



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

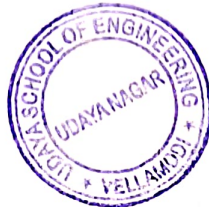
Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) of Udaya School of Engineering is constituted in accordance with the guidelines of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The committee is established to provide a safe, secure, and respectful environment for all students, teaching faculty, and non-teaching staff within the institution.

The ICC aims to prevent incidents of sexual harassment and promote gender equality and dignity on campus. It serves as an effective grievance redressal mechanism where complaints related to sexual harassment can be reported confidentially and addressed in a fair and unbiased manner.

The committee undertakes awareness programs, counseling sessions, and sensitization activities to educate the campus community about appropriate behavior, rights, and responsibilities. It ensures that every complaint is handled promptly while maintaining confidentiality and protecting the interests of all parties involved.

Sl. No.	Name	Position	Present / Designation / Occupation	Mobile Numbers
1.	Dr.L.R Monisha Miriam	Presiding Officer	HOD/Prof/Bio-Tech	9488887739
2.	Ms.T. Merlin Leo	Member	ASP/BME	7305114051
3.	Mr. R.K. Nivendran	Member	HOD/AP/Aero	9095880820
4.	Mr.T.Rajasekar	Member	Advocate	9281090003
5.	Dr.D Devina Merin	Member	Prof/Bio-Tech	9486892686
6.	Mrs. Maheswari	Member	Junior Assistant	9629193400
7.	Mrs.Jincy	Member	Junior Assistant	7010866937
8.	Ms.Ramya	Member	Student	9400059240
9.	Ms.A Srilega	Member	Student	6380302411





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Date: 23-09-2016

Ref.No : USE/ICC/2016-2017/001

Circular

As per Section 4 of AICTE Regulations, 2016 regarding Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions, the Internal Complaints Committee (ICC) is hereby constituted for the academic year 2016–2016

The committee is formed to address complaints related to sexual harassment and to ensure a safe, secure, and respectful environment for all women employees and students of the institution. The committee is formed with the following members for the academic year 2017-18.

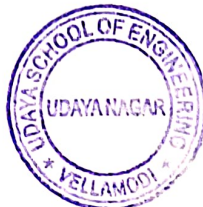
Sl. No.	Name	Designation	Representation	Mobile no
1.	Dr.J.Mahil	Principal	Presiding Officer	9281090005
2.	Er S. Jothibas	Vice Principal	Vice – President	9281090009
3.	Dr.L.R Monisha Miriam	Professor/HOD/BT	Member	9488887739
4.	Mrs. D Devina Merin	ASP/Bio-Tech	Member	9486892686
5.	Mrs. Sumi Bell Sutha	AP/Civil	Member	9281090028
6.	Mrs. H.S. Anuja	Ap/BME	Member	9444684487
7.	Mrs. H. Subha	AP/S&H	Member	8220817210
8.	Mrs. Maheswari	Junior Assistant	Member	9629193400
9.	Mrs. Nimi K George	Student	Member	6355298790
10.	Mrs. Nissy T Panicker	Student	Member	8934237899
11.	Mrs. Tintu Johnson	Student	Member	7444234512
12.	Mrs. Ruby	Student	Member	9456764584
13.	Mrs. Athuliya Rameshan	Student	Member	9454323167

Copy to

1. All members of the committee


PRINCIPAL

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UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST. - 629 204





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Ref.No : USE/ICC/2016-2017/002

Date: 23-09-2016

CIRCULAR

Meeting of the Internal Complaints Committee will be held on 25th September 2016 at 11:00 am in the principal office. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.


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MINUTES OF MEETING 125th September 2016 at 11:00 am

The meeting of the Internal Complaints committee was held today in the office of Principal. Initially the Vice President Er S. Jothibasur welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr.J.Mahil	Principal	Chairperson/ Presiding Officer	
2.	Er S. Jothibasur	Vice Principal	Vice – President	
3.	Dr.L.R Monisha Miriam	Professor /HOD/BT	Member	
4.	Mrs. D Devina Merin	ASP/Bio-Tech	Member	
5.	Mrs. Sumi Bell Sutha	AP/Civil	Member	
6.	Mrs. H.S. Anuja	Ap/BME	Member	
7.	Mrs. H. Subha	AP/S&H	Member	
8.	Mrs. Maheswari	Junior Assistant	Member	
9.	Mrs. Nimi K George	Student	Member	
10.	Mrs. Nissy T Panicker	Student	Member	
11.	Mrs. Tintu Johnson	Student	Member	
12.	Mrs. Ruby	Student	Member	
13.	Mrs. Athuliya Rameshan	Student	Member	





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Agenda:

- Brief introduction of all committee members.
- Adoption of ICC Policy and Guidelines
- Planning Awareness and Gender Sensitization Programs
- Discussion on healthcare facilities to lady staff members and girls' students

Minutes of Meeting:

- All committee members introduced themselves and shared their roles and responsibilities within the ICC. The importance of teamwork and maintaining confidentiality while handling complaints was emphasized.
- After discussion, the policy and operational procedures were unanimously adopted for effective implementation during the academic year.
- The committee discussed organizing awareness programs to educate students and staff about prevention and prohibition of sexual harassment

The meeting ended with vote of thanks and regard to all the members present by Vice President.



