

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organization wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

RAMCO INSTITUTE OF TECHNOLOGY

Ref: RIT/ARC/2021

22.11.2021

The Anti-Ragging Committee and Anti-Ragging Squad are reconstituted as per the revised Affiliation format of Anna University, Chennai, based upon the guidelines in Appendix 12 of UGC Regulations 2013 and vide Clause 4 of AICTE Regulations F.No.37-3/Legal/AICTE/2009.

(i). Anti-Ragging Committee

Sl. No.	Name	Position (Chairman/ Member)	Professional Designation	Telephone numbers	E-mail	Address
1.	Dr.L.Ganesan	Chairman	Principal	9489634782	principal@ritrjpm.ac.in	Ramco Institute of Technology
2.	Dr.S.Rajakarunakaran	Member	Vice-Principal & Prof. & Head, Dept. Mech. Engg.	9865312352	rajakarunakaran@ritrjpm.ac.in	Ramco Institute of Technology
3.	Dr.K.Vijayalakshmi	Member	Prof. & Head, Dept. of CSE	9486604522	kvijayalakshmi@ritrjpm.ac.in	Ramco Institute of Technology
4.	Dr.S.Kannan	Member	Prof. & Head, Dept. of EEE	9442440429	kannan@ritrjpm.ac.in	Ramco Institute of Technology
5.	Dr.S.Periyanyagi	Member	Prof. & Head, Dept. of ECE	9994458455	periyanyagi@ritrjpm.ac.in	Ramco Institute of Technology
6.	Mr.S.Dharmar	Member	AP(SG) & Head i/c Dept. of Civil Engg.	9843341662	dharmar@ritrjpm.ac.in	Ramco Institute of Technology
7.	Dr.M.Kaliappan	Member	Prof. & Head, Dept. of AD	9003613335	kaliappan@ritrjpm.ac.in	Ramco Institute of Technology
8.	Mr.K.S.Selvaraj	Member	DGM(A)	9489634752	dgmadmin@ritrjpm.ac.in	Ramco Institute of Technology
9.	Mr.S.Raja	Member	Police - Inspector I/c	9498198274	inspectorrajas@gmail.com	North Police Station, Rajapalayam
10.	Mr.P.Ramachandran	Member	Revenue / Taluk / Civil / Officer	9445000611 04563-220500	Epic_rjpm@yahoo.com	Dy.Tahsildar, Taluk Office, Rajapalayam
11.	Mr.T.S.Subramaniya Raja	Member	Official of NGO	9843839137	tsrajha@gmail.com	Wild Life Association of Rajapalayam
12.	Mrs.K.Naramatha	Member	Representative of Parents	9003705932	--	5/499A, Kamarajar Street, NGO Colony(East), Virudhunagar

Handwritten signature and date: 22/11/21

Sl. No.	Name	Position (Chairman/ Member)	Professional Designation	Telephone numbers	E-mail	Address
13.	Mr.A.Mariappan	Member	Representative of Parents	9443527934	--	6/27, sudharsan Garden, Rajapalayam
14.	Mr.K.Kumar	Member	Representative of Parents	9942608833	--	373 Mudangiyar Road, Rajapalayam
15.	Mr.Radhakrishnan	Member	Representative of Parents	9443011310	--	20, Shanmugavelan street, Vellaikottai Aruppukottai
16.	Mr.S.T.A.Arulraj	Member	Representative of Parents	9486963071	--	1/555 NGO Colony, Setchiyapuram, sivakasi
17.	Dr.P.Suresh Kumar	Member	Hostel Superintendent	9585636217	sureshkumar@ritrjpm.ac.in	Ramco Institute of Technology
18.	Dr.L.Sathikala	Member	Dy. Warden – Girls Hostel	9788158853	sathikala@ritrjpm.ac.in	Ramco Institute of Technology
19.	Ms.S.Sharmila Kumari	Member	Asst. Warden – Girls Hostel	04563-233474	sharmilakumari@ritrjpm.ac.in	Ramco Institute of Technology
20.	Mr.S.Vijayakumar	Member	Asst. Warden – Boys Hostel	04563-233427	vijayakumars@ritrjpm.ac.in	Ramco Institute of Technology
21.	Dr.G.Veeramani	Member	Physical Director Representative of Non-Teaching	04563-233400	veeramani@ritrjpm.ac.in	Ramco Institute of Technology
22.	Lt.R.Aishwarya Devi	Member	Assistant Physical Director Representative of Non-Teaching	04563-233400	apd@ritrjpm.ac.in	Ramco Institute of Technology
23.	Mr.B.Jacksingh Dharma IV Year CIVIL	Member	Representative of Students category	9003382040	953618103006@ritrjpm.ac.in	Dept. of CIVIL, Ramco Institute of Technology
24.	Mr.R.Aravinth IV Year CSE	Member	Representative of Students category	9566845556	953618104004@ritrjpm.ac.in	Dept. of CSE, Ramco Institute of Technology
25.	Ms.M.M.Muthu Rani IV Year EEE	Member	Representative of Students category	8300069841	953618105016@ritrjpm.ac.in	Dept. of EEE, Ramco Institute of Technology
26.	Mr.K.Arun IV Year ECE A	Member	Representative of Students category	6382366755	953618106009@ritrjpm.ac.in	Dept. of ECE, Ramco Institute of Technology

