



# BHARATH COLLEGE OF SCIENCE AND MANAGEMENT

(UGC Recognised 2 (f) & 12 (B) Institution)

(Affiliated to Bharathidasan University, Tiruchirappalli-24)

Sponsored by K. Nadimuthu Memorial Educational Trust

Bharath Avenue, Near New Bus Stand, THANJAVUR - 613 005. Tamil Nadu, S.India

☎ Off : 04362 - 227937, 228081 - Fax : 04362 - 227185

E-Mail : bharathcollege@gmail.com - Website : www.bharathcollege.edu.in

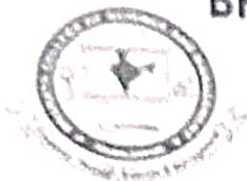
## MEETING MINUTES – I

DATE : 18.09.2017

Minutes of the meetings held on , September , 2017 at 4.00 pm in the committee room chairperson welcomed all the participants. Mr.R.Aravazhi expressed that there is a smooth and friendly relationship among boys and girls in that there is a smooth and friendly relationship among boys and girls in international women's day celebration of 2017. She also stated that a large number of boys and girls were involved in the run for cause "towards the world of equals". during orange day celebrations and there were campaigns on woman safety. The chairperson appreciated and congratulated all the members for involving both boys and girls in the both the orange Day celebrations and international women's day celebration organized by the women's cell.

Dr.R.D.Sathya suggested that Bhavya-the-women's cell should take initiative in organizing programmers involving both boys and girls and there should be a series of activities that emphasizes on gender equality and gender sensitization. The meeting ended at 4.45 pm as there were no other points for discussion.





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 E-Mail : bharathcollege@gmail.com - Website : www.bharathcollege.edu.in

## INTERNAL COMPLAINTS COMMITTEE 2017-2018

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Mr.R.ARAVAZHI	
MEMBER	Dr.P.KAVITHA	
MEMBER	Mr.P.SURENDHAR	
MEMBER	Ms.H.BAMA	
MEMBER	Ms.L.AROKIA MALAR	
MEMBER	Mr.R.TAMIZHSELVAN	
MEMBER	Ms.P.SANGEETHA	



**R. ARAVAZHI, M.C.A., M. PHIL.,**  
 H.E.A.D  
 Department of Computer Applications  
 BHARATH COLLEGE OF SCIENCE & MANAGEMENT  
 THANJAVUR - 613005.

**PRINCIPAL**  
 Bharath College of Science and Management  
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## MEETING MINUTES – II

DATE : 11.12.2017

Minutes of the Meetings held on DECEMBER, 2017 at 4.00 pm in the committee room chairperson welcomed all the particulars

### MEETING MINUTES

- a. The college has established an internal complaint's committee for prevention and redressal of sexual harassment.
- b. The internal complaints committee shall have principals as the chairperson and a women member as coordinator, 50% women members and an NGO external expert oriented towards sexual harassment cases as member.
- c. ICC members shall be appropriate, accessible, committed, sensitive and understanding.
- d. Complainants or victim shall not be victimized or marginalized against while dealing with complaints.
- e. Complaints or victim shall not be victimized or marginalized against while dealing with complaints.
- f. Internal complaints committee shall make an annual report of its activities.
- g. Internal complaints committee shall make an annual report of its activities.





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MEMBER	Ms.H.BAMA	
MEMBER	Ms.L.AROKIA MALAR	
MEMBER	Mr.R.TAMIZHSELVAN	
MEMBER	Ms.P.SANGEETHA	



**R. ARAVAZHI, M.C.A., M.Phil.,**  
HEAD  
Department of Computer Applications  
BHARATH COLLEGE OF SCIENCE & MANAGEMENT,  
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## MEETING MINUTES – III

DATE : 15.03.2018

Procedure for filling a complaints with ICC Bharath college of science and management , Thanjavur.

- Complaints regarding sexual harassment must be made in written (Legible handwriting) or typed on paper.
- Nature of the complaint should be clearly stated in detail with dates and locations
- As per stipulation of the Act the aggrieved person can make the written complaint of sexual harassment in work place within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must be in no case anonymous and the aggrieved person's name and address should be legible.
- As per the sexual harassment of women at work place (Prevention, prohibition and redressal) Rules .2013, in case the aggrieve women or state women commission or any person who has knowledge of the incident. With the written consent of the aggrieved woman.
- The written complaint should be handed over any internal member of the ICC STC.