Lalith
Chairperson

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Ref.No : USE/ICC/2017-2018/001

Date: 05-12-2017

CIRCULAR

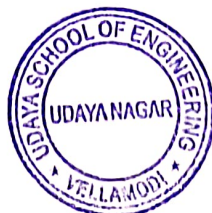
Meeting of the Internal Complaints Committee will be held on 10th December 2017 at 11:00 am in the principal office without fail. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.

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MINUTES OF MEETING [10th December 2017 at 11:00 am]

The meeting of the Internal Complaints committee was held today in the office of Principal. Initially the Vice President Er S. Jothibasu welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr.J.Mahil	Principal	Chairperson/ Presiding Officer	
2.	Er S. Jothibasu	Vice Principal	Vice – President	
3.	Dr.L.R Monisha Miriam	Professor/HOD/BT	Member	
4.	Mrs. D Devina Merin	ASP/Bio-Tech	Member	
5.	Mrs. Sumi Bell Sutha	AP/Civil	Member	
6.	Mrs. H.S. Anuja	Ap/BME	Member	
7.	Mrs. H. Subha	AP/S&H	Member	
8.	Mrs. Maheswari	Junior Assistant	Member	
9.	Mrs. Nimi K George	Student	Member	
10.	Mrs. Nissy T Panicker	Student	Member	
11.	Mrs. Tintu Johnson	Student	Member	
12.	Mrs. Ruby	Student	Member	
13.	Mrs. Athuliya Rameshan	Student	Member	





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Agenda:

- Discussion on Welfare of Woman Teaching and non-teaching staff members of the and college.
- To consider the recreational facilities for the staff.
- Discussion on healthcare facilities to lady staff members and girls' students

Minutes of Meeting:

- The welfare of Women Teaching and Non-teaching staff members is discussed.
- There are no complaints from staff members or students to review.
- The improvement to be made in the recreation of health care facilities to lady staff members and girls' students are discussed.

The meeting ended with vote of thanks and regard to all the members present by Vice President.

Chairperson

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Date: 10-12-2017

ACTION TAKEN REPORT

The Internal Complaints committee meeting was conducted 10th December 2017 at 11:00 am to discuss about any issues.

As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

Chairperson

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Ref.No : USE/ICC/2018-2019/001

Date: 02-02-2018

CIRCULAR

Meeting of the Internal Complaints Committee will be held on 7th February, 2018 at 11:00 am in the principal office without fail. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.

PRINCIPAL

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MINUTES OF MEETING 17th February, 2018 at 11:00 am

The meeting of the Internal Complaints committee was held today in the office of Principal. Initially the Vice President Er S. Jothibasur welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr.J.Mahil	Principal	Chairperson/ Presiding Officer	
2.	Er S. Jothibasur	Vice Principal	Vice – President	
3.	Dr.L.R Monisha Miriam	Professor/HOD/BT	Member	
4.	Mrs. D Devina Merin	ASP/Bio-Tech	Member	
5.	Mrs. Sumi Bell Sutha	AP/Civil	Member	
6.	Mrs. H.S. Anuja	Ap/BME	Member	
7.	Mrs. H. Subha	AP/S&H	Member	
8.	Mrs. Maheswari	Junior Assistant	Member	
9.	Mrs. Nimi K George	Student	Member	
10.	Mrs. Nissy T Panicker	Student	Member	
11.	Mrs. Tintu Johnson	Student	Member	
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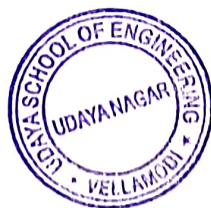
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Agenda:

- Discussion on complaints regarding women harassment.
- About facilities and safety measures made in women's hostel.

Minutes of Meeting:

- There are no complaints regarding women harassment.
- The improvement to be made in the safety measures in women's hostels.
- There are no complaints from staff members or students to review.



Chairperson

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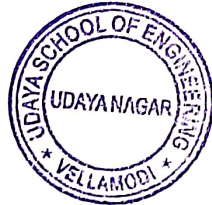
ACTION TAKEN REPORT

The Internal Complaints committee meeting was conducted 17th February 2018 at 11:00 am to discuss about any issues.

As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

Chairperson

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INTERNAL COMPLAINTS COMMITTEE (2019-2021)

About ICC:

Udaya School of Engineering, Vellamodi has reconstituted the Internal Complaints Committee (ICC) on Anti Sexual Harassment as per the guidelines issued by the directives of the Hon'ble Supreme Judgement dated 13th August 1997, UGC and as per the provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition, & redressal) ACT 2013. The committee works for the prevention, prohibition and redressal of Sexual Harassment of Women at Udaya School of Engineering towards zero tolerance policy. The committee shall meet at least once in a year and the term of the members of the Committee is three years.