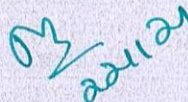
03
20/1/21

Sl. No.	Name	Position (Chairman/ Member)	Professional Designation	Telephone numbers	E-mail	Address
27.	Ms.K.Sukuna IV Year ECE B	Member	Representative of Students category	9488551627	953618106063@ritrjpm.ac.in	Dept. of ECE, Ramco Institute of Technology
28.	Mr.R.Ashok IV Year Mech A	Member	Representative of Students category	7530061498	953618114011@ritrjpm.ac.in	Dept. of MECH, Ramco Institute of Technology
29.	Mr.S.Sridharan IV Year Mech B	Member	Representative of Students category	9943870096	953618114070@ritrjpm.ac.in	Dept. of MECH, Ramco Institute of Technology
30.	Mr.S.V.Muthu Sundareesvar III Year CIVIL	Member	Representative of Students category	9942856909	953619103007@ritrjpm.ac.in	Dept. of CIVIL, Ramco Institute of Technology
31.	Ms.Swathy Santhosh III Year CSE	Member	Representative of Students category	9344845824	953619104042@ritrjpm.ac.in	Dept. of CSE, Ramco Institute of Technology
32.	Mr.K.K.Kishore III Year EEE	Member	Representative of Students category	7708739543	953619105012@ritrjpm.ac.in	Dept. of EEE, Ramco Institute of Technology
33.	Ms. K.Loggaa Sri Agitha III Year ECE A	Member	Representative of Students category	8610167006	953619106040@ritrjpm.ac.in	Dept. of ECE, Ramco Institute of Technology
34.	Mr.P Veeramanimaran III Year ECE B	Member	Representative of Students category	9585512174	953619106076@ritrjpm.ac.in	Dept. of ECE, Ramco Institute of Technology
35.	Mr.B.Karthik Mahadev III Year Mech	Member	Representative of Students category	9486254474	953619114022@ritrjpm.ac.in	Dept. of MECH, Ramco Institute of Technology
36.	Mr.R.Aishvarya II year Civil	Member	Representative of Students category	9842279146	953620103001@ritrjpm.ac.in	Dept. of CIVIL, Ramco Institute of Technology
37.	Ms.P.Preetha II year CSE	Member	Representative of Students category	9092449455	953620104036@ritrjpm.ac.in	Dept. of CSE, Ramco Institute of Technology
38.	Mr.R.Kalai Arun Balu II year EEE	Member	Representative of Students category	8825945155	953620105008@ritrjpm.ac.in	Dept. of EEE, Ramco Institute of Technology
39.	Mr.N.Hariprasad II year ECE A	Member	Representative of Students category	8248065563	953620106025@ritrjpm.ac.in	Dept. of ECE, Ramco Institute of Technology
40.	Ms.S.Srinandhini Priya II year ECE B	Member	Representative of Students category	9894353787	953620102079@ritrjpm.ac.in	Dept. of ECE, Ramco Institute of Technology
41.	Mr. J.M.Bala Abishek II year Mech A	Member	Representative of Students category	9345211838	953620114003@ritrjpm.ac.in	Dept. of MECH, Ramco Institute of Technology
42.	Mr.C.Mariselvam II year Mech B	Member	Representative of Students category	9025092460	953620114021@ritrjpm.ac.in	Dept. of MECH, Ramco Institute of Technology

Handwritten signature/initials in blue ink.

Sl. No.	Name	Position (Chairman/ Member)	Professional Designation	Telephone numbers	E-mail	Address
43.	Mr.S.Pandiaraj I year Civil	Member	Representative of Students category	9344214595	pandiaraj6741@gmail.com	Dept. of CIVIL, Ramco Institute of Technology
44.	Mr.C.Mohankumar I year CSE	Member	Representative of Students category	8015600896	Mohan6669860@gmail.com	Dept. of CSE, Ramco Institute of Technology
45.	Ms.N.Kopperundevi I year EEE	Member	Representative of Students category	7397506495	kopperundevinatchinarkniyan@gmail.com	Dept. of EEE, Ramco Institute of Technology
46.	Ms.M.Aarthi I year ECE A	Member	Representative of Students category	8438072763	mutthalraj2763@gmail.com	Dept. of ECE, Ramco Institute of Technology
47.	Mr.R.Puvanesh I year ECE B	Member	Representative of Students category	9342038660	shivapuvi2604@gmail.com	Dept. of ECE, Ramco Institute of Technology
48.	Mr.S.Jawahar Ganesan I year Mech	Member	Representative of Students category	8248843635	sjawaharganesan@gmail.com	Dept. of MECH, Ramco Institute of Technology
49.	Mr.M.Sandeep Kumar I year AD	Member	Representative of Students category	9150573455	amuthukumar222@gmail.com	Dept. of AD, Ramco Institute of Technology

