



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode – 637205.

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Minutes of the meetings of Anti-Ragging Committee, Grievance And Redressal Committee, Internal Complaint Committee

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ANTI-RAGGING COMMITTEE



VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN

(Autonomous)

Tiruchengode, Namakkal (Dt)-637205

Anti-Ragging Cell

CIRCULAR

26.07.2021

This is to inform you that Anti-Ragging squad meeting has been scheduled on 28.07.2021 by 11.30am at VCEW Board Room.

All the members are asked to attend the meeting without fail.


AGENDA:

- First Year ID card
- Anti-Ragging Rules Dissemination & creating awareness
- Anti-Ragging Board & Flex fixing



COORDINATOR

Copy to:

1. Dean- Academic
2. All HoDs
3. Office
4. Library,
5. CoE
6. Deputy warden (women Hostel)
7. Transport In-charge
8. Notice boards, college web site & concerned staff thro, HoDs.


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Anti-Ragging Cell

MEETING MINUTES

04.08.2021

Meeting Date:28.07.2021

Time: 11.30am

Venue: VCEW Board Room

Members Present

1. Dr.KCK.Vijayakumar, Principal
2. Dr.S.Selvarajan, Dean - Academic
3. Dr. L. Malathi, HoD/CSE
4. Dr.C.Poongodi, HoD/IT
5. Dr. P.T Kalaivaani, HoD/ECE
6. Dr.P.Kannan, HoD/EEE
7. Dr.A.Muthu kumara Pandian, HoD/BT
8. Dr.M.Sayeeekumar, HoD/CST
9. Dr.R.Kumar, HoD/BME
10. Dr.P.G.Jansi Rani, HoD/S&H
11. Ms.R.Sumathi, Exam Cell Member

The Chairman of the Anti-Ragging squad welcomed all the members and the following points were discussed.

Points Discussed:

- Anti-Ragging Awareness meeting for senior students has to be conducted by the department coordinator to instruct about institution protocols.
- Type of ragging and its penalty are discussed-Any type of financial extortion, verbal or written, as well as any activity that has the potential to damage others, are treated as ragging. It must be conveyed to senior students.



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- Online anti-ragging affidavit form has to be submitted by students and parents have been ensured by department coordinators.
- Network admin is asked to verify working condition of CCTV cameras in all places.
- Anti-Ragging flex & board has to be placed in college campus, hostel, canteen, etc.
- Class in-charges are asked to inform students about "Ragging Complaint Form" is available in the college website.
- Faculties those who stayed in hostel are asked to monitor the students while they are in dining and TV hall.


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GRIEVANCE AND REDRESSAL COMMITTEE



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Grievance and Redressal Cell

Date: 02.08.2021

Time: 2.00 pm

Classification	Routine
Originator: Chairperson	Circulated to: All committee members

CIRCULAR

This is to inform you that Grievance and Redressal Committee meeting has been scheduled on 04.08.2021 by 11.00 am at VCEW Board Room.

All the members are asked to attend the meeting without fail.

AGENDA:

- Day scholar students grievances
- Hostel Students grievances
- Remedial action plan

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Grievance and Redressal Cell

Date: 05.08.2021

Time: 10.30 am

Classification	Routine
Originator: Chairperson	Circulated to: All committee members

MEETING MINUTES

Meeting Date: 04.08.2021

Time: 11.00 am

Venue: VCEW Board Room

Members Present

1. Dr.KCK.Vijayakumar, Principal
2. Dr.P.Kannan, CoE/VCEW
3. Dr. L. Malathi, HoD/CSE
4. Dr.C.Poongodi, HoD/IT
5. Dr. P.T Kalaivaani, HoD/ECE
6. Dr.P.Kannan, HoD/EEE
7. Dr.A.Muthu kumara Pandian, HoD/BT
8. Dr.M.Sayee Kumar, HoD/CST
9. Dr.R.Kumar, HoD/BME
10. Dr.P.G.Jansi Rani, HoD/S&H
11. Dr.S.Mageswari , ASP/Chemistry

The following points / Grievances are expressed by the students are discussed.

S.No.	Grievances	Action Taken
1	Coding class needed for EEE,ECE and BME Department students	Planned to conduct 2 days training program on "Coding" in the 2 nd week of September 2021 Coordinators: HoD/EEE HoD/ECE HoD/BME




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2	Requested to conduct Department wise Symposium	HoD's were advised to conduct individually. Coordinators: All Department Association In-charges
3	Gym Facilities needed for hostel	Physical Education Directress is instructed to make necessary arrangement in hostel
4	Food waste and Cleaning	Students are informed not to waste food and warden also instructed to monitor food wastage.
5	Hot Water Dispenser/Purifier facilities in each floor	Already it is available. It will be fixed in each floor soon
6	Need industrial exposure	Industrial visit will be arranged soon.
7	Need mock interview	Placement & training team has initiated and it will be conducted soon.

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INTERNAL COMPLAINT COMMITTEE



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Internal Complaint Committee (ICC)

Date: 20.08.2021

Time: 11.00 pm

Classification	Routine
Originator: Chairperson	Circulated to: All committee members

CIRCULAR

This is to inform you that Internal Complaint Committee (ICC) meeting has been scheduled on 21.08.2021 by 3.00 pm at VCEW Board Room.

All the members are asked to attend the meeting without fail.

Agenda of the Meeting:

- Roles of committee members
- Prevention and prohibition of sexual Harassment in our campus.
- Creating general awareness about sexual harassment.

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Internal Complaint Committee (ICC)

Date: 22.8.2021

Time: 10.30 am

Classification	Routine
Originator: Chairperson	Circulated to: All committee members

MEETING MINUTES

Internal Complaint Committee (ICC) Meeting was held on 21.8.2021 at 3.00 pm in VCEW Board Room.

Members Present

1. Dr.KCK.Vijayakumar, Principal
2. Dr.C.Poongodi, HoD/IT
3. Dr. P.T Kalaivaani, HoD/ECE
4. Dr.P.Kannan, HoD/EEE
5. Dr.A.Muthu Kumara Pandian, HoD/BT
6. Dr.K.Thenmalar , Professor/EEE
7. Mr.S.K.Parthipan, DOS/IQAC
8. Ms.G.V.Yuvethieka Sri, Student/IV/CSE
9. Ms.S.Harshavarthini, Student/IV/EEE

Points Discussed:

- Role and Responsibilities of committee members were discussed.
- Scheduled of actions were discussed and planned.
- Discussion on creating general awareness about sexual harassment in its various forms.
- Creating secure environment which will deter the act of sexual harassment was discussed.
- Promoting a mechanism to raise grievance without any fear related to sexual harassment was discussed.




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