



**SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE  
(AUTONOMOUS)**

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai)  
Accredited by NAAC with 'A' Grade | NBA (CIVIL, CSE, EEE, MECH)  
Gobichettipalayam – 638 455, Erode District, Tamilnadu  
E-mail: [svhecgobi@gmail.com](mailto:svhecgobi@gmail.com) Website: [www.svhec.com](http://www.svhec.com)

Dr. P.Thangavel, ME, MBA, Ph.D.,  
Principal

Ref:SVHEC / ICC / AT/ 2024-25 / 150

Date : 04.10.2024

To

**The Director,**  
Centre for Students Affairs,  
Anna University, Chennai – 600 025

Respected Sir,

**Sub:SVHEC – Sexual Harassment in Education Institution– ICC Committee  
Revised and Action Taken report sent - reg**

- Ref:1. Lr.No.E8436248/A2/2024-1 dated 18.09.2024 from Joint Secretary to  
Government, Higher Education(A2) Department, Secretariat, Chennai -9.  
2. Lr. No.8378980A / SVV3(2)/2024-1 dated 12.09.2024 from the Secretary to  
Government, Social Welfare and Women Empowerment Department,  
Secretariat, Chennai -9.  
3. Lr.No.CSA / SA3/586 / 2024 dated 19.09.2024 from Centre for Student  
Affairs, Anna University, Chennai – 600 025**

With reference to the above cited letters we are herewith submitting the ICC Committee Members revised details along with action taken report for your kind perusal.

Thanking you,

Yours faithfully,

Principal

**Encl:**

1. ICC Revised Committee List
2. Action Taken Report





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Dr. P. Thangavel, ME, MBA, Ph.D.,  
Principal

## CIRCULAR

Ref: SVHEC/ICC/2024-2025 / 25

Date: 23.09.2024

Sub: Sexual Harassment in Education Institution– ICC Committee  
Revised - reg

- Ref:1. Lr.No.E8436248/A2/2024-1 dated 18.09.2024 from Joint Secretary to Government, Higher Education(A2) Department, Secretariat, Chennai -9.  
2. Lr. No.8378980A / SVV3(2)/2024-1 dated 12.09.2024 from the Secretary to Government, Social Welfare and Women Empowerment Department, Secretariat, Chennai -9.  
3. Lr.No.CSA / SA3/586 / 2024 dated 19.09.2024 from Centre for Student Affairs, Anna University, Chennai – 600 025

With reference to the above we are herewith constituted revised ICC Committee with the following members with effect from 24.09.2024.

### INTERNAL COMPLAINT COMMITTEE (ICC)

S.NO	NAME OF THE STAFF	DESIGNATION/ DEPARTMENT	POSITION
1	Dr.V. Sarala Devi	Professor / English	Chairperson
2	Ms. A. Poongodi	Asst.Prof (SG)/ Physics	Coordinator
3	Ms. K. Shakila Banu	NGO Representative	Member
4	Ms.P.Logeshwari	Asst.Prof /CSE	Member
5	Ms. Kowsalya	Asst.Prof / Civil	Member
6	Mr. Mohnraj	Asst.Prof / Mech	Member
7	Ms.S.Ashika Preethi	Asst.Prof / EEE	Member
8	Ms. Nandhini	Asst.Prof / ECE	Member
9	Ms.S.Shanmugapriya	Typist -Office	Member
10	Ms.K.Santhalakshmi	Girls Hostel Warden	Member
11	Mr.D.Prakash	Boys Hostel Warden	Member
12	Mr.R.Srikumar	Boys Student's Representative / III EEE	Member
13	Ms. Shanmathi	Girls Student's Representative / III CSE	Member
14	Ms.K.Susithra	Girls Student's Representative / II MBA	Member

PRINCIPAL

#### Copy to :

1. Dr. V. Sarala Devi, Prof./English (ICC Chairperson)
2. ICC Members
3. IQAC / Deans / HODs
4. Principal Office





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**Dr. P. Thangavel, ME, MBA, Ph.D.,  
Principal**

**CIRCULAR**

**Ref: SVHEC/ICC/2024-2025 / 26**

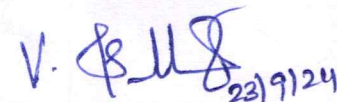
**Date: 23.09.2024**

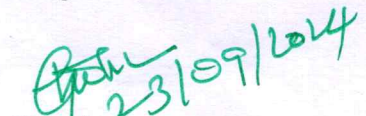
**INTERNAL COMPLAINT COMMITTEE (ICC)**

**Sub: Sexual Harassment in Education Institution– ICC Committee  
Meeting will be held on 25.09.2024 - reg**

- Ref:1. Lr.No.E8436248/A2/2024-1 dated 18.09.2024 from Joint Secretary to  
Government, Higher Education(A2) Department, Secretariat, Chennai -9.  
2. Lr. No.8378980A / SVV3(2)/2024-1 dated 12.09.2024 from the Secretary to  
Government, Social Welfare and Women Empowerment Department,  
Secretariat, Chennai -9.  
3. Lr.No.CSA / SA3/586 / 2024 dated 19.09.2024 from Centre for Student  
Affairs, Anna University, Chennai – 600 025**

With reference to the above, a meeting is to be convened on 25.09.2024 at 1.30 PM @  
Board room with all the ICC members. All are asked to attend the meeting without fail.