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- File


Principal

(ii). Anti-Ragging Squad

Sl. No.	Name	Position (Chairman/ Member)	Professional Designation	Telephone numbers	E-mail	Address
1.	Dr.L.Ganesan	Chairman	Principal	04563-233404	principal@ritrjpm.ac.in	Ramco Institute of Technology
2.	Dr.S.Rajakarunakaran	Member	Vice-Principal & Prof. & Head, Dept. Mech. Engg.	04563-233415	rajakarunakaran@ritrjpm.ac.in	Ramco Institute of Technology
3.	Dr.K.Basarikodi	Member	Professor Dept. of Mathematics	04563-233416	basarikodi@ritrjpm.ac.in	Ramco Institute of Technology
4.	Dr.K.Vijayalakshmi	Member	Prof. & Head, Dept. of CSE	04563-233412	kvijayalakshmi@ritrjpm.ac.in	Ramco Institute of Technology
5.	Dr.S.Kannan	Member	Prof. & Head, Dept. of EEE	04563-233413	kannan@ritrjpm.ac.in	Ramco Institute of Technology
6.	Dr.S.Periyanyagi	Member	Prof. & Head, Dept. of ECE	04563-233414	periyanyagi@ritrjpm.ac.in	Ramco Institute of Technology
7.	Mr.S.Dharmar	Member	AP(SG) & Headi/c Dept. of Civil Engg.	04563-233411	dharmar@ritrjpm.ac.in	Ramco Institute of Technology
8.	Dr.M.Kaliappan	Member	Prof. & Head, Dept. of AD	04563-233417	kaliappan@ritrjpm.ac.in	Ramco Institute of Technology
9.	Mr.K.S.Selvaraj	Member	DGM(Admin) (Non-Teaching Staff)	04563-233403	dgmadmin@ritrjpm.ac.in	Ramco Institute of Technology
10.	Dr.P.Suresh Kumar	Member	Hostel Superintendent	04563-233415	sureshkumar@ritrjpm.ac.in	Ramco Institute of Technology
11.	Dr.L.Sathikala	Member	Dy. Warden – Girls Hostel	04563-233416	sathikala@ritrjpm.ac.in	Ramco Institute of Technology



Sl. No.	Name	Position (Chairman/ Member)	Professional Designation	Telephone numbers	E-mail	Address
12.	Dr.G.Veeramani	Member	Physical Director (Non-Teaching Staff)	04563-233400	veeramani@ritrjpm.ac.in	Ramco Institute of Technology
13.	Lt.R.Aishwarya Devi	Member	Assistant Physical Director Representative of Non-Teaching	04563-233400	apd@ritrjpm.ac.in	Ramco Institute of Technology
14.	Mr.R.Chandran	Member	Librarian (Non-Teaching Staff)	04563-233400	chandran@ritrjpm.ac.in	Ramco Institute of Technology
15.	Ms.S.Sharmila Kumari	Member	Asst. Warden – Girls Hostel	04563-233474	sharmilakumari@ritrjpm.ac.in	Ramco Institute of Technology
16.	Mr.S.Vijayakumar	Member	Asst. Warden – Boys Hostel	04563-233427	vijayakumar@ritrjpm.ac.in	Ramco Institute of Technology

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- File

Principal
20/11/21



RAMCO INSTITUTE OF TECHNOLOGY

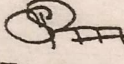
Approved by AICTE, New Delhi & Affiliated to Anna University
Accredited by NAAC & An ISO 9001:2015 Certified Institution
NBA Accredited UG Programs: CSE, EEE, ECE and MECH


RIT/ARC Meeting/2021-2022/01

26.11.2021

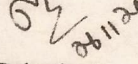
CIRCULAR

It is informed that the meeting of the Anti-Ragging Committee is scheduled on 03.12.2021 (Friday) at 3.00 pm in EEE Seminar Hall. All Members (Internal Members, External Members, Faculty members, Staff and Students) are requested to attend the meeting positively.


