



PSN INSTITUTE OF TECHNOLOGY & SCIENCE

Melathediyoar, Tirunelveli – 627 152

[Approved by AICTE & Affiliated to Anna University, Recognized by UGC Under section 2(f), NCC 5(TN) Battalion, An ISO 9001:2015 Institution, Accredited by NAAC with B++ Grade]

CIRCULAR

Internal Complaints Committee

Date: 26.06.2025

Subject: Conduct of Internal Complaints Committee Meeting on 02.07.2025

This is to inform all staff members and students that a meeting of the Internal Complaints Committee (ICC) is scheduled to be conducted on 02.07.2025 at 11:30 am in the Seminar Hall 02. All concerned members are requested to attend the meeting without fail.


CHAIRPERSON

Copy to:-

1. All the HODs
2. All the Committee members
3. Student Notice Board
4. The File


PRINCIPAL

Dr. M. KATHIRVEL B.E., M.B.A., M.E., Ph.D.
PRINCIPAL
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MINUTES OF MEETING

Date: 02.07.2025

Day: Wednesday

Time: 11.30 am

Venue: Seminar Hall 02

Members present for the internal complaints committee

| S.No | Name of the Member | Designation | Position | Sign |
|------|-----------------------|-------------|-------------|------|
| 1 | Dr.S.R.Selva Jeevitha | AP/EEE | Chairperson | |
| 2 | Dr.S.Abisha | AP/ECE | Member | |
| 3 | Dr.R.Ananthi | AP/S&H | Member | |
| 4 | Mrs.S.Sivakami | AP/MTS | Member | |
| 5 | Mrs.S.Sariba | AP/EEE | Member | |
| 6 | Mrs.R.Georginna | AP/S&H | Member | |
| 7 | Ms. Jeslin S | Student | Member | |
| 8 | Ms. Muthumari M | Student | Member | |
| 9 | Ms. Kavinmathi P | 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.
1. The committee has noted that no complaints of inappropriate behaviour have been received from any students against any staff members.
2. The committee members discussed about that the students properly submitted their leave forms to the head of the department and to the principal.
5. The committee members discussed about, if students taken a sick leave they should submit the medical certificate.
6. 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: 22.05.2025

This is for your kind information that as per the discussion made in internal complaint committee dated 02.07.2025, 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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