



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

## Internal Complaints Committee

### Minutes of Meeting

Date: 17.11.2023

Time: 1.00.P.M

Day: Friday

Venue: Board Room

The meeting of ICC was held on 17.11.2023 at 1.00.P.M in Board Room. The following members were present in the meeting.

#### Members Present

S. No	Name of the Members	Department	Position	Signature
1	Dr. S. Deepa	EEE	Chairperson	<i>S. Deepa</i>
2	Mrs. M. Rathika	ECE	Coordinator	<i>M. Rathika</i>
3	Mr. S. V. Charunath	MECH	Member	<i>S. V. Charunath</i>
4	Mrs. V. Poornima Devi	AI&DS	Member	<i>V. Poornima</i>
5	Mr. V. Anbarasan	IT	Member	<i>V. Anbarasan</i>
6	Mr. K. R. Bharanidharan	IV CSE A	Student Member	<i>K. R. Bharanidharan</i>
7	Ms. P. Sandhiya Shri	IV ECE	Student Member	<i>Sandhiya Shri</i>
8	Ms. M. Devipriya	IV IT	Student Member	<i>M. Devipriya</i>
9	Mr. G. Sujay	CEO/Nethra Technologies	NGO	<i>G. Sujay</i>

- The Chairperson informed that there have been no complaints to ICC regarding workplace harassment of female students and employees or gender-based violence and harassment in recent time.
- Next the Chairperson emphasized the need to create awareness and continuous sensitization for the women employees and female students by putting up banners/posters/notices defining sexual harassment at prominent places.
- Counselling sessions are conducted to all the students by senior academicians.
- In the end of meeting, the Chairperson expressed thanks to all the members and urged everybody to contribute to the cause of ICC effectively.

*S. Deepa*  
CHAIR PERSON

*U. V. S. S.*  
PRINCIPAL

#### Copy to:

1. Chairman Office
2. Principal Office

HOD/ S&H	HOD/ CSE	HOD/ CIVIL	HOD/ ECE	HOD/ EEE	HOD/ MECH	HOD/ IT	HOD/ MBA	HOD/ AI&DS	HOD/ CSBS
<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>	<i>[Signature]</i>



*U. V. S. S.*  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0416-2297031 / 733 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

## Internal Complaints Committee

### Minutes of Meeting

Date: 11/04/2023

Day: Tuesday

Time: 11:30 A.M.

Venue: Principal Chamber

#### ICC Members

S. No	Name of the Members	Department	Position	Signature
1	Dr. S. Deepa	EEE	Chairperson	<i>S. Deepa</i>
2	Mrs. M. Rathika	ECE	Coordinator	<i>M. Rathika</i>
3	Mr. S. V. Charunath	MECH	Member	<i>S. V. Charunath</i>
4	Mrs. V. Poornima Devi	AI&DS	Member	<i>V. Poornima Devi</i>
5	Mr. V. Anbarasan	IT	Member	<i>V. Anbarasan</i>
6	Mr. K. R. Bharanidharan	III CSE A	Student Member	<i>K. R. Bharanidharan</i>
7	Ms. P. Sandhiya Shri	III ECE	Student Member	<i>Sandhiya Shri</i>
8	Ms. M. Devipriya	III IT	Student Member	<i>M. Devipriya</i>
9	Mr. G. Sujay	CEO/Nethra Technologies	NGO	<i>G. Sujay</i>

The chairperson welcomed all the members for meeting. The members agreed in consensus that programs should be organized to educate students about the provisions in law for protection of girls.

The following points are discussed.

1. Awareness of Sexual Harassment elimination rules and act for both girls and boys.
2. A Soft copy of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, handbook be disbursed or shared among the faculty, office staff and students.
3. Conduct Workshop/Awareness Programme/Training Activities for students.
4. Students and members are requested to discuss the complaints if any.
5. Complaint procedures and instructions for filing of complaints through the portal in the institution website be displayed in the posters.
6. As there were no complaints reported so far, the committee members expressed their view and feels safe/comfortable to work in this environment.

The meeting was concluded with vote of thanks by the student member.