26/11/21
Faculty Incharge


26/11/21
GM(A)


26/11/21
Vice Principal


26/11/21
Principal

1. Copy to all Internal Members, External Members, Faculty members and Staff for information and with a request to attend the meeting
2. To be read in all Classes for information of Student members to attend the meeting
3. Copy to File

External Members:

1. Mr.P.Ramachandran Tahsildar Taluk Office Rajapalayam – 626 117	2. Mr.S.Raja Inspector of Police North Police Station Rajapalayam – 626 117
3. Mr.T.S.Subramaniya Raja 170/191, Ramaraj street Sakkaraja Kottai Rajapalayam – 626 117	4. Mrs.K.Naramatha 5/499A, Kamarajar Street, NGO Colony(East), Virudhunagar
5. Mr.A.Mariappan 6/27, sudharsan Garden, Rajapalayam – 626 117	6. Mr.K.Kumar 373 Mudangiyar Road, Rajapalayam – 626 117
7. Mr.Radhakrishnan 20, Shanmugavelan street, Vellaikottai Aruppukottai	8. Mr.S.T.A.Arulraj 1/555 NGO Colony, Setchiyapuram, Sivakasi

Attendance (Emm)
6/1/21



RAMCO INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University
Accredited by NAAC & An ISO 9001:2015 Certified Institution
NBA Accredited UG Programs: CSE, EEE, ECE and MECH

Ref.: Anti-Ragging Committee Meeting/2021-2022/01

03.12.2021

Minutes of the Anti-Ragging Committee Meeting

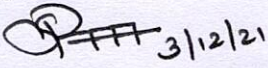
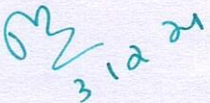
The Principal (Chairman of the Anti-Ragging Committee) conducted a meeting with the members of the Anti-Ragging Committee at 3.00 pm on 03.12.2021 in EEE Seminar Hall and discussed the following points:

Sl.No.	Points discussed	Target Date	Responsibility
1.	Antiragging committee coordinator welcomed all the external members, Parents, Internal members, Students for the anti-ragging committee meeting.	--	--
2.	Principal explained the members about the purpose of the meeting and informed that Ramco Institute of Technology is Ragging Free campus.	--	--
3.	Principal created awareness amongst members about the menace of ragging, what all constitutes ragging (as per section 3 of UGC regulations 2009 / section 4 of AICTE regulations 2009).	--	--
4.	He read out the administrative action to be taken against those involved in ragging (as per measures defined in section 9 of UGC regulations 2009) as per the guidelines given in Students handbook.	Continuous	Principal
5.	<p>The Revised procedure for students to file online Antiragging Affidavit was elaborated by the coordinator and informed the following procedure.</p> <ul style="list-style-type: none">Step 1: A student will submit his/her details on the same web sites (www.antiragging.in and www.amanmovement.org) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the AICTE regulations on curbing the menace of ragging. He / She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before),Step 2: The student will receive an e-mail with his/her registration number and a web link. The student will forward the link to the e-mail (rit-ar@ritrjpm.ac.in) of the Nodal Officer in his/her university/college. (please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).	Continuous	Principal

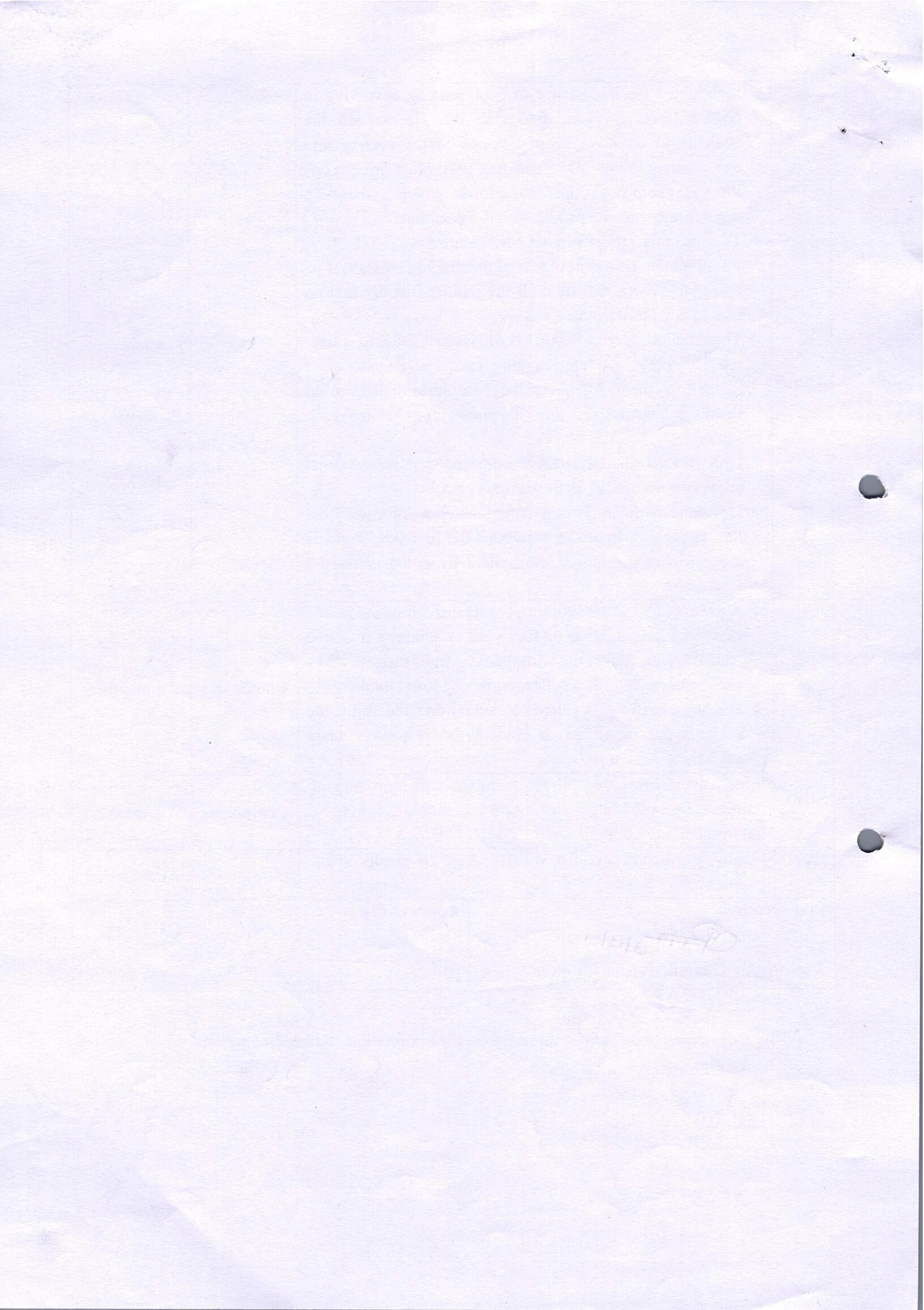
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3/12/21

