



Cell: 7867083630, 9962574849

THITTAKUDI SENGUNTHAR POLYTECHNIC COLLEGE

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

Ref: TSPC/ICC/2025-2026/01

DATE: 11.08.2025

INTERNAL COMPLIANCE COMMITTEE


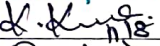
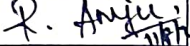

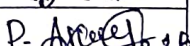
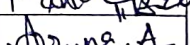
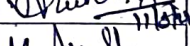

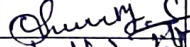
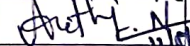
MINUTES OF MEETING

A meeting was convened by the Principal in the presence of Administrative Officer, Chair person, Faculty members of the committee and Student Members on 12.08.2025 at 10.05 AM in the ICC Cell (ICC CELL)

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	A.DEENMOHAMED	Principal	Chairperson	
2	K.KOKILA	Lecturer	Member	
3	R.ANJU	Lecturer	Member	
4	A.BABU	Lecturer	Member	
5	P.AKALYA	Lecturer	Member	
6	A.ARUNA	Student	Student Member	
7	K.AKASH	Student	Student Member	
8	SIVARANJANI S	Student	Student Member	
9	N.ARTHI	Student	Student Member	
10	K.KOKILA	Student	Student Member	



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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 02.02.2025 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: NIL	All Members	23.06.2025
3.	The Scholarship Coordinator informed the committee that the delay was due to pending verification from the concerned government portal.	Scholarship Coordinator	08.08.2025
4.	Additional water cans shall be arranged immediately. Daily cleaning and maintenance schedule to be implemented.	Administrative Officer	10.09.2025
5.	The Principal informed the committee that the recruitment and faculty allocation process is in progress. ➤ Temporary faculty arrangement to be made immediately ➤ HOD to revise the class schedule ➤ Pending classes to be compensated through special sessions	HOD / Principal	12.12.2025

Chairperson

Copy To:

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[Handwritten Signature]
Principal 11/07/25

PRINCIPAL
Thittakudi Sengunthar
Polytechnic College
Tholudur-606303



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INTERNAL COMPLIANCE COMMITTEE (ICC)

S.No	Name of the Members	Designation	Role	Phone Number
1	A.DEENMOHAMED	Principal	Chairperson	7867083630
2	K.KOKILA	Lecturer	Member	9003877575
3	R.ANJU	Lecturer	Member	9787211371
4	A.BABU	Lecturer	Member	9655224992
5	P.AKALYA	Lecturer	Member	7639962033
6	A.ARUNA	Student	Student Member	8668096849
7	K.AKASH	Student	Student Member	8344467493
8	SIVARANJANI S	Student	Student Member	8015189851
9	N.ARTHI	Student	Student Member	8754884729
10	K.KOKILA	Student	Student Member	9003877575

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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.


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