

# CHENNAI INSTITUTE OF TECHNOLOGY

(Autonomous)

Kundrathur, Chennai – 600 069

Ref. No.: CIT/ADMIN/ICC/003/2025-26

Date: 19.11.2025

MINUTES OF MEETING – INTERNAL COMPLAINT COMMITTEE (ICC)

Meeting No.: 3 (November 2025)

Venue: Board Room

## Points Discussed

### 1. Review of ICC Activities Conducted (July–November 2025)

- Committee reviewed all complaints and preventive measures since the previous meeting.
- No major harassment complaints reported during the review period.
- Students expressed satisfaction with improved safety measures.

### 2. ICC Orientation Session Feedback

- The orientation held on **28 September 2025** received positive feedback.
- Students requested more case-based learning and interactive sessions.

**Resolution:** ICC to conduct a **follow-up workshop in January 2026**.

### 3. Strengthening Safety in Hostel Areas

- Hostel wardens reported concerns regarding **dark zones near the girls' hostel compound**.
- Committee emphasized the need for more lights and periodic security patrols.

#### **Action:**

- ✓ Installation of 4 additional LED lights approved
- ✓ Security team instructed to increase patrol frequency after 7 PM

### 4. Handling of Minor Complaints

- Three minor complaints were discussed:
  - Two related to verbal discomfort in common areas
  - One regarding inappropriate social media communication
- All three cases were **resolved through counseling** and written warnings.

### 5. Updating ICC Information Boards

- Existing ICC information boards were outdated.
- Committee instructed the IQAC cell to redesign and update boards with:
  - ICC members list
  - Contact numbers
  - QR code for online complaint portal

**Deadline:** 05 December 2025

#### **6. Planning for End-Semester Safety Audits**

- With semester exams approaching, ICC will conduct a safety audit covering:
  - Pathway lighting
  - CCTV coverage
  - Security presence
  - Accessibility of complaint boxes

**Audit Date:** 30 November 2025

### **Members Present**

S. No	Name	Position	Designation	Contact No
1	Dr. A. Ramesh	Chairman	Principal	8939917090
2	Dr. P. Suresh Kumar	Member	Professor & Head / ECE	8610137015
3	Dr. B. Anuradha	Member	Professor / Civil	8939618020
4	Dr. S. Pavithra	Member	Associate Professor / CSE	9790968657
5	Mr. R. Raghuraman	Member	AP / EEE	9894910706
6	Ms. M. Priya	Member	AP / S&H	9941527655
7	Mr. P. Ramachandran	Member	Advocate	044-2478 0247

**Chairman – ICC**

**Dr. A. Ramesh, M.E., Ph.D.**  
Principal  
Chennai Institute of Technology  
Kundrathur, Chennai – 600 069

# CHENNAI INSTITUTE OF TECHNOLOGY

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Kundrathur, Chennai – 600 069

Ref. No.: CIT/ADMIN/ICC/002/2025–26

Date: 16.09.2025

## MINUTES OF MEETING – INTERNAL COMPLAINT COMMITTEE (ICC)

Meeting No.: 2 (September 2025)

Venue: Board Room

### Points Discussed

#### 1. Review of Sexual Harassment Prevention Measures

- The committee reviewed the effectiveness of preventive measures implemented since July 2025.
- Members confirmed that sensitization circulars were displayed in all departments and hostel blocks.

#### 2. Awareness Program for First-Year Students

- Committee discussed the need for a **mandatory ICC Awareness Session** for first-year students before mid-semester exams.
- Topics to include:
  - Understanding sexual harassment
  - Reporting mechanisms
  - Safety protocols

**Action:** Program scheduled for **28 September 2025** in the Main Seminar Hall.

#### 3. Monitoring of CCTV Coverage

- Complaints were received from students regarding non-functional CCTV in the **parking area and Block-3 corridor**.
- Committee reviewed the issue and instructed the Admin Office to rectify immediately.

#### Resolution:

- ✓ Two cameras replaced
- ✓ Three cameras serviced and restored

#### 4. Review of Complaint Handling Procedure

- ICC proposed a **revised anonymous reporting form** to be added to the college website.
- Emphasis placed on handling complaints within **7 working days**.

#### 5. Safety Checks During Evening Lab Sessions

- Reports from faculty indicated low visibility near the mechanical workshop during evening hours.

- Safety audit recommended installation of **two new streetlights**.

**Action:** Electrical maintenance team instructed to install lights before **25.09.2025**.

## Members Present

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1	Dr. A. Ramesh	Chairman	Principal	8939917090
2	Dr. P. Suresh Kumar	Member	Professor & Head / ECE	8610137015
3	Dr. B. Anuradha	Member	Professor / Civil	8939618020
4	Dr. S. Pavithra	Member	Associate Professor / CSE	9790968657
5	Mr. R. Raghuraman	Member	AP / EEE	9894910706
6	Ms. M. Priya	Member	AP / S&H	9941527655
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**Chairman – ICC**

**Dr. A. Ramesh, M.E., Ph.D.**  
Principal  
Chennai Institute of Technology  
Kundrathur, Chennai – 600 069

# CHENNAI INSTITUTE OF TECHNOLOGY

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Kundrathur, Chennai – 600 069

Ref. No.: CIT/ADMIN/ICC/001/2025-26

Date: 09.07.2025

## MINUTES OF MEETING – INTERNAL COMPLAINT COMMITTEE (ICC)

Meeting No.: 1

Venue: Board Room

### Points Discussed

1. Members were instructed to ensure strict prevention of **Sexual Harassment** in and outside the campus.
2. Any instance of harassment, if identified, must be immediately reported to the **Principal and Chairman of the Committee**.
3. Continuous surveillance and active monitoring were emphasized to prevent occurrences of harassment.
4. Availability and proper functioning of **CCTV cameras** in all sensitive locations were discussed and reviewed.

### Members Present

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Chairman - ICC

Dr. A. Ramesh, M.E., Ph.D.

Principal

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Ref. No.: CIT/ADMIN/ICC/EVEN001/2024–25

Date: 17.03.2025

## MINUTES OF MEETING – INTERNAL COMPLAINT COMMITTEE (ICC)

Meeting No.: EVEN 01

Venue: Board Room

### Points Discussed

#### 1. Review of Sexual Harassment Prevention Measures

- The committee reviewed the effectiveness of preventive measures implemented.
- Members confirmed that sensitization circulars were displayed in all departments and hostel blocks.

#### 2. Awareness Program for First-Year Students

- Committee discussed the need for a **mandatory ICC Awareness Session** for first-year students before mid-semester exams.
- Topics to include:
  - Understanding sexual harassment
  - Reporting mechanisms
  - Safety protocols

**Action:** Program scheduled for **28 march 2025** in the Main Seminar Hall.

#### 3. Monitoring of CCTV Coverage

- Complaints were received from students regarding non-functional CCTV in the **parking area and Block-3 corridor**.
- Committee reviewed the issue and instructed the Admin Office to rectify immediately.

#### Resolution:

- ✓ Two cameras replaced
- ✓ Three cameras serviced and restored

#### 4. Review of Complaint Handling Procedure

- ICC proposed a **revised anonymous reporting form** to be added to the college website.
- Emphasis placed on handling complaints within **5 working days**.

#### 5. Safety Checks During Evening Lab Sessions

- Reports from faculty indicated low visibility near the mechanical workshop during evening hours.
- Safety audit recommended installation of **two new streetlights**.