Roles and Responsibilities:

- To develop the multidisciplinary approach for the overall personality development
- To provide a safe and good academic environment to students and staffs.
- To create awareness on the issue of sexual harassment by conducting workshops and lectures.
- To keep the mechanism for registering complaints should be safe, accessible & sensitive.
- To create the health care facilities for lady staff members and girl students

Formation Internal complaints committee (2019-2021)

A committee by title Internal complaints committee is hereby reconstituted with immediate effect to take action on the complaints of sexual harassment reported by any aggrieved women staff member or women students at the work place in the college campus. tenure of 2019-21





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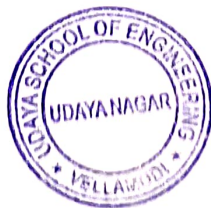
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List of Members

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2.	Dr.J.Mahil	Prof/BME	Convener	9281090005
3.	Ms. T. Merlin Leo	ASP/BME	Member	7305114051
4.	Mrs. D Devina Merin	ASP/Bio-Tech	Member	9486892686
5.	Mrs. Thanga Malar	AP/ECE	Member	9486892686
6.	Ms. Aji	Junior Assistant	Member	7845403566
7.	Soorya R Mohan	Student	Member	9896457654
8.	Jisha JA	Student	Member	9789453490
9.	Ms. Abirami R	Student	Member	8072182279
10.	MS. Mini D	Student	Member	9345552802




Chairperson
Dr. S. JOTHIBASU, M.Tech.,MBA.,Ph.D.
Principal
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Ref.No : USE/ICC/2020-2021/001

Date: 09-12-2020

CIRCULAR

To ensure the continued safety of our staff and students and to uphold the dignity of every individual on campus, the committee periodically reviews its policies, awareness initiatives, and grievance records. The meeting of the ICC for the academic year 2020-21 is scheduled on **10th December, 2020 at 02:00 pm** in the principal office to evaluate our current progress and discuss strategic measures for fostering gender amity across all departments. All designated members are requested to attend this session to contribute to these vital institutional goals.

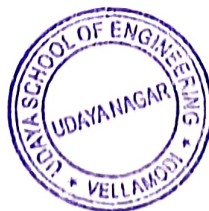


PRINCIPAL

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
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Ammandivilai Post
Kanyakumari District - 629 204

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MINUTES OF MEETING [10thDecember, 2020 at 02:00 pm]

The meeting of the Internal Complaints committee was held 10thDecember, 2020 at 02:00 pm in the office of Principal. Initially the chairperson Dr S. Jothibasud welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr S. Jothibasud	Principal	Chairperson	
2.	Dr.J.Mahil	Prof/BME	Convener	
3.	Ms. T. Merlin Leo	ASP/BME	Member	
4.	Mrs. D Devina Merin	ASP/Bio-Tech	Member	
5.	Mrs. Thanga Malar	AP/ECE	Member	
6.	Ms. Aji	Junior Assistant	Member	
7.	Soorya R Mohan	Student	Member	
8.	Jisha JA	Student	Member	
9.	Ms. Abirami R	Student	Member	
10.	MS. Mini D	Student	Member	





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Agenda:

- Discussion on strategies to create widespread awareness and ensure a campus environment entirely free of sexual harassment.
- Implementation of programs to promote healthy gender relations and mutual respect among both staff and students.
- Reviewing the protocols for timely case disposal and ensuring robust support services for the termination of any reported harassment.
- Presentation of the Annual Report on Cases (2019-20) and discussion on the placement of sensitization banners and notices at prominent campus locations.

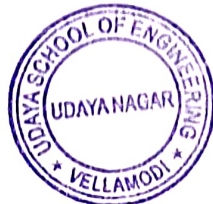
The committee emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent place in Udaya School of Engineering


As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

Annual report on cases (2019-2020)

Number of complaints received	0
Number of complaints disposed of	0
Number of cases pending for more than 90 days	Nil
Nature of action taken	Nil

The chairperson conveyed thanks to the members for attending the meeting




Chairperson
Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

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Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002.
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/ICC/2021-2022/001

Date: 11-10-2021

CIRCULAR

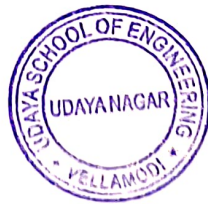
Meeting of the Internal Complaints Committee will be held on 11th October 2021 at 11:00 am in the principal office without fail. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.

PRINCIPAL

Copy to :

1. All members of the committee

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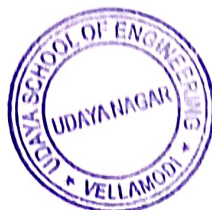
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UGC Recognized Institution [Affiliated to Anna University, Chennai]

MINUTES OF MEETING [11th October, 2021 at 02:00 pm]

The meeting of the Internal Complaints committee was held on 11th October, 2021 at 02:00 pm in the office of Principal. Initially the chairperson Dr S. Jothibasud welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr S. Jothibasud	Principal	Chairperson	
2.	Dr.J.Mahil	Prof/BME	Convener	
3.	Ms. T. Merlin Leo	ASP/BME	Member	
4.	Mrs. D Devina Merin	ASP/Bio-Tech	Member	
5.	Mrs. Thanga Malar	AP/ECE	Member	
6.	Ms. Aji	Junior Assistant	Member	
7.	Soorya R Mohan	Student	Member	
8.	Jisha JA	Student	Member	
9.	Ms. Abirami R	Student	Member	
10.	MS. Mini D	Student	Member	





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UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda:

- To create environment harassment awareness and ensure a safe environment that is free of sexual harassment
- To promote a social and psychological environment to raise awareness in its various forms.

To create health care facilities for lady staff members and girl students.

As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

Annual report on cases (2020-2021):

Number of complaints received	0
Number of complaints disposed of	0
Number of cases pending for more than 90 days	Nil
Nature of action taken	Nil

The meeting ended with a vote of thanks and regard to all the members present by the convener.



Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA, Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



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Internal Complaints Committee (ICC) (2022-2024)

About ICC:

The Internal Complaints Committee has been reconstituted as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) ACT ACT 2013. The committee works for the prevention, prohibition and redressal of sexual harassment of women at Udaya School of Engineering towards zero tolerance policy. Any grievances in this regard may be referred to the cell by writing through letter or email within three months from the date of incident.

Roles and Responsibilities:

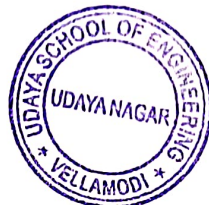
- To provide safe and good academic environment to students and staff members.
- To create awareness on the issue of sexual harassment by conducting workshops and lectures
- Deal with cases of discrimination and sexual harassment against women in a time bound manner
- To keep the mechanism for registering and complaints should be safe, accessible and sensitive
- To create the health care facilities for lady staff members and girl students

Formation: Internal Complaints Committee-(2022-2024):

A Committee by title Internal Complaints Committee is hereby reconstituted with immediate effect to take action on the complaints of sexual harassment reported by any aggrieved lady staff member or girl student at the workplace in college campus tenure of 2022-2024

Frequency of meeting:

The committee shall at least once in year and as, when necessary.





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List of Members:

Sl. No.	Name	Designation	Representation	Mobile no
1.	Dr S. Jothibasus	Principal	Chairperson	9281090009
2.	Dr.J.Mahil	Prof/BME	Convener	9281090005
3.	Mrs.D.K. Kalaivani	AP/CSE	Member	9345802017
4.	Mrs.H S Anuja	AP/BME	Member	9444684487
5.	Mrs. Kala	AP/CIVIL	Member	9489505649
6.	Mrs.Devi	Lab Assistant	Member	8098620366
7.	Ms.R.Saranya	Student	Member	9372097316
8.	Ms.Ramya	Student	Member	9626344181
9.	Ms.A.Srilega	Student	Member	6380302411

Chairperson



Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
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Ref.No : USE/ICC/2022-2023/001

Date: 09-06-2022

CIRCULAR

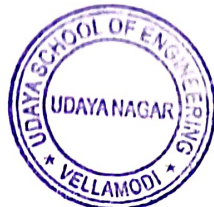
Meeting of the Internal Complaints Committee will be held on 13th June, 2022 at 02:00 Pm in the Seminar Hall without fail. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.

List of Member

Sl. No.	Name	Designation	Representation	Mobile no
1.	Dr S. Jothibas	Principal	Chairperson	9281090009
2.	Dr.J.Mahil	Prof/BME	Convener	9281090005
3.	Mrs.D.K. Kalaivani	AP/CSE	Member	9345802017
4.	Mrs.H S Anuja	AP/BME	Member	9444684487
5.	Mrs. Kala	AP/CIVIL	Member	9489505649
6.	Mrs.Devi	Lab Assistant	Member	8098620366
7.	Ms.R.Saranya	Student	Member	9372097316
8.	Ms.Ramya	Student	Member	9626344181
9.	Ms.A.Srilega	Student	Member	6380302411

Copy to:

1. All members of the committee




PRINCIPAL
Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
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UGC Recognized Institution [Affiliated to Anna University, Chennai]

MINUTES OF MEETING [13th June,2022 at 02:00 pm]

The meeting of the Internal Complaints committee was held on 13th June,2022 at 02:00 Pm in the Seminar Hall. Initially the chairperson Dr S. Jothibasud welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr S. Jothibasud	Principal	Chairperson	
2.	Dr.J.Mahil	Prof/BME	Convener	
3.	Mrs.D.K. Kalaivani	AP/CSE	Member	
4.	Mrs.H S Anuja	AP/BME	Member	
5.	Mrs. Kala	AP/CIVIL	Member	
6.	Mrs.Devi	Lab Assistant	Member	
7.	Ms.R.Saranya	Student	Member	
8.	Ms.Ramya	Student	Member	
9.	Ms.A.Srilega	Student	Member	

Agenda:

- To create awareness and ensure a safe environment that is free of sexual harassment.
- To promote a social and phycological environment to raise awareness on sexual harassment in its various forms.





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To prevent sexual harassment by promoting gender amity among staff and students.

As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

Annual report on cases (2021-2022)

Number of complaints received	0
Number of complaints disposed of	0
Number of cases pending for more than 90 days	Nil
Nature of action taken	Nil

The meeting ended with a vote of thanks and regard to all the members present by the convener.




Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
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Ref.No : USE/ICC/2023-2024/001

Date: 07-04-2023

CIRCULAR

Meeting of the Internal Complaints Committee will be held on **10th April, 2023 at 02:00 Pm** in the Seminar Hall without fail. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.