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## INTERNAL COMPLAINTS COMMITTEE 2017-2018

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CHAIRPERSON	Mr.R.ARAVAZHI	
MEMBER	Dr.P.KAVITHA	
MEMBER	Mr.P.SURENDHAR	
MEMBER	Ms.H.BAMA	
MEMBER	Ms.L.AROKIA MALAR	
MEMBER	Mr.R.TAMIZHSELVAN	
MEMBER	Ms.P.SANGEETHA	



**R. ARAVAZHI, M.C.A., M.Phil.,**  
**HEAD**  
Department of Computer Applications  
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### **MEETING MINUTES – I**

**DATE : 06.07.2018**

- The complainant to give a written complaint to the presiding officer.
- Presiding officer convenes a meeting with the committee within 7 working days of receiving the complaints.
- The committee meets with the compliant and alleged person/persons separately in a closed session.
- Statements of both parties will be recorded and if allegation of sexual harassment are justified on the bastes Of the given guidelines and the consensus of the ICC suitable action will be intimated within 15 working days.
- Punitive action will be taken based on the guidelines of the UGC
- In case of frivolous of false allegation action will be taken against the complaint.
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## INTERNAL COMPLAINTS COMMITTEE 2018-2019

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Ms.N.RAJAAJARAESWARI	
MEMBER	Dr.P.KAVITHA	
MEMBER	Mr.R.KARTHIK	
MEMBER	Mr.M.ARUNKUMAR	
MEMBER	Ms.R.MERCY	
MEMBER	Ms. P.SUBA	
MEMBER	Mr.R.RAJESH	



**HEAD**  
DEPARTMENT OF INFORMATION TECHNOLOGY  
BHARATH COLLEGE OF SCIENCE AND MANAGEMENT  
THANJAVUR - 613 005.

**PRINCIPAL**  
Bharath College of Science and Management  
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### **MEETING MINUTES – II**

DATE : 05.11.2018

The Constitution of Internal Complaints Committee (ICC) for receiving the complaints of sexual harassment of women is mandatory in all Ministries/ Department of Union as well as state Governments and in the private sector too.

The sexual harassment of women at workplace (prevention, Prohibition and Redressal) Act 2013 mandates all the work places which include any department organizations office, branch or unit which is established. Owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate government or the local authority of Government or the local authority or Government company or a corporate or a co-operative society having more than 10 workers to constitute ICC for receiving complaints of sexual harassment.

In tune with the Act, the University had constituted an Internal Complaints Committee (ICC) and the Chairperson is Dr. A .KADALMANI HOD Department of biology.





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## INTERNAL COMPLAINTS COMMITTEE 2018-2019

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Ms.N.RAJAJARAESWARI	
MEMBER	Dr.P.KAVITHA	
MEMBER	Mr.R.KARTHIK	
MEMBER	Mr.M.ARUNKUMAR	
MEMBER	Ms.R.MERCY	
MEMBER	Ms. P.SUBA	
MEMBER	Mr.R.RAJESH	



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DEPARTMENT OF INFORMATION TECHNOLOGY  
BHARATH COLLEGE OF SCIENCE AND MANAGEMENT  
THANJAVUR - 613 005.

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## **MEETING MINUTES – III**

DATE : 16.04.2019

The Constitution of Internal Complaints Committee (ICC) for receiving the complaints of sexual harassment of women is mandatory in all Ministries/ Department of Union as well as state Governments and in the private sector too.

The sexual harassment of women at workplace (prevention, Prohibition and Redressal) Act 2013 mandates all the work places which include any department organizations office, branch or unit which is established. Owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate government or the local authority of Government or the local authority or Government company or a corporate or a co-operative society having more than 10 workers to constitute ICC for receiving complaints of sexual harassment.

In tune with the Act, the University had constituted an Internal Complaints Committee (ICC) and the Chairperson is Dr. A .KADALMANI, HOD Department of biology.