*S. Deepa*  
CHAIR PERSON

*M. V. Anbarasan*  
PRINCIPAL

Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>



*M. V. Anbarasan*  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

## Internal Complaints Committee

### Minutes of Meeting

Date: 22/12/2022

Day: Thursday

Time: 4.00 P.M

Venue: Board Room

#### ICC Members

S. No	Name of the Members	Department	Position	Signature
1	Dr. S. Deepa	EEE	Chairperson	<i>S. Deepa</i>
2	Mrs. M. Rathika	ECE	Coordinator	<i>M. Rathika</i>
3	Mr. S. V. Charunath	MECH	Member	<i>S. V. Charunath</i>
4	Mrs. K. Lakshmi	CHEMISTRY	Member	<i>K. Lakshmi</i>
5	Mr. V. Anbarasan	IT	Member	<i>V. Anbarasan</i>
6	Mr. K. R. Bharanidharan	III CSE A	Student Member	<i>K. R. Bharanidharan</i>
7	Ms. P. Sandhiya Shri	III ECE	Student Member	<i>Sandhiya Shri</i>
8	Ms. M. Devipriya	III IT	Student Member	<i>Devipriya</i>
9	Mr. G. Sujay	CEO/Nethra Technologies	NGO	<i>G. Sujay</i>

Chairperson welcomed all the members.

1. Chairperson stated that, according to guidelines published by the Ministry of Women and Child Development, ICC is responsible for improving the welfare of women on college campuses.
2. The committee reported that no complaints of sexual harassment had been received from female students.
3. It was decided that it is necessary to raise awareness about what security measures students should take when using the internet. It was suggested that Digital Harassment and Precautions to be included in the awareness creating activity.
4. The ICC members were motivated to participate in Workshops/ Short Term Trainings on Sexual Harassment conducted by various Government Agencies/ Departments

The meeting ended at 4.45 pm as there were no other points for discussion.

*S. Deepa*  
CHAIR PERSON

*M. V. H.*  
PRINCIPAL

#### Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
<i>S. Deepa</i>		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>M. Royappa</i>



*M. V. H.*  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.  
Internal Complaints Committee

### Minutes of Meeting

Date: 19/04/2022

Day: Tuesday

Time: 1.30.PM

Venue: Board Room

#### ICC Members

S. No	Name of the Members	Department	Position	Signature
1	Dr. S Deepa	EEE	Chair Person	S. Deepa
2	Mrs. M. Rathika	ECE	Secretary	M. Rathika
3	Mrs. S. Poornima	S&H	Member	S. Poornima
4	Mr. D. Sivakumar	EEE	Member	D. Sivakumar
5	Mrs. K. Lakshmi	CHEMISTRY	Member	K. Lakshmi
6	Mr. M. Ashwin Kumar	IV CSE A	Student Member	M. Ashwin Kumar
7	Ms. B. MadhuBhala	III ECE	Student Member	B. Madhubhala
8	Mr. G. Sujay	CEO/Nethra Technologies	NGO	M. Rajeev

The following points were discussed in the meeting

1. The Committee noted that no complaint of sexual harassment has been received from any girl student in the college.
2. It was emphasized that in order to create awareness and continuous sensitization among the students and faculties, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the campus.
3. The chairman welcomed all the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2021-22.
4. It was decided to conduct programs and activities about gender equity and gender sensitization.

Since there were no other points to discuss the meeting ended.

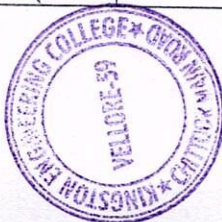
S. Deepa  
CHAIR PERSON

U.V. [Signature]  
PRINCIPAL

#### Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
S. Poornima	V. [Signature]	[Signature]	[Signature]	B. [Signature]	[Signature]	M. [Signature]	J. [Signature]



U.V. [Signature]  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

## Internal Complaints Committee

### Minutes of Meeting

Date: 16/11/2021

Day: Tuesday

Time: 1.00 PM

Venue: Board Room

#### ICC Members

S. No	Name of the Members	Department	Position	Signature
1	Dr. S Deepa	EEE	Chair Person	S. Deepa
2	Mrs. M. Rathika	ECE	Secretary	M. Rathika
3	Ms. S. Poornima	S&H	Member	S. Poornima
4	Mr. D. Sivakumar	EEE	Member	D. Sivakumar
5	Mrs. K. Lakshmi	CHEMISTRY	Member	K. Lakshmi
6	Mr. M. Ashwin Kumar	II/IT	Student Member	M. Ashwin Kumar
7	Ms. B. Madhubhala	IV/CSE	Student Member	B. Madhubhala
8	Mr. M. Parthiban	Judiciary	Advocate	M. Parthiban

The chairperson welcomed all the committee members and initiated the meeting. The following points were discussed in the meeting:

1. The chair instructed all the committee members should counsel the women and girl students if necessary or in case any issue arises.
2. If any complaints from the women and girl students should be brought to the notice of the chairperson of ICC by the committee members or through complaint box or online ICC complaint form.
3. It is decided to provide periodical mentoring to the girl students.
4. There were no complaints reported from both students and staff members.

