



PSN INSTITUTE OF TECHNOLOGY & SCIENCE

Melathediyoar, Tirunelveli - 627 152

[Approved by AICTE & Affiliated to Anna University, NCC 5(TN) Battalion]

INTERNAL COMPLAINT COMMITTEE

CIRCULAR

Date: 11/06/2022

This is to inform all the members of the internal complaint committee to attend the meeting 14th June 2022 at 11:00 am on Seminar Hall.

Agenda

1. Welcome address by the Chairman.
2. To discuss about complaints received.
3. To discuss about remedial action taken by the Committee.
4. Any other matter.


Chairman

Copy to

1. The Dean
2. All the HODs
3. All the Committee members
4. Student Notice Board
5. The Library
6. The File




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INTERNAL COMPLAINT COMMITTEE

MINUTES OF MEETING

Date: 14.06.2022

Time: 11.00 Am

Day: Wednesday

Venue: seminar hall


Members present for the internal complaints committee

s.no	Name of the members	Designation	Position of the committee	signature
1.	Dr.S.R.selva jeevitha	AP/EEE	Chairman	
2.	Dr.Abisha	AP/ECE	Secretary	
3.	Dr.R.Ananthi	AP/S&H	Member	
4.	Mrs.Sivakami	AP/MTS	Member	
5.	Mrs.S.Sariba	AP/EEE	Member	
6.	Mrs.R.Georginna	AP/S&H	Member	
7.	Ms.B.Jesintha	Student	Member	
8.	Ms.M.Vijayalakshmi	Student	Member	
9.	Ms.A.Manimegalai	Student	Member	

Chairman of committee welcomed all the members for this meeting and the following points were discussed and shared in the meeting:

1. The committee members discussed about dress code of students inside and outside the college.
2. The committee has noted that no complaints of Inappropriate behavior have been received from any students against any staff members.
3. The committee members discussed about that the students properly submitted their leave forms to the head of the department and to the principal.
4. The committee members discussed about, if students taken a sick leave they should submit the medical certificate.
5. It was emphasized that in order to create awareness and continuous sensitization among the students, some seminars and lectures to be organized. It was resolved that the committee will have the meeting in every year.




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ACTION TAKEN REPORT

DATE: 04. 07. 2023

This is for your kind information that as per the discussion made in internal complaint committee dated 14-06-2022, the following amenities were provided,

SUGGESTIONS	ACTION TAKEN
Discussed about dress code of students	Class Advisor monitor all the students
Discussed about students not submitted their leave form	Allotted mentors are collected the leave form
Discussed about if students taken the sick leave they should submitted the medical certificate	It Followed By The Head Of The Department and Class Advisor


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