	<ul style="list-style-type: none"> • Step 3: The Nodal Officer in the University/College can click on the link of any forwarded e-mails that he/she will received from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours. • She informed that the e-mail address and contact number of the Nodal Officer of Anti Ragging are displayed in the website and campus areas like Departments, Library, Canteen, Hostel and Common facilities. 		
6.	<p>He informed all the members that our Institution has already taken the following steps to curb the menace of ragging:</p> <ul style="list-style-type: none"> ❖ Constituted the Anti-Raging Committee and Anti-Ragging Squad as per UGC regulations 2009 / AICTE regulations 2009 / Our state government Higher Education Department/ DOTE Instructions/ Anna University norms and displayed the names of the Committee members and their contact details in all notice boards, display boards in college, Hostels and on our College website. ❖ Permanently displayed as Boards in college and hostels regarding what constitutes ragging and the administrative action to be taken against those involved in ragging (as per measures defined in section 9 of UGC guidelines). ❖ As of now, zero Ragging in the campus 	Continuous	Principal
7.	<p>Vice principal informed that right from inception zero ragging is reported in the campus. The senior students are guiding and supporting the juniors in all the activities. He requested the student representatives to suggest new ideas or initiatives which will be useful for the students and make use of facilities created to be happy inside the environment.</p>	Continuous	All members
8.	<ul style="list-style-type: none"> ❖ The external member Deputy Tahsildar told that Zero ragging complaints has been received till date from the Institution. He appreciated the students and continue the same in the forthcoming years also. ❖ The external member, Inspector of police told that Zero ragging complaints has been received till date from the Institution. The suggestion boxes are available at the academic block and hostels through which the grievances shall be addressed. ❖ The external member, Mr.T.S.Subramaniya Raja, Official of NGO, Wild Life Association of Rajapalayam appreciated RIT for being a Ragging-free Institution and 	Continuous	All Student members, Faculty members and College authorities

Handwritten signature and date: 3/12/20

	<p>highlighted the importance of book reading, involving in Nature Club activities, Eco club etc. He advised the students to do always good things to the society and environment which always returns good blessings for our life. He informed the students to involve them in naturalism which helps him for his Education.</p> <ul style="list-style-type: none"> ❖ The students representative Mr.N.Hariprasad, II ECE A informed that he has never faced the ragging issues and he told that seniors will treat all the juniors friendly and no bias in any activities was felt. ❖ The student representative Ms.M.Aarthi I ECE told that, she has not faced any ragging issues and seniors are supporting them whenever they are seeking help from them. She expressed her happiness for having such seniors. ❖ Dr.K.Basarikodi, HOD/S&H informed that the students are very comfortable in the campus premises. ❖ Dr.P.Sureshkumar, Hostel superintendent informed that the No ragging issues in hostel and the first year students are enjoying the hostel atmosphere by doing combined studies etc. 		
9.	<ul style="list-style-type: none"> ❖ Anti-ragging Committee Coordinator informed the students representative of first year to submit the online Anti-Ragging Affidavits with the support of class advisers and mentors with the Register Number / Roll Number. ❖ For any clarification related to submitting the form, the students are requested to contact the respective class advisers and mentors. 	Continuous	All members
10.	Principal informed that all the members that zero ragging issues are recorded in our institution and should continue for the forthcoming years also.	Continuous	All members
11.	Finally, the meeting ended with the vote of thanks to the members.	Continuous	All members
Prepared by:  Antiragging Committee Coordinator		Approved by:  Principal	