Since there were no other points to discuss the meeting was ended with vote of thanks.

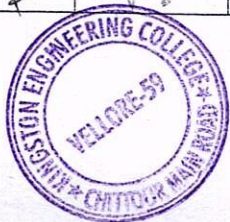
S. Deepa  
CHAIR PERSON

V. V. H  
PRINCIPAL

#### Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
S. Poornima	M. Rathika	C. Poornima	M. Rathika	B. Madhubhala	B. Madhubhala	S. Deepa	T. Royappa



V. V. H  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

## Internal Complaints Committee Minutes of Meeting

Date: 10/02/2020  
Day: Monday

Time: 1:30 PM  
Venue: Board Room

### ICC Members

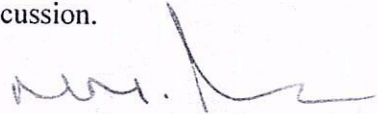
S. No	Name of the Members	Department	Position	Signature
1	Dr. S Deepa	EEE	Chair Person	S. Deepa
2	Ms. M. Menaka	IT	Secretary	M. Menaka
3	Dr. T. SenthilKumar	ECE	Member	T. SenthilKumar
4	Mr. R. Prabhu	EEE	Member	R. Prabhu
5	Mrs. K. Lakshmi	Chemistry	Member	K. Lakshmi
6	Mr. K. Koushik	IV/MECH	Student Member	K. Koushi
7	Ms. K.M. Kavya sree	IV/CIVIL	Student Member	K.M. Kavya
8	Mr. M. Parthiban	Judiciary	Advocate	M. Parthiban

The meeting of the Complaints Committee on Sexual Harassment was held on 10th February, 2020 at 1.30 PM in Board Room.

1. The committee discussed the different agendas as how to sensitize the students on how to make students understand on how to respect all genders equally.
2. The committee has taken up the measures for continuous monitoring and control the action of students. The mentors have had regular one on one session to make sure that no such instances occurred.
3. It was also reported that no such cases reported in the last semester from both students and staff.


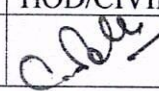
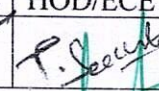
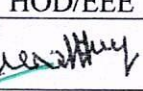
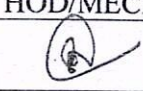
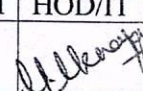
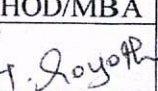
The meeting ended at 2.30 pm as there were no other points for discussion.

S. Deepa  
CHAIR PERSON


  
PRINCIPAL

### Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
							



  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0415-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

### Internal Complaints Committee Minutes of Meeting

Date: 22/11/2019  
Day: Friday

Time : 2:30 PM  
Venue: Board Room

#### ICC Members

S. No	Name of the Members	Department	Position	Signature
1	Dr. S Deepa	EEE	Chair Person	<i>S. Deepa</i>
2	Ms. M. Menaka	IT	Secretary	<i>M. Menaka</i>
3	Dr. T. SenthilKumar	ECE	Member	<i>T. SenthilKumar</i>
4	Mr. R. Prabhu	EEE	Member	<i>R. Prabhu</i>
5	Mrs. K. Lakshmi	Chemistry	Member	<i>K. Lakshmi</i>
6	Mr. K. Koushik	IV MECH	Student Member	<i>K. Koushik</i>
7	Ms. K.M. Kavya sree	IV CIVIL	Student Member	<i>K.M. Kavya sree</i>
8	Mr. M. Parthiban	Judiciary	Advocate	<i>M. Parthiban</i>

The meeting of the Internal Complaints Committee was held on 22nd November, 2019 at 2.30 PM in Board Room.

1. The members discussed about the provisions in the Govt. Hand book on sexual harassment of women released in November 2019.
2. All the members present agreed in consensus that programs should be organized to create awareness among both boys and girls about the provisions in the book like the act, implementing authorities, redress aspects etc.
3. The members expressed that there were no cases of complaints against sexual harassment in the college campus and the male and the female students have a healthy and friendly relationship; they team up together and perform their academic work and participate in co-curricular and extra-curricular activities without any gender disparity.

The meeting ended at 4.00 pm as there were no other points for discussion.