  
Dr. V. Sarala Devi,  
Prof./English  
ICC Chairperson

  
Principal

**Copy to :**

1. ICC Members
2. Principal Office





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Dr. P. Thangavel, ME, MBA, Ph.D.,  
Principal

Date : 25.09.2024

## INTERNAL COMPLAINT COMMITTEE (ICC)

Sub: ICC Committee Meeting was held on 25.09.2024 – Minutes of the Meeting-  
reg

Ref : Our Circular No. SVHEC/ICC/2024-2025 / 26 Dated 23.09.2024

The following members were present in the meeting

S.NO	NAME OF THE STAFF	DESIGNATION/ DEPARTMENT	POSITION	SIGNATURE
1	Dr.V. Sarala Devi	Professor / English	Chairperson	V. Sarala Devi
2	Ms. A. Poongodi	Asst.Prof / Physics	Co-ordinator	A. Poongodi
3	Ms. K. Shakila Banu	NGO Representative Thozhi Wings Trust, Gobi	Member	K. Shakila Banu
4	Ms.P.Logeshwari	Asst.Prof /CSE	Member	P. Logeshwari
5	Ms. D. Kowsalya	Asst.Prof / Civil	Member	D. Kowsalya
6	Mr. D. Mohnraj	Asst.Prof / Mech	Member	D. Mohnraj
7	Ms.S.Ashika Preethi	Asst.Prof / EEE	Member	S. Ashika Preethi
8	Ms. G. Nandhini	Asst.Prof / ECE	Member	G. Nandhini
9	Ms.S.Shanmugapriya	Typist -Office	Member	S. Shanmugapriya
10	Ms.K.Santhalakshmi	Girls' Hostel Warden	Member	K. Santhalakshmi
11	Mr.D.Prakash	Boys' Hostel Warden	Member	D. Prakash
12	Mr.R.Srikumar	Boys Students' Representative / III EEE	Member	R. Srikumar
13	Ms. Shanmathi	Girls Students' Representative / III CSE	Member	M. Shanmathi
14	Ms.K.Susithra	Girls Students' Representative / II MBA	Member	K. Susithra





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**MINUTES OF THE MEETING, HELD ON 25.09.2024**

S.No	Minutes of the meeting	Responsibility
1	Formation of Internal Complaints Committee members	Principal
2	Appointment of professional women counsellors	Principal
3	Regular awareness sessions to be conducted for students and staff members	ICC Chairperson
4	Display of Help Line numbers and placement of Safety Box	ICC Chairperson
5	Ensuring CCTV, sufficient lighting in college premises	Mr. D. Mohanraj, AP/Mech
6	Ensuring woman warden / Staff safety	ICC Chairperson
7	Presence of woman staff during NCC / NSS / Camps / Cultural Activities / Competitions, etc.	Ms. V. Ambiga AP/ English
8	Functioning and monitoring Anti-Drug club activities	Ms. G. Nandhini, AP / ECE
9	Usage of Narcotics by the students	Ms. S. Ashika Preethi AP / EEE

*V. Sarala Devi*

Dr. V. Sarala Devi,  
Prof./English  
ICC Chairperson

*Principal*  
25/09/2024

Principal





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Date : 25.09.2024

**INTERNAL COMPLAINT COMMITTEE (ICC)**

**Sub: Action Taken Report for the ICC Meeting held on 25.09.2024- reg**

- Ref:1. Lr.No.E8436248/A2/2024-1 dated 18.09.2024 from Joint Secretary to Government, Higher Education(A2) Department, Secretariat, Chennai -9.**  
**2. Lr. No.8378980A / SVV3(2)/2024-1 dated 12.09.2024 from the Secretary to Government, Social Welfare and Women Empowerment Department, Secretariat, Chennai -9.**  
**3. Lr.No.CSA / SA3/586 / 2024 dated 19.09.2024 from Centre for Student Affairs, Anna University, Chennai – 600 025**  
**4. Our Circular No. SVHEC/ICC/2024-2025 / 26 Dated 23.09.2024**

The Action Taken Report for the ICC Meeting held on 25.09.2024 are as follows,

S.No	Minutes of the meeting	Action Taken
1	Formation of Internal Complaints Committee members	The Committee constituted with revised members as given in the above circulars with effect from 24.09.2024.
2	Appointment of professional women counsellors	Ms. K. Shakila Banu, NGO / Thozhi Wings Trust, Gobi has been appointed as a Women counselors.
3	Regular awareness sessions to be conducted for students and staff members	Dr. V. Sarala Devi, ICC Chairperson has to conduct regular Awareness program.
4	Display of Help Line numbers and placement of Safety Box	The Help Line numbers were displayed and Safety Box was placed.
5	Ensuring CCTV, sufficient lighting in college premises	CCTV Cameras has already been fixed at appropriate places and sufficient lighting available in the college premises.
6	Ensuring woman warden / Staff accompanies with male workers in the hostel for the safety	Ms.K.Santhalakshmi, Woman warden always accompanies with male workers while monitoring hostel premises
7	Presence of woman staff during NCC / NSS / Camps / Cultural Activities / Competitions, etc.	Ms. V. Ambiga, AP/English Women staff presence is ascertained NCC / NSS / Camps / Cultural Activities / Competitions, etc.
8	Functioning and monitoring Anti-Drug club activities	Mr. P. Prabhu, AP / Maths is the coordinator. The Anti-Drug Club is already function.
9	Usage of Narcotics by the students	Mr. A. Boopathi, NSS Officer is being meticulously monitored and Seminars are also being conducted often in this regard.

V. B. J. S.  
25/9/24

*[Signature]*  
Principal  
25/09/2024