

Ref: HECT / ICC / 2021-22

Date: 22.11.2021

Internal Communication

Sub: Internal Compliant Cell Committee Meeting – reg.

All the Internal Compliant Cell Committee members are informed to attend the meeting in the principal board room on 24.11.2021 at 1.00 p.m. All the members are requested to attend the meeting

To: 1. Committee Members of Internal Complaint Cell
2. Principal


Co-ordinator




Principal

PRINCIPAL
Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032.

Ref: HECT / ICC / 2021-22

Date: 24.11.2021

Minutes of the Meeting of Internal Compliant Cell dated 24.11.2021

The Following Members were Present:

S.No	Name of the Members	Role
1	Dr. J.Jaya	Chairman
2	Dr. P.V.Vijayalakshmi (Prof. / ECE)	Member
3	Dr. K.V.Girija (ASP/ (S & H)	Member
4	Ms. M. Murugeswari (ASP / EEE)	Member
5	Ms. P.K. Poonguzhali (ASP / ECE	Member
6	Mr. N.PrasannaVenkateshan (AP/Mech)	Member
7	Ms. Mahalakshmi (AP/S&H)	Member
8	Ms. P. Geetha (ASP / ECE)	Member
9	Ms. Sangeetha (AP/S&H)	Member

Matter Discussed are

1. The importance of Internal Complaint Committee in Educational Institutions
2. A meeting to be convened with students about the importance of Internal Compliance Committee
3. As of now no complaints registered
4. It was decided to conduct a seminar on women's right
5. Meeting came to an end at 1.45 p.m.


Coordinator




Principal

Date: 28.11.2021

Action taken report of the meeting

Date of the meeting: 24.11.2021

Time: 1.00 p.m.

Venue: Board Room

Members present: All Members of ICC

Action taken:

1. An internal circular was sent through various class WhatsApp groups about the Internal Compliance Committee with the co-ordinator and the members phone numbers.


Coordinator




Principal

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