List of Member

Sl. No.	Name	Designation	Representation	Mobile No.
1.	Dr S. Jothibas	Principal	Chairperson	9281090009
2.	Dr.J.Mahil	Prof/BME	convener	9281090005
3.	Mrs.D.K. Kalaivani	AP/CSE	Member	9345802017
4.	Mrs.H S Anuja	AP/BME	Member	9444684487
5.	Mrs. Kala	AP/CIVIL	Member	9489505649
6.	Mrs.Devi	Lab Assistant	Member	8098620366
7.	Ms.R.Saranya	Student	Member	9372097316
8.	Ms.Ramya	Student	Member	9626344181
9.	Ms.A.Srilega	Student	Member	6380302411


PRINCIPAL

Copy to :

1. All members of the committee

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204





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UGC Recognized Institution [Affiliated to Anna University, Chennai]

MINUTES OF MEETING

[10th April,2023 at 02:00 Pm]

The meeting of the Internal Complaints committee was held on 10th April,2023 at 02:00 Pm in the Seminar Hall. Initially the chairperson Dr S. Jothibasud welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr S. Jothibasud	Principal	Chairperson	
2.	Dr.J.Mahil	Prof/BME	Convener	
3.	Mrs.D.K. Kalaivani	AP/CSE	Member	
4.	Mrs.H S Anuja	AP/BME	Member	
5.	Mrs. Kala	AP/CIVIL	Member	
6.	Mrs.Devi	Lab Assistant	Member	
7.	Ms.R.Saranya	Student	Member	
8.	Ms.Ramya	Student	Member	
9.	Ms.A.Srilega	Student	Member	





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Agenda:

- Discussion on types of women harassment and abuse of both women faculty and girl students.
- To recommend the concerned authorities, follow up action and monitor the same.
- To advise the disciplinary authority concerned to make arrangements for appropriate psychological emotional and physical support (counseling, Security and other assistance)

Minutes of Meeting:

- The committee emphasized that in order to and continuous sensitization among the staff members, it is essential to place banners/posters/noticers defining sexual harassment at prominent place in USE campus.
- The improvement to be made in the safety measures. in women's hostel.

As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

Annual report on cases (2022-2023)

Number of complaints received	0
Number of complaints disposed of	0
Number of cases pending for more than 90 days	Nil
Nature of action taken	Nil

Meeting ended with vote of thanks by the chairperson.



Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
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Internal Complaints Committee (ICC) (2024-2026)

About ICC:

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION PROHIBITION AND REDRESSAL) POSH ACT-2013. Internal complaints Committee" Constituted under section.4 to provide protection against sexual harassment of women at workplace and for the Prevention and redressal of complaints of sexual harassment. Any, aggrieved women may make in writing a complaint of sexual harassment at workplace to the internal complaints" Committee within a period of three months from the date of incident. And in case of series of incidents, within a period of three months from the date of last incident.

The Internal Complaints Committee has been reconstituted as per "The sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) POSH Act-2013. The Committee Works 462 Prevention, Sexual Harassment Prohibition and Redressal of Women at Udaya School of Engineering towards and zero tolerance policy. Any grievances in this regard may be referred to the cell by writing through a letter within three months from the date of incident.

Roles and Responsibilities:

- To provide a safe and good academic environment to students and staff members.
- To create awareness on the issue of sexual Harassment by conducting awareness programs and Ralleys.
- Deal with cases of discrimination and sexual harassment against women in a time bound manner.
- To keep the mechanism for registering complaints Safe, accessible and sensitive.
- To create the healthcare facilities for lady staff members and girl students.

Formation: Internal Complaints Committee -(2024-2026)

A committee by title ICC is hear by reconstituted with immediate effect to take action on the complaints of sexual harassment reported by any aggrieved lady staff members or girl student at the workplace in the Collage Campus tenure of 2024-2026





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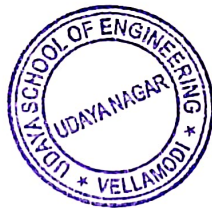
Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Frequency of Meeting:

The committee shall conduct meeting twice in a year as when necessary.

List of Members:

Sl. No.	Name	Designation	Representation	Mobile no
1.	Dr S. Jothibasus	Principal	Chairperson	9281090009
2.	Dr.T.Sunitha	Prof/BME	Presiding officer	9281090005
3.	Ms. T. Merlin Leo	ASP/BME	Member	7305114051
4.	Mr. R.K. Nivendran	AP/Aero	Member	9095880820
5.	Mr.T.Rajasekar	Advocate	Member	9281090003
6.	Mr.J B Jeba	Manager	Member	9281090092
7.	Mrs. Maheswari	Junior Assistant	Member	9629193400
8.	Mrs.Devi	Lab Assistant	Member	8098620366
9.	Ms.Gopika S	Student	Member	8015512806
10.	Ms.Manimegala P	Student	Member	6379930753
11.	Ms.Sanjana	Student	Member	8300171925




Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
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UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/ICC/2021-2025/01

Date: 02-09-2024

CIRCULAR

Meeting of the Internal Complaints Committee will be held on **3rd September, 2024 at 02:00 Pm** in the Seminar Hall without fail. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.

List of Member

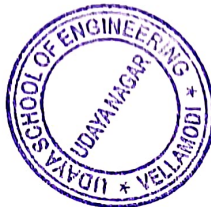
Sl. No.	Name	Designation	Representation
1.	Dr S. Jothibas	Principal	Chairperson
2.	Dr.T.Sunitha	Prof/BME	Presiding officer
3.	Ms. T. Merlin Leo	ASP/BME	Member
4.	Mr. R.K. Nivendran	AP/Aero	Member
5.	Mr.T.Rajasekar	Advocate	Member
6.	Mr.J B Jeba	Manager	Member
7.	Mrs. Maheswari	Junior Assistant	Member
8.	Mrs.Devi	Lab Assistant	Member
9.	Ms.Gopika S	Student	Member
10.	Ms.Manimegala P	Student	Member
11.	Ms.Sanjana	Student	Member

