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TITTAGUDI SENGUNTHAR ENGINEERING COLLEGE

Raja Nagar, Vaithyanathapuram, Tholudur - 606 303, Cuddalore Dt., Tamil Nadu, India.
E.mail: info@tsecollege.com, principal@tsecollege.com web site: www.tsecollege.com

ACADEMIC YEAR: 2025-2026

INTERNAL COMPLIANCE COMMITTEE

Ref: TSEC/ICC/2025-2026/01

Date: 07/07/2025

CIRCULAR

The Grievance Redressal Committee has scheduled a meeting on 08/07/2025 at 03.15 PM to 04.15 PM at the ICC CELL. All committee members are requested to attend the meeting without fail.

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INTERNAL COMPLIANCE COMMITTEE

Ref: TSEC/ICC/2025-26/01

09.07.2025

MINUTES OF MEETING

A meeting was convened by the Principal in the presence of Administrative Officer, Chair person, Faculty members of the committee and Student Members on 08.07.2025 at 03.15 PM in the ICC Cell (ADMIN BLOCK).

Agenda:

- ✓ Confirmation of previous meeting minutes
- ✓ Review of complaints / grievances received
- ✓ Delay in scholarship processing
- ✓ Insufficient Water Cans and Improper Cleaning
- ✓ No Faculty for Machine Learning and EVS Classes for II Year Students

The following members were present for the meeting:

S.No	Name of the Members	Designation	Role	Signature
1	Dr.R. Latha	Principal	Principal	R. Latha
2	Mr.M. Karunamoorthy	AO	AO	Mr. M. Karunamoorthy 9/7/25
3	Mrs.R.Devi	HOD/AI&DS	Chairperson	Mrs. R. Devi 9/7/25
4	Mr.T.S.Raja	HOD/CSE	Member	Mr. T.S. Raja 9/7/25
5	Mr.J.Sathish	HOD/CIVIL	Member	Mr. J. Sathish 9/7/25
6	Mrs.K.Baveena	HOD/IT	Member	Mrs. K. Baveena 9/7/25
7	Ms.N.Anugratha	II CSE	Student Member	Ms. N. Anugratha 9/7/25
8	Mr.T.Tamizhvanan	II ECE	Student Member	Mr. T. Tamizhvanan 9/7/25
9	Ms.M.Aaradhana	I ECE	Student Member	Ms. M. Aaradhana 9/7/25
10	Mr.S.Muralidharan	I MECH	Student Member	Mr. S. Muralidharan 9/7/25



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The following points were discussed and finalized:

S.No	Description of the Points	Responsibility	Due Date
1.	The minutes of the previous meeting held on 27.03.2025 were read and confirmed by all the members present.	All Members	Continuous
2.	The committee reviewed the grievances submitted by students during the last month. • Number of grievances received: 3	All Members	11.07.2025
3.	The Scholarship Coordinator informed the committee that the delay was due to pending verification from the concerned government portal.	Scholarship Coordinator	10.07.2025
4.	Additional water cans shall be arranged immediately. Daily cleaning and maintenance schedule to be implemented.	Administrative Officer	09.07.2025
5.	The Principal informed the committee that the recruitment and faculty allocation process is in progress. <input type="checkbox"/> Temporary faculty arrangement to be made immediately <input type="checkbox"/> HOD to revise the class schedule <input type="checkbox"/> Pending classes to be compensated through special sessions	HOD / Principal	10.07.2025

[Signature]
Chairperson

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[Signature]
Principal
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07-07-2025

INTERNAL COMPLIANCE COMMITTEE (ICC)

S.No	Name of the Faculty	Position in Committee	Designation	Phone Number
1	Mrs.R.Devi	Chairperson	HOD/ AI&DS	9443001752
2	Mr.Selvavinayagam	Member	Police Inspector	9842139417
3	Mr.T.S.Raja	Member	HOD/CSE	8072378138
4	Mr.J.Sathish	Member	HOD/CIVIL	8825827025
5	Mrs.K.Baveena	Member	HOD/IT	9943054483
6	Ms.N.Anugragha	Student Member	II CSE	8870118072
7	Mr.T.Tamizhvanan	Student Member	II ECE	6369847884
5	Ms.M.Aaradhana	Student Member	I ECE	7358564094
9	Mr.S.Muralidharan	Student Member	I MECH	7448846344

E-mail: helpdesktsec@gmail.com

Contact: 7867086702


PRINCIPAL 7/7/25

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FUNCTIONS OF INTERNAL COMPLAINT COMMITTEE:

- Ensure fair and transparent mechanisms for addressing complaints through dialogue and conciliation, while safeguarding the rights of the complainant. Strive to resolve issues by emphasizing reconciliation rather than punishment, which may otherwise lead to further conflict or resentment.
- Safeguard the complainant's well-being and maintain strict confidentiality of their identity. Provide appropriate assistance such as sanctioned leave, flexible attendance, or reassignment to another department or supervisor during the complaint process. If necessary, the respondent may also be reassigned.
- Guarantee that victims or witnesses are treated equitably and are not subjected to discrimination for lodging a complaint. Safeguard them against retaliation or adverse repercussions arising from their participation in the complaint procedure.
- To organize awareness programmes regarding the Internal Compliance among the students / Staff Members.