

**Sona College of Technology (Autonomous), Salem**

**Internal Complaints Committee**

**Circular**

SET/ICC/2020-21/01

05.08.2020

All the Internal Complaints Committee members are asked to attend a meeting on 10.08.2020 at 4.00pm.

**Agenda:**

- The functioning of the Internal Complaints Committee for the academic year
- Complaints received if any

  
5/8/2020  
Presiding Officer

**Dr. A.C. KALADEVI,**  
MCA.,M.E(CSE),M.Phil(CS),MBA.,Ph.D.,  
Professor / Computer Science and Engineering  
Sona College of Technology,  
Salem - 636 005.

  
5/8/20  
Principal

**Dr. S. R. R. SENTHILKUMAR,**  
M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI  
**PRINCIPAL**  
SONA COLLEGE OF TECHNOLOGY  
JUNCTION MAIN ROAD, SALEM - 636 005.

**Sona College of Technology (Autonomous), Salem**

**Internal Complaints Committee**

**Minutes of the Meeting**

**06.08.2020**

A meeting of Internal Complaints Committee was conducted on 10.08.2020.  
Time: 4.00 pm

Members present:

S.No	Name	Designation
1.	Dr. D. Senthilkumar	Dean, Students Affairs
2.	Dr. P. Suresh	HOD, Mechatronics
3.	Dr. A. C. Kaladevi	Professor, CSE
4.	Dr. J. Jayanthi	Associate Professor, CSE
5.	Ms. M. Porkodi	Associate Professor, EEE
6.	Dr. N. Sasirekha	Associate Professor, ECE

The Presiding Officer welcomed the members assembled.

The following points were discussed:

- The Presiding Officer disseminated the functioning of ICC to all the members. She added that though the students are attending the classes online they must have the provision to express their complaints to the members.
- She also shared the procedure for receiving and handling the complaints from the students online.

The meeting came to an end by 4.45 pm.

  
6/8/2020  
Presiding Officer

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**Sona College of Technology (Autonomous), Salem**

**Internal Complaints Committee**

**10.08.2020**

Attendance

S.No	Name	Designation	Signature
1.	Dr. D. Senthilkumar	Dean, Students Affairs	
2.	Dr. P. Suresh	HOD, Mechatronics	
3.	Dr. A. C. Kaladevi	Professor/CSE	
4.	Dr. J. Jayanthi	Associate Professor/CSE	
5.	Ms. M. Porkodi	Associate Professor/EEE	
6.	Dr. N. Sasirekha	Associate Professor/ECE	

  
10.8.2020  
Presiding Officer

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10/8/20  
Principal

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**Sona College of Technology (Autonomous), Salem**

**Internal Complaints Committee**

**Circular**

ScT/ICC/2020-21/02

18.01.2021

This is to inform that a meeting of Internal Complaints Committee members is scheduled on 22.01.2021 at 4.00 pm.

Venue: Mechanical Conference Hall

Agenda:

- Working of ICC for the academic year
- Any complaints received

  
18/1/2021  
Presiding Officer

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18/1/21  
Principal

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**Sona College of Technology (Autonomous), Salem**

**Internal Complaints Committee**

**Minutes of the Meeting**

**22.01.2021**

A meeting of ICC members was conducted on 22.01.2021

Time: 4.00 pm

Venue: Mechanical Conference Hall

Members present:

S.No	Name	Designation
1.	Dr. D. Senthilkumar	Dean, Students Affairs
2.	Dr. P. Suresh	HOD, Mechatronics
3.	Dr. A. C. Kaladevi	Professor, CSE
4.	Dr. J. Jayanthi	Associate Professor, CSE
5.	Ms. M. Porkodi	Associate Professor, EEE
6.	Dr. N. Sasirekha	Associate Professor, ECE

The Presiding Officer welcomed the gathering.

**Action taken on the minutes of the meeting held on 10.08.2020.**

- The members had telephonic interactions with the students and they reported to the Presiding Officer that there were no complaints from the students

The following points were discussed:

1. The Presiding Officer appreciated the ICC members for interacting with the students over the phone.
2. Since the students are still attending the classes online, the Presiding Officer requested the members to interact with the students over the phone once in two/three weeks and enquire about their wellbeing and receive the complaints, if any.

The meeting came to an end by 4.30 pm.

  
22/1/2021  
Presiding Officer

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Principal


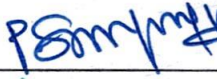




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**Sona College of Technology (Autonomous), Salem**

**Internal Complaints Committee**

**22.01.2021**

**Attendance**

S.No	Name	Designation	Signature
1.	Dr. D. Senthilkumar	Dean, Students Affairs	
2.	Dr. P. Suresh	HOD, Mechatronics	
3.	Dr. A. C. Kaladevi	Professor/CSE	
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6.	Dr. N. Sasirekha	Associate Professor/ECE	

  
22/1/2021  
Presiding Officer

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22/1/21  
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