*S. Deepa*  
CHAIR PERSON

*M. Menaka*  
PRINCIPAL

Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
<i>[Signature]</i>	<i>[Signature]</i>	<i>C. Senthil Kumar</i>	<i>T. Senthil Kumar</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>M. Menaka</i>	<i>T. Senthil Kumar</i>



*M. Menaka*  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 9416-2297031 / 33 / 34



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

## Internal Complaints Committee

### Minutes of Meeting

Date: 16/03/2019

Day: Saturday

Time: 10:30.A.M

Venue: Principal Chamber.

#### ICC Members

S. No	Name of the Members	Department	Position	Signature
1	Dr. S Deepa	EEE	Chair Person	<i>S. Deepa</i>
2	Ms. M. Menaka	CSE	Secretary	<i>M. Menaka</i>
3	Dr. T. Senthil Kumar	ECE	Member	<i>T. Senthil Kumar</i>
4	Mr. D. Sivakumar	EEE	Member	<i>D. Sivakumar</i>
5	Mrs. Lakshmi	Chemistry	Member	<i>L. Lakshmi</i>
6	Mr. T. Dhinesh Kumar	III/ CSE	Student Member	<i>T. Dhinesh</i>
7	Ms. M. Rajalakshmi	III /IT	Student Member	<i>M. Rajalakshmi</i>
8	Mr. M. Parthiban	Judiciary	Advocate	<i>M. Parthiban</i>

The meeting of the Internal Complaints Committee against Sexual Harassment was called for by committee chairman.

Chairperson welcomed all the participants.

1. The members agreed in consensus that programs should be organized to educate students about the provisions in law for protection of girls.
2. The chairman expressed her opinion that workshop on self-defense should be made mandatory for all the girl students and all the members agreed.
3. The members discussed about the healthy and friendly environment in the campus as there were no complaints on sexual harassment against the girls.

As there were no other points the meeting ended at 2.20 pm.

*S. Deepa*  
CHAIR PERSON

*[Signature]*  
PRINCIPAL

#### Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
<i>[Signature]</i>	<i>M. Menaka</i>	<i>C. Senthil</i>	<i>T. Senthil</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>C. Raadhika</i>	<i>P. Jayanthi</i>



*[Signature]*  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0416-2297031 / 33 / 34





(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chittoor Main Road, Vellore - 632 059.

## Internal Complaints Committee

### Minutes of Meeting

Date: 16/07/2018

Day: Monday

Time: 11:30.A.M

Venue: Board Room

#### ICC Members

S. No	Name of the Members	Department	Position	Signature
1	Dr. S Deepa	EEE	Chair Person	<i>S. Deepa</i>
2	Ms. M. Menaka	CSE	Secretary	<i>M. Menaka</i>
3	Dr. T. Senthil Kumar	ECE	Member	<i>T. Senthil Kumar</i>
4	Mr. D. Sivakumar	EEE	Member	<i>D. Sivakumar</i>
5	Mrs. Lakshmi	Chemistry	Member	<i>K. Lakshmi</i>
6	Mr. T. Dhinesh Kumar	III CSE	Student Member	<i>T. Dhinesh</i>
7	Ms. M. Rajalakshmi	III IT	Student Member	<i>M. Rajalakshmi</i>
8	Mr. M. Parthiban	Judiciary	Advocate	<i>M. Parthiban</i>

The Chairman of ICC welcomed all the committee members for this meeting.

The following points were discussed and viewed in the meeting.

1. If the students have any issues related to sexual harassment, they can directly report to the ICC chairman or lodge a complaint in the complaint box near the principal office.
2. It is decided to create the awareness among the students about the harassment by sharing the notice and displaying the contact information of the members of ICC.
3. The peoples in the committee have noted that there are no such harassment complaints received so far from any of the students and staffs in our institution.

The meeting was ended with vote of thanks by the student member.

*S. Deepa*  
CHAIR PERSON

*[Signature]*  
PRINCIPAL

#### Copy to:

1. Chairman Office
2. Principal Office

HOD/S&H	HOD/CSE	HOD/CIVIL	HOD/ECE	HOD/EEE	HOD/MECH	HOD/IT	HOD/MBA
<i>[Signature]</i>	<i>M. Menaka</i>	<i>C. Senthil Kumar</i>	<i>T. Senthil Kumar</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>T. Dhinesh</i>



*[Signature]*  
PRINCIPAL  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632059.  
Phone : 0416-2297031 / 33 / 34