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## INTERNAL COMPLAINTS COMMITTEE 2018-2019

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Ms.N.RAJAAJARAESWARI	
MEMBER	Dr.P.KAVITHA	
MEMBER	Mr.R.KARTHIK	
MEMBER	Mr.M.ARUNKUMAR	
MEMBER	Ms.R.MERCY	
MEMBER	Ms. P.SUBA	
MEMBER	Mr.R.RAJESH	



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### **MEETING MINUTES – I**

**DATE : 11.09.2019**

- The complainant to give a written complaint to the presiding officer.
- Presiding officer convenes a meeting with the committee within 7 working days of receiving the complaints.
- The committee meets with the compliant and alleged person/persons separately in a closed session.
- Statements of both parties will be recorded and if allegation of sexual harassment are justified on the bastes Of the given guidelines and the consensus of the ICC suitable action will be intimated within 15 working days.
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## INTERNAL COMPLAINTS COMMITTEE 2019-2020

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Ms. R. KAVITHA	
MEMBER	Ms. S. KRISHNAVALLI	
MEMBER	Ms. N. VANITHA	N. Vanitha
MEMBER	Mr. V. MOHANA SUNDARAM	
MEMBER	Ms. U. SANGEETHA	
MEMBER	Ms. K. HEMALATHA	
MEMBER	Mr. P. JAYARAMAN	



(R. KAVITHA)

Computer Applications

DEPT OF  
Computer Applications  
BHARATH COLLEGE OF SCIENCE & MANAGEMENT  
THANJAVUR - 613005

PRINCIPAL

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## **MEETING MINUTES – II**

DATE : 17.02.2020

The Constitution of Internal Complaints Committee (ICC) for receiving the complaints of sexual harassment of women is mandatory in all Ministries/ Department of Union as well as state Governments and in the private sector too.

The sexual harassment of women at workplace (prevention, Prohibition and Redressal) Act 2013 mandates all the work places which include any department organizations office, branch or unit which is established. Owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate government or the local authority of Government or the local authority or Government company or a corporate or a co-operative society having more than 10 workers to constitute ICC for receiving complaints of sexual harassment.

In tune with the Act, the University had constituted an Internal Complaints Committee (ICC) and the Chairperson is Dr. N. Praveen HOD Department of Physics





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## INTERNAL COMPLAINTS COMMITTEE 2019-2020

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Ms. R. KAVITHA	
MEMBER	Ms. S. KRISHNAVALLI	
MEMBER	Ms. N. VANITHA	N. Vanitha
MEMBER	Mr. V. MOHANA SUNDARAM	
MEMBER	Ms. U. SANGEETHA	
MEMBER	Ms. K. HEMALATHA	K. Hemalatha
MEMBER	Mr. P. JAYARAMAN	



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## **MEETING MINUTES – III**

DATE : 27.03.20

The Constitution of Internal Complaints Committee (ICC) for receiving the complaints of sexual harassment of women is mandatory in all Ministries/ Department of Union as well as state Governments and in the private sector too.

The sexual harassment of women at workplace (prevention, Prohibition and Redressal) Act 2013 mandates all the work places which include any department organizations office, branch or unit which is established. Owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate government or the local authority of Government or the local authority or Government company or a corporate or a co-operative society having more than 10 workers to constitute ICC for receiving complaints of sexual harassment.

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MEMBER	Ms. S. KRISHNAVALLI	
MEMBER	Ms. N. VANITHA	
MEMBER	Mr. V. MOHANA SUNDARAM	
MEMBER	Ms. U. SANGEETHA	
MEMBER	Ms. K. HEMALATHA	
MEMBER	Mr. P. JAYARAMAN	

Computer Applications  
Bharath College of Science and Management  
Thanjavur - 613 005.



PRINCIPAL

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## **MEETING MINUTES – I**

**DATE : 25.09 .2020**

- The complainant to give a written complaint to the presiding officer.
- Presiding officer convenes a meeting with the committee within 7 working days of receiving the complaints.
- The committee meets with the compliant and alleged person/persons separately in a closed session.
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## INTERNAL COMPLAINTS COMMITTEE 2020-2021

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Mr.M.SADHANANDAM	
MEMBER	Mr.R.RAJESH	
MEMBER	Ms.R.VANATHI	
MEMBER	Mr. TAMILSELVAN	
MEMBER	Ms.P.SANGEETHA	
MEMBER	Mr.MARUNKUMAR	
MEMBER	Ms.R.MERCY	

Head of the Dept.  
Tamil

Bharath College of Science & Management  
Tricity Road, (Near New Bus Stand)  
Tranjavur - 613 005.

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### **MEETING MINUTES – II**

DATE : 24.12.2020

The Constitution of Internal Complaints Committee (ICC) for