PRINCIPAL

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
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Copy to:

1. All members of the committee





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MINUTES OF MEETING [3rd September, 2024 at 02:00 Pm]

The meeting of the Internal Complaints committee was held on 3rd September, 2024 at 02:00 Pm in the Seminar Hall. Initially the chairperson Dr S. Jothibasur welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr S. Jothibasur	Principal	Chairperson	
2.	Dr.T.Sunitha	Prof/BME	Presiding officer	
3.	Ms. T. Merlin Leo	ASP/BME	Member	
4.	Mr. R.K. Nivendran	AP/Aero	Member	
5.	Mr.T.Rajasekar	Advocate	Member	
6.	Mr.J B Jeba	Manager	Member	
7.	Mrs. Maheswari	Junior Assistant	Member	
8.	Mrs.Devi	Lab Assistant	Member	
9.	Ms.Gopika S	Student	Member	
10.	Ms.Manimegala P	Student	Member	
11.	Ms.Sanjana	Student	Member	





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The following points were deliberated in the meeting.

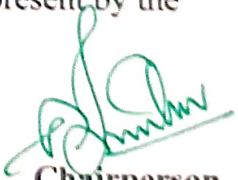
- Planned to conduct an awareness program.
- It is planned to conduct counseling if any case of abuse is addressed and whenever required by senior members.
- Students are motivated to report about any issues of gender disparity
- Students are encouraged to concentrate on Academics.
- students are advised to use the social networks safely.

As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

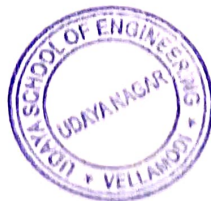
Annual report on cases (2023-2023)

Number of complaints received	0
Number of complaints disposed of	0
Number of cases pending for more than 90 days	Nil
Nature of action taken	Nil

The meeting ended with a vote of thanks and regard to all the members present by the Presiding officer.



Chairperson



Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

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Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/ICC/2024-2025/02

Date: 05-09-2024

CIRCULAR

The Internal Compliance Committee (ICC) has decided to conduct an awareness programme for “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) POSH Act 2013” on 6th September 2024, for all the lady faculty and girl students, in Seminar Hall at 10.30 A.m. All the lady faculty and girl students are invited to attend this programme.

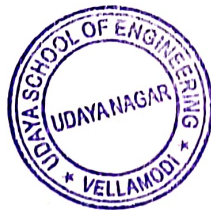


Principal

Copy to :

1. All Notice board
2. All HOD” S
3. Read in all classes
4. Office
5. All Committee members

Dr. S. JOTHIBASU, M.Tech.,MBA.,Ph.D.
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Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
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INTERNAL COMPLAINTS COMMITTEE (ICC)

Minutes of the Awareness program on "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) POSH Act 2013.

(6th September 2024)

Resource Persons:

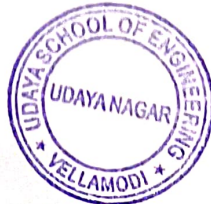
1. Mrs. K. Vijayameera - The District Social Welfare officer, Kanyakumari District.
2. Mrs. V. Uma - Gender Specialist - District Hub for Empowerment of Women (DHEW)
3. Mrs. Arockia Saranya - Gender Specialist - District Hub for Empowerment of Women (DHEW)

Minutes of the meeting:

- Description of Posh ACT 2013 - Sexual Harassment of Women at Workplace
- Only Woman can give complaints at any age
- Categories of Workplace: Regular / Temporary / Training Places / Government organization / Private / NGO / Sports office / Club / Society / Jewellery shop / Textile shop etc...
- Sexual Harassment:
 1. Verbal Harassment
 2. Non-Verbal Harassment

Sexual Harassment can include the following:

- Compelling students for doing something for marks
- Failing a particular student for something not done / not obeying
- Discrimination (for not obeying) - Affect health
- Teasing using abusing words, passing comments, rumors, unusual sound, bad pictures, disturbance through phone at unusual time.
- Complaints should be in written form with date time and evidence
- No false complaints should be filled





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All Students and faculty members participated in the awareness program. The program was more informative for everyone. We thanked the resource persons and requested for more programs in future.

Presiding officer
Dr. T. Sunitha

Principal
Dr. S. Jothibasud

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal

Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
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Ref.No : USE/ICC/2025-2026/01

Date: 04-09-2025

CIRCULAR

Meeting of the Internal Complaints Committee will be held on **9th September, 2025** at **02:00 Pm** in the principal office. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee and will discuss over points which will make our institution a right place where women attain their full potential and are able to participate as equal partners in all aspects of life.

List of Member

Sl. No.	Name	Designation	Representation
1.	Dr S. Jothibasus	Principal	Chairperson
2.	Dr.L.R Monisha Miriam	Professor/HOD/BT	Presiding Officer
3.	Ms. T. Merlin Leo	ASP/BME	Member
4.	Mr. R.K. Nivendran	AP/Aero	Member
5.	Mr.T.Rajasekar	Advocate	Member
6.	Mr.J B Jeba	Manager	Member
7.	Mrs. Maheswari	Junior Assistant	Member
8.	Mrs.Deviga	Lab Assistant	Member
9.	Ms.Gopika S	Student	Member
10.	Ms.Manimegala P	Student	Member
11.	Ms.Sanjana	Student	Member

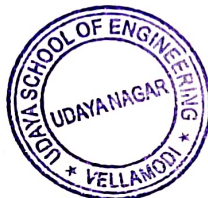
PRINCIPAL
Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.