1. Copy circulated amongst all members for information and needful action
2. To File



RAMCO INSTITUTE OF TECHNOLOGY

Ref: RIT/GRC/2021

02.08.2021

The Complaints cum Grievance Redressal Committee is constituted for the academic year 2021-2022 as per the revised Affiliation format of Anna University, Chennai and based upon the AICTE Regulations 2012 vide notification F.No.37-3/Legal/2012 dt.25.05.2012. This Committee would meet as and when required to look into the complaints and grievances of students. The Chairperson should prepare the report based upon the findings and submit it to the Principal to forward the same to the Ombudsman and the Affiliating University.

Sl. No.	Name	Category	Profession	Telephone numbers	E-mail	Address
1.	Dr.K.Basarikodi	Chairperson	Professor, Department of Mathematics	04563- 233416	basarikodi@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
2.	Mr.K.S.Selvaraj	Member	DGM(A)	04563- 233403	dgmadmin@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
3.	Mr.S.Dharmar	Member & Convenor	AP (SG), Dept. of Civil Engg.	04563- 233411	dharmar@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
4.	Mrs.S.Jeyanthi	Member	Asst. Professor, Dept. of EEE	04563- 233413	jeyanthi@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
5.	Mrs.V.SrirengaNachiyar	Member	AP (SG), Dept. of ECE	04563- 233414	srirenga@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
6.	Mrs.N.Nithya	Member	AP, Dept. of CSE	04563- 233412	nithya@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
7.	Dr.L.Sathikala	Member	Asst. Warden, Girls Hostel	04563- 233474	sathikala@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
8.	Dr.V.Sivakumar	Member	Asst.Warden, Boys Hostel	04563- 233427	vsivakumar@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam

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Principal



RAMCO INSTITUTE OF TECHNOLOGY

Students Grievance Meeting (College Level)


Academic Year: 2021 - 2022 (Odd Semester)

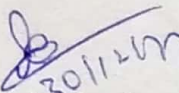
RIT/SG Meeting/2021-2022/01

30.12.2021

CIRCULAR

It is informed that the Students Grievance Meeting (College Level) is scheduled on Friday (31.12.2021) at 09.50 am in Civil Seminar Hall. All the student nominated members (on rotation basis) are requested to attend the meeting positively.


30/12/21
Convener


30/12/21
Vice Principal


30/12/21
Principal

1. Copy to HODs of all the Departments and GM(A)
2. To read in all the Class Rooms.

RAMCO INSTITUTE OF TECHNOLOGY

Academic year: 2021 – 2022

Ref.: Students Meeting/ Odd Semester/01

Date: 31.12.2021

Minutes of 1st Students Meeting (College Level) with Students Representatives

The 1st Students Meeting (College Level) was conducted on 31.12.2021 at 9.50 am in the Civil seminar hall and the following points were discussed.

Members present: Chairperson, Convenor, Faculty Coordinator and Student Representatives				
Sl.No.	Points discussed	Target Date	Current Status	Responsibility
1	The Convenor of students meeting Mr.S.Dharmar welcomed the chairperson Dr.K.Basari Kodi and the student representatives of all departments.			
2	The objectives and functions of Students Grievance Redressal Committee were presented by Mrs.A.Leema Margret, Faculty Coordinator.			
3	The Chairperson of students meeting Dr.K.Basari Kodi briefed about the importance of the students meeting and asked the students to represent genuine points in the meeting forum.			
4	Students representative highlighted out the following issues related to College: (i) Student representatives wish to organize a celebration of Pongal festival/Traditional day in our college and asked permission to celebrate.		Pandemic	GM(A) & All HoDs
	(ii) Xerox machine at our college library is insufficient, and an additional Xerox machine is required to be installed in college canteen.		One more in	GM(A)
	(iii) Placement dress for final year students and lab uniform for 2 nd year lateral entry students are not yet provided.		Already issued	HoD by GM(A)
	(iv) Industrial visit is to be arranged in the current semester.		next term	All HoDs
	(v) Projector in 1 st Year (AI&DS) classroom is not functioning properly.		Arranged in 1 week.	HoD (AI & DS)
	(vi) Student representatives asked to finish the Basket Ball floor works and to provide cricket nets practice in sports arena.		✓	Physical Director
	(vii) The maintenance chart of water dispensers is to be fixed in accessible points for necessary follow up.		DU	GM(A)

