



**Nadar Saraswathi College of Engineering and Technology,**  
**Vadapudupatti, Theni - 625 531**  
(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

**INTERNAL COMPLAINT COMMITTEE**

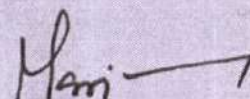
**Ref. No.: NSCET / ICC – Cir / 2022-23 / 02**

**05.04.23**

All the members of Internal Complaint Committee are asked to attend the meeting on 06.04.23 at 10:30 am in Board Room.

**Agenda:**

1. Welcome address by Presiding Officer and Convenor
2. To discuss about the complaints received if any.
3. To discuss about remedial action to be taken by the committee, if any need.
4. Any other matter

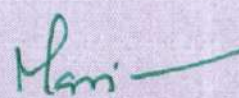
  
**Principal**

**Copy to:**

1. The HoD's
2. All the committee members
3. The file

**Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,**  
**Principal**  
**Nadar Saraswathi College of**  
**Engineering and Technology**  
**Vadapudupatti, Theni-625 531**



  
**Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,**  
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**INTERNAL COMPLAINT COMMITTEE**

**Minutes of Meeting**

Ref. No.: NSCET / ICC – Min / 2022-23 / 02

06.04.23

The **first** Internal Complaint Committee meeting was conducted on 06.04.23 at 10:30 AM in the **Board Room**. The attendance and the minutes were enclosed as below.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.C.Chithra	AP/Mathematics	Member & Convenor	
2	Mrs.K.Malar	AP/EEE	Presiding Officer	
3	Mrs.M.Mahalakshmi	AP/Mathematics	Member	
4	Mr.C.Pandian	LA/Mechanical	Member	
5	Mr.K.M.Senthil Kumar	LA/EEE	Member	
6	Ms.S.Ajanthameena	ECE	Student	
7	Ms.H.Jenifar Fathima	CSE	Student	
8	Ms.R.Nilophar Parveen	EEE	Student	

- Welcome address by Presiding Officer and Convenor
- The Member and Convener Dr.C.Chithra, Coordinator/S&H initiated the meeting by welcoming the members of internal complaint committee.

The following points were discussed:

1. Internal Complaint Committee has not received any complaints.
2. Since no Complaints were received yet, no remedial action is required.

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**INTERNAL COMPLAINT COMMITTEE**

**CIRCULAR**

**Ref. No.: NSCET / ICC – Cir / 2023-24 / 01**

**Date: 11.10.2023**

This is to inform that, the following Internal Complaint Committee members for our College had been deputed to collect complaint raised by students & staff within the institutions and take necessary actions to eliminate the difficulties for the period of one year.

SLNO	Name of the Member	Designation	Position	Contact	Mail ID
1	Dr.M.Sathya	Vice Principal, HoD/IT	Presiding Officer & Convenor	9884854043	msathya15@gmail.com
2	Dr.C.Chithra	Co-ordinator S&H	Member	9790148325	Chithra.c@nscet.org
3	Mrs.M.Mahalakshmi	AP/ Mathematics	Member	9942089298	mahalakshmi.m@nscet.org
4	Mr.C.Pandian	LA/ Mechanical	Member	7305972306	hodmech@nscet.org
5	Mr.K.M.Senthil Kumar	LA/EEE	Member	7867004898	hodeee@nscet.org
6	Ms.N.Vishnu Priya	III/EEE	Student	9384370050	Vishnupriyanagarajan520@gmail.com
7	Ms.S.Swetha	III/Civil	Student	7845057060	swethasugumars2003@gmail.com
8	Mr.S.Mukilan	III/CSE	Student	9080399842	mukilan.coder@gmail.com

In case of any grievance, please reach out to us by submitting the below form:  
<https://tinyurl.com/nscetice>



*Mari*  
**Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,**  
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*Mari*  
**Principal**  
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Ref. No.: NSCET / ICC – Cir / 2023-24 / 02

Date: 11.10.2023

**INTERNAL COMPLAINT COMMITTEE**

All the members of Internal Complaint Committee are asked to attend the meeting on  
**17.10.2023 at 11:30 AM** in Board Room.

**Agenda:**

1. Welcome address by Presiding Officer and Convenor
2. To discuss about the complaints received if any.
3. To discuss about remedial action to be taken by the committee, if any need.
4. Any other matter

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Ref. No.: NSCET / ICC – Min / 2023-24 / 02

Date: 17.10.2023

**INTERNAL COMPLAINT COMMITTEE**

**Minutes of Meeting**

The Internal Complaint Committee meeting was conducted on 17.10.2023 at 11:30 AM in the Board Room. The attendance and the minutes were enclosed as below.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.M.Sathya	Vice Principal, HoD/IT	Presiding Officer & Convenor	
2	Dr.C.Chithra	Co-ordinator S&H	Member	
3	Mrs.M.Mahalakshmi	AP / Mathematics	Member	
4	Mr.C.Pandian	LA/ Mechanical	Member	
5	Mr.K.M.Senthil Kumar	LA/EEE	Member	
6	Ms.N.Vishnu Priya	III/EEE	Student	
7	Ms.S.Swetha	III/Civil	Student	
8	Mr.S.Mukilan	III/CSE	Student	

- Welcome address by Presiding Officer and Convenor
- The Member and Convener Dr.M.Sathya, Coordinator / VP Academic initiated the meeting by welcoming the members of internal complaint committee.

The following points were discussed:

1. Internal Complaint Committee has not received any complaints.
2. Since no Complaints was received yet, no remedial action is required.

Principal

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THENI MELAPETTAI HINDU NADARGAL URAVINMURAI



# NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

ISO 9001 : 2015 Certified Institution

Vadapudupatti, Annanji (po), Theni - 625 531,  
Tamilnadu, India.

## ACTION TAKEN REPORT ON INTERNAL COMMITTEE

Necessary steps were taken for the successful implementation

- Board with Names, phones numbers and email of the committee members is displayed on the appropriate place in the college.
- Posters put up in the College Porch and Notice Board for the awareness of the students and the staff, email provided for the online complaints.
- Complaint box placed near principal Chamber of which the students are well informed in the class.
- The information regarding POSH act the awareness about the child help line number 1098, National women helpline number is 181 was shared with students.



*Handwritten signature*

**PRINCIPAL**

**Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.**

**Principal**

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