Principal

Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204

Copy to:

1. All members of the committee





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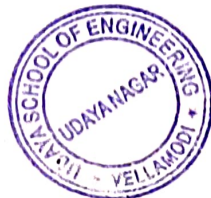
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UGC Recognized Institution [Affiliated to Anna University, Chennai]

MINUTES OF MEETING

[9th September, 2025 at 02:00 Pm]

The meeting of the Internal Complaints committee was held on 9th September, 2025 at 02:00 Pm in the principal office. Initially the chairperson Dr S. Jothibasulu welcomed all the members and then the meeting started by taking the items of the agenda. The following members were present in the meeting.

Sl. No.	Name	Designation	Representation	Signature
1.	Dr S. Jothibasulu	Principal	Chairperson	
2.	Dr.L.R Monisha Miriam	Professor/HOD/BT	Presiding Officer	
3.	Ms. T. Merlin Leo	ASP/BME	Member	
4.	Mr. R.K. Nivendran	AP/Aero	Member	
5.	Mr.T.Rajasekar	Advocate	Member	
6.	Mr.J B Jeba	Manager	Member	
7.	Mrs. Maheswari	Junior.Assistant	Member	
8.	Mrs.Devi	Lab.Assistant	Member	
9.	Ms.Gopika S	Student	Member	
10.	Ms.Manimegala P	Student	Member	
11.	Ms.Sanjana	Student	Member	





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The following points were discussed in the meeting,

- Ensuring everyone is aware of the ICC's role and procedures for handling the complaints.
- Students are motivated to report about any issues of gender disparity.
- Students are encouraged to concentrate on Academics.

As there are no complaints reported by the students, the committee concluded that there were no issues related to academic and non-academic.

Annual report on cases (2024-2025)

Number of complaints received	0
Number of complaints disposed of	0
Number of cases pending for more than 90 days	Nil
Nature of action taken	Nil

The meeting ended with a vote of thanks and regard to all the members present by the Presiding officer.




Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



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SC / ST COMMITTEE

As per AICTE guidelines, a committee is formed in Udaya School of engineering for prevention of atrocities against SC/ST students under the Act No. 33 of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.

Students facing any grievance in this regard may approach the committee for redressal. The committee shall recommend appropriate measures to prevent any form of atrocity or discrimination against SC/ST students within the institution and ensure a sense of safety, dignity, and security among them in accordance with the provisions of the said Act.

Objectives:

- To bring the students belongs to SC/ST community at par with the main stream student body.
- To create a platform where students can point out their problems, regarding academic and non-academic matters.
- To monitor the implementation of reservation policy in the institution.
- To create awareness among SC/ST students regarding various scholarship schemes and welfare programs offered by the State Government, Central Government, and UGC
- To create awareness among SC/ST students about their constitutional rights, protections, and welfare schemes provided by the Government and regulatory bodies.
- To provide counselling, mentoring, and academic support to help SC/ST students overcome social, academic, and personal challenges.





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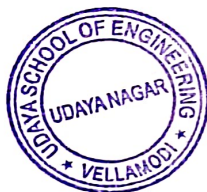
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Responsibilities:

- Committee often meets the students and faculties belong to SC/ST communities, to understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
- Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.
- Counselling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.

COMMITTEE MEMBERS

Sl. No.	Name of the Committee Member	Designation	Position	Contact No.
1	Dr.J. Mahil	Principal	Chairperson	9281090005
2.	Mr.S.Jothibas	Vice-Principal	Vice - President	9281090009
3.	Mrs.H.S Anuja	AP/BME	Convenor	9444684487
4.	Mrs.Kala V R	AP/Agri	Member	9489505649
5.	Ms.T.Merlin Leo	AP/BME	Member	7305114051
6.	Mrs.J.Sherly	AP/Biotechnology	Member	9790645655
7.	Mr. A. Raman Nadar	Non-Teaching	Member	9715918340





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Ref.No : USE/SCC/2017-2018/01

Date: 12-08-2017

Circular

As per AICTE guidelines, SC/ST committee is formed in our institution for the period 2017-2018 and 2018-2019 with the following members to look after the students' affairs and welfare of the SC/ST candidates and creating scholarship awareness.

Committee Members of SC /ST

Sl. No.	Name of the Committee Member	Designation	Position	Contact No
1.	Dr.J. Mahil	Principal	Chairperson	9281090005
2.	Dr.S.Jothibasu	Vice-principal	Vice - President	9281090009
3.	Mrs.H.S Anuja	AP/BME	Convenor	9444684487
4.	Mrs.Kala V R	AP/Agri	Member	9489505649
5.	Ms.T.Merlin Leo	AP/BME	Member	7305114051
6.	Mrs.J.Sherly	AP/Bio.Tech	Member	9790645655
7.	Mr. A. Raman Nadar	Non-Teaching	Member	9715918340
8.	Mr.Mamuthiraj	Student	Member	6379441766
9.	Ms.Chithra S	Student	Member	9385443121





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Functions of the committee:

1. To enlighten the students about the various types of scholarship and concessional benefits available for them and also to ensure all the students apply as per scheduled.
2. The Committee regularly organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

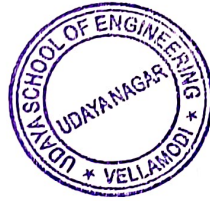


PRINCIPAL

Copy to:

1. Read in all classes
2. All Department HOD's
3. Notice Board
4. SC/ST members

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204





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Minutes of Meeting

[18th August 2017 at 10.00 AM]

The meeting of SC/ST was held today in the office of Principal under the chairmanship of Dr.J.Mahil. Initially, the chairperson welcomed all the members and then the meeting started by taking the items of the agenda.