5	Students representative highlighted the following issues related to hostel:			
	(i) Additional washing machines are required in boys hostel A Block & D Block to avoid the crowd.	✓		
	(ii) Additional heater is to be provided for boys hostel A block.	✓		
	(iii) Water supply problem in boys hostel F block to be rectified.	✓	Tank broken	Hostel Superintendent & GM(A)
	(iv) Water dispenser (with hot water provision) is to be provided in mess halls.	✓	Provided in Auditorium	1 LH } Additionally provided 1 GH }
	(v) Stationery with necessary basic things to be arranged in girls hostel.	✓	To be in sort	—
	(vi) Damaged mosquito nets and screens to be replaced in hostel rooms.	✓	Give the list	—
	(vii) Asked permission to order outside food for hostel students. Chairperson replied that it is not good to order outside food during this pandemic period which leads to severe health issues.	✓		
	(viii) Asked permission to go for an outing with guardians.	✓		Hostel Superintendent & GM(A)
	(ix) Provision is to be made to apply for outings through our institute's ERP site.	✓		
(x) The paint on the hostel ceilings and walls is peeling, so regular painting is required for a comfortable stay.	✓		GM(A)	
Plan for Next Meeting / Follow-up in the Next Meeting				
Prepared by: <i>CS. DHARMA</i> 10/5/22		Approved by: <i>CS. DHARMA</i> 10/5/22		

- Copy to: 1) All HoDs to circulate among Student representatives and Faculty members, GM and Others for needful action
2) File

RAMCO INSTITUTE OF TECHNOLOGY

Ref: RIT/POSH/2022

24.08.2022

The **Internal Complaints Committee/ Sexual Harassment Committee** have been constituted for the academic year 2022-2023 based upon The Sexual Harassment of Women at Work Place (Prevention, Prohibition, Redressal) Act 2016. This Committee would meet as and when required to look into the complaints and grievances of Women (Students and Staff) and enquire into the complaints. The Chairperson should prepare the report based upon the findings and submit it to the Principal for taking necessary steps for prevention, prohibition of sexual harassment and Redressal of grievances of the complaint, if any.

Sl. No.	Name	Category	Profession	Telephone numbers	E-mail	Address
1.	Dr.B.Deepa Lakshmi	Chairperson	Associate Professor & Head i/c Dept. of Electronics and Communication Engg.	04563-233414 8110910481	deepalakshmi@ritrjpm.ac.in	Ramco Institute of Technology Rajapalayam
2.	Dr.G.Kanthimathi	Convenor	Associate Professor Dept. of Chemistry	9942757766	kanthimathi@ritrjpm.ac.in	
3.	Mrs.C.Subha	Member	Assistant Professor (SG) Dept. of Civil	9655714784	subha@ritrjpm.ac.in	
4.	Mrs.M.Swarna Sudha	Member	Assistant Professor (SG) Dept. of CSE	9787761230	swarna@ritrjpm.ac.in	
5.	Ms.S.Sharmila Kumari	Member	Assistant Warden, Girls Hostel	04563-233474 8903496654	sharmilakumari@ritrjpm.ac.in	
6.	Dr.R.Seethalakshmi	Member	Librarian	9443855095	seethalakshmi@ritrjpm.ac.in	
7.	Mrs.B.Jayalakshmi	Member	Accountant	9578121484	accountant@ritrjpm.ac.in	
8.	Lt.R.Aishwarya Devi	Member	Assistant Physical Director	9629621133	apd@ritrjpm.ac.in	


PRINCIPAL
24/8/22

1. Copy to all members for information, record and needful action
2. Copy circulated amongst all faculty members and staff for information
3. Copy to be displayed in all Notice Boards – College and Hostels
4. Copy to File



RAMCO INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University
Accredited by NAAC & An ISO 9001:2015 Certified Institution
NBA Accredited UG Programs: CSE, EEE, ECE and MECH

01.12.2021

Circular

Ref: RIT/ICC/2021-2022/01

The Internal Complaints Committee/ Sexual Harassment Committee has been constituted in our institution for the academic year 2021 – 2022 based on problems faced by women at work place. In this regard, first meeting is scheduled on 02.12.2021 at 10.30 A.M in the ECE Seminar Hall. All the members are requested to attend the meeting.

