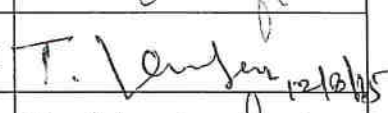
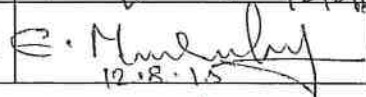
- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.


  
12.8.15  
CONVENER

  
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12/8/15  
PRINCIPAL

### ATTENDANCE SHEET

| S. No. | Name of the Committee Members      | Role                       | Signature   |
|--------|------------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                   |    |
| 2.     | Dr. R. Jeyabharath, Head/EEE       | Convener                   |    |
| 3.     | Dr.B.Kalaavathi, Head/CSE          | Member                     |    |
| 4.     | Dr. P. Murugesan, Head/ Mech       | Member                     |    |
| 5.     | Dr. P. Meenakshi Devi, Head/IT     | Member                     |    |
| 6.     | Mr. R. Nandakumar, Head/ECE        | Member                     |   |
| 7.     | Dr. J.C. Kannan, Head / Phy        | Member                     |  |
| 8.     | Dr. B. Srividhya, Head / Chemistry | Member                     |  |
| 9.     | Mr. C. Muhuntharajan Head/ENG      | Member                     |  |
| 10.    | Mr. M. Asick Ali, Head / Maths     | Member                     |  |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student Counselor |  |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel       |  |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel      |  |

  
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 TIRUCHENGODE-637 215,  
 NAMAKKAL Dt. TAMIL NADU.

**K S R Institute for Engineering and Technology**  
**Tiruchengode - 637215**



**KSRIET / GRC / 2015-16 / 02**

**Date: 25.01.16**


**CIRCULAR**

This is to inform all the Grievance Redressal Committee members that we have a meeting on 27.01.16, Wednesday at 10.00 am in the Board Room. All are asked to attend the meeting without fail.

  
**PRINCIPAL**

Circulate to:

1. All the Committee Members
2. All the departments

  
**PRINCIPAL.**  
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**ENGINEERING AND TECHNOLOGY,**  
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# K S R Institute for Engineering and Technology

Tiruchengode - 637215



## GRIEVANCE REDRESSAL COMMITTEE (2015-2016)

### MINUTES OF MEETING

Date & Time: 27.01.2016 & 10:00 AM

Venue: Board Room

- Members of the Grievances and Redressal committee were welcomed by the Chairman.
- The following issues were collected from Suggestion / Complaint Box and the necessary steps were taken.

| S.No | Suggestions / Complaints by Students   | Actions Taken  |
|------|--|--|
| 1    | A few more Shoe Racks were demanded at the entrance of all laboratories.                                 | The necessary laboratories were found and a few Shoe racks were purchased and kept.  |
| 2    | It was demanded by a group of students that all the college buses should come till KSR IET to drop them. | It was observed that huge traffic jam might happen if all the college buses come till KSR IET, so the students were addressed to have a walk from their dropping point to college. |
| 3    | It was suggested to give On Duty Permission when students participate in other institutions.             | It was decided to give On Duty Permission without disturbing much of their academic tasks and the same was addressed to the students.  |

- It was informed by the Chairman of the Committee to take utmost care on the students and to take necessary measures for the issues if any.



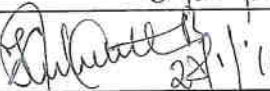
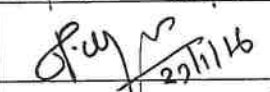
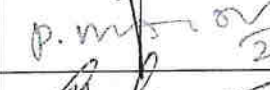
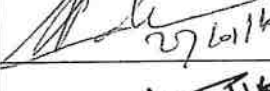
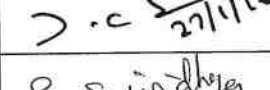

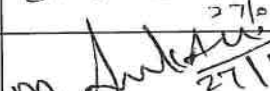
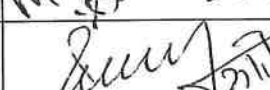
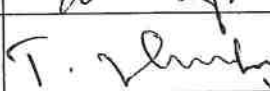
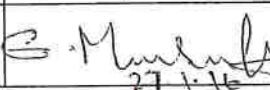

  
CONVENER


  
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PRINCIPAL



### ATTENDANCE SHEET

| S. No. | Name of the Committee Members      | Role                       | Signature   |
|--------|------------------------------------|----------------------------|---|
| 1.     | Dr. M. Venkatesan, Principal       | Chairman                   | <br>27/11/16   |
| 2.     | Dr. R. Jeyabharath, Head/EEE       | Convener                   | <br>27-11-16   |
| 3.     | Dr.B.Kalaavathi, Head/CSE          | Member                     | <br>27/11/16   |
| 4.     | Dr. P. Murugesan, Head/ Mech       | Member                     | <br>27/11/16   |
| 5.     | Dr. P. Meenakshi Devi, Head/IT     | Member                     | <br>27/11/16   |
| 6.     | Mr. R. Nandakumar, Head/ECE        | Member                     | <br>27/11/16  |
| 7.     | Dr. J.C. Kannan, Head / Phy        | Member                     | <br>27/11/16 |
| 8.     | Dr. B. Srividhya, Head / Chemistry | Member                     | <br>27/11/16 |
| 9.     | Mr. C. Muhuntharajan Head/ENG      | Member                     | <br>27/11/16 |
| 10.    | Mr. M. Asick Ali, Head / Maths     | Member                     | <br>27/11/16 |
| 11.    | Mr. P. Gopinath, AP / MECH         | Member / Student Counselor | <br>27/11/16 |
| 12.    | Mr. T. Rajan, Deputy Warden        | Member / Boys Hostel       | <br>27/11/16 |
| 13.    | Ms. E. Meenakshi, Deputy Warden    | Member / Girls Hostel      | <br>27/11/16 |

  
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