The following members were present in the meeting.

Sl. No.	Name of the Committee Member	Designation	Position	Signature
1.	Dr.J. Mahil	Principal	Chairperson	
2.	Dr.S.Jothibasu	Vice-Principal	Vice-president	
3.	Mrs.H.S Anuja	AP/BME	Convenor	
4.	Mrs.Kala V R	AP/Agri	Member	
5.	Mrs.J.Sherly	AP/Bio.Tech	Member	
6.	Mr. A. Raman Nadar	Junior Assistant	Member	
7.	Ms.Chithra S	Student	Member	
8.	Mr.Mamuthiraj	Student	Member	

Agenda of Meeting:

1. To collect details about admission of SC and ST students to follow up of scholarships.
2. To discuss about the government and non-government scholarship for the SC/ST students.
3. To monitor the scholarships and hostel welfare





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Minutes of Meeting:

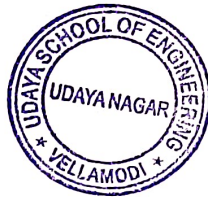
1. To monitor the admissions of SC/ST students.
2. Discussions made to monitor the scholarships and hostel welfare
3. It was also suggested to give guideline of the scholarship and various programmes conducted by college
4. The planning for next academic year was made

Meeting concluded with a vote of thanks by the chairperson


Convener


Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204





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Minutes of Meeting

[28th September, 2018 at 10.00 PM]

The meeting of SC/ST was held today in the office of Principal under the chairmanship of Dr.J.Mahil. Initially, the chairperson welcomed all the members and then the meeting started by taking the items of the agenda.

The following members were present in the meeting.

Sl.No.	Name of the Committee Member	Designation	Position	Signature
1.	Dr.J. Mahil	Principal	Chairperson	
2.	Dr.S.Jothibas	Vice-Principal	Vice-President	
3.	Mrs.H.S Anuja	AP/BME	Convenor	
4.	Mrs.Kala V R	AP/Agri	Member	
5.	Mrs.J.Sherly	AP/Bio.Tech	Member	
6.	Mr. A.Raman Nadar	Senior Assistant	Member	
7.	Ms.Chithra S	Student	Member	

Agenda of Meeting:

1. To collect details about admission of SC and ST students to follow up of scholarships.
2. To discuss about the government and non-government scholarship for the SC/ST students.





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Create awareness about recruitment opportunities:

Minutes of Meeting:

1. It was decided to prepare the list of scholarships available for the SC/ST students and circulate it among the First-year tutors
2. Decided to monitor the implementation of reservation policy in the institution.
3. The chairperson requested all members to list out all recruitment opportunities in PSU, banking, state and central government and discuss the same with the students.
4. The planning for next academic year was made

Meeting concluded with a vote of thanks by the chairperson


Chairperson


Chairperson
PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.,
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204





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Ref.No : USE/SCC/2018-2019/02

Date: 31-01-2019

CIRCULAR

All the members of SC/ST Committee are hereby informed that a meeting is arranged on
4th February 2019 at 10.00 AM in the office of Principal.

PRINCIPAL

Copy to:

1. All HOD's
2. Main notice board
3. SC/ST members

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204





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Minutes of Meeting

[4th February 2019 at 10.00 AM]

The meeting of SC/ST was held today in the office of Principal under the chairmanship of Dr.J.Mahil. Initially, the chairperson welcomed all the members and then the meeting started by discussing with following items.

The following members were present in the meeting.

Sl. No.	Name of the Committee Member	Designation	Position	Signature
1.	Dr.J. Mahil	Principal	Chairperson	
2.	Dr.S.Jothibasu	Vice-Principal	Vice-President	
3.	Mrs.H.S Anuja	AP/BME	Convenor	
4.	Mrs.Kala V R	AP/Agri	Member	
5.	Mrs.J.Sherly	AP/Bio.Tech	Member	
6.	Mr. A. Raman Nadar	Senior Assistant	Member	
7.	Ms.Chithra S	Student	Member	

Following points were discussed in the meeting:

1. To monitor the admissions of SC/ST students.
2. Discussions made to monitor the scholarships and hostel welfare.
3. The committee decided to conduct remedial class to the student based on the performance of end semester exams.

Meeting concluded with a vote of thanks by the chairperson

Convenor



Chairperson

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JUNCTION,
AMMANDIVILAI, (P.O.), Kanyakumari DIST. - 629 204



UDAYA SCHOOL OF ENGINEERING

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Ref.No : USE/SCC/2018-2019/01

Date: 26-09-2018

CIRCULAR

All the members of SC/ST Committee are hereby informed that a meeting is arranged on 28th September 2018 at 10.00 AM in the office of Principal.


PRINCIPAL

Copy to:

1. All HOD's
2. Main notice board
3. SC/ST members

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