Aradhya
Convener

01/12/21
Chair Person

Faculty Members:

1. Dr.S.Periyannayagi
2. Dr.G.Kanthimathi
3. Mrs.C.Subha
4. Ms.S. Sharmila kumari
5. Dr.R. Seethalakshmi

Student Members:

Sl.No.	Name of the Student	Year	Dept.
1.	S.NIVEDHA	I	CIVIL
2.	R.RAKAVI	II	CIVIL
3.	M.SIVASAKTHIYA	III	CIVIL
4.	G.JENITHA	IV	CIVIL
5.	R.SHOBICA	I	CSE
6.	R.SHRI DHEVIA	II	CSE
7.	G.JAYADHARSHINI	III	CSE
8.	M.B.SRI DHARSHINI	IV	CSE
9.	P.MADHUMITHA	I	ECE A
10.	E. UMA MAHESWARI	I	ECE B
11.	G. ANUSUYA	II	ECE A
12.	P.SUDHANESHWARI	II	ECE B
13.	C.INDHUMATHI	III	ECE A
14.	M.SHRINITHI MEENA	III	ECE B
15.	V.ALPHINA CHRISTY	IV	ECE A
16.	S.UVASRI	IV	ECE B
17.	M.THIVYA	I	EEE
18.	N.YUVAPRIYA	II	EEE
19.	R.MUTHURAMYA	III	EEE
20.	P.KRITHIKA	IV	EEE
21.	H.NIVETHA	I	MECH
22.	M.RAJAJOTHI	IV	MECH B

I - CIVIL - M. Lunt

II - CIVIL - M

III - CIVIL - Cive

IV - CIVIL - T. Choudhary

I - CSE - N. Singh

II - CSE - G. Singh

III - CSE - G. Singh

IV - CSE - R. Singh

I - ECE 'A' - R. Singh

II - ECE 'B' - R. Singh

III - ECE 'A' - R. Singh

IV - ECE 'B' - R. Singh

V - ECE 'A' - R. Singh

VI - ECE 'B' - R. Singh

VII - ECE 'A' - R. Singh

VIII - ECE 'B' - R. Singh

I - EEE - 8/12/21

II - EEE - 8/12/21

III - EEE - 8/12/21

IV - EEE - 8/12/21

I - MECH - K. Singh 14/12/21

IV - MECH 'B' - K. Singh 14/12/21



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07.12.2021

Minutes of the Meeting of Internal Complaints Committee

The Chairperson of Internal Complaints Committee conducted a meeting with members on 02.12.2021 at 10.30 A.M. in the ECE Seminar Hall.

Members present:

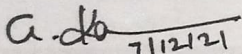
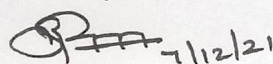
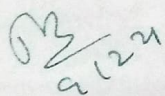
1. Dr.S.Periyamayagi
2. Dr.G.Kanthimathi
3. Ms.S. Sharmila kumari

Student Members

1. S.Nivedha
2. R.Rakavi
3. M.Sivasakthiya
4. G.Jenitha
5. R.Shobika
6. R.Shri Dhevia
7. G.Jayadharshini
8. M.B.Sri Dharshini
9. P.Madhumitha
10. E. Uma Maheswari
11. G. Anusuya
12. P.Sudhaneshwari
13. C.Indhumathi
14. M.Shrinithi Meena
15. M.Thivya
16. N.Yuvapriya
17. R.Muthuramya
18. P.Krithika
19. H.Nivetha
20. M.Rajajothi
21. S.Nishanthini

Sl.No.	Points discussed	Target Date	Responsibility
1.	The Chairperson welcomed the members and highlighted the importance of constitution of this committee.	Continuous	Members
2.	She informed the student representatives to convey the message to other students of their department about this Committee.	Continuous	Members
3.	Dr.G.Kanthimathi ASCP\Chemistry, Convenor informed the students about the activities planned in association with Centre for Women Welfare Safety and Progress Club which will be more useful for them.	Continuous	Members
4.	Ms.S.Sharmila Kumari, AP\EEE, Girl Hostel Assistant warden asked the students to represent if they face any issues in the hostel.	Continuous	Members

02/12/21

5.	Student members of this committee assured that they feel safe and secure inside the campus and also during travel.	Continuous	Members
6.	The students representative Ms.M.Sivasakthiya, III Civil shared her views and informed that girls should be bold and updates regarding the safety Mobile – APP.	Continuous	Members
7.	Ms.M.Thivya I EEE, student representative informed the students to have friendly relationship with parents and should not hide any issues facing in and around the society. The girls should have courage to overcome these problems and not to take any negative actions. We should be aware of all safety measures to protect or prohibit ourselves.	Continuous	Members
8.	The Chairperson told the student members that if any of their classmates face any issues regarding sexual harassment, they can contact the chairperson, convener or members immediately for further action.	Continuous	Convenor & Members
9.	In case of any emergency, the members can contact the chairperson (or) faculty based on the complaints actions will be taken immediately.	Continuous	Members
10.	Dr.G.Kanthimathi, ASCP\Chemistry, thanked all the committee members for their participation and comments.	Continuous	Members
Prepared by:  Dr.G.Kanthimathi, ASP/Chem. Convenor		Verified by:  Dr.S.Periyanyagi, Prof./ECE Chairperson	Approved by:  Principal

- Copy to: 1) All the members for information
2) Principal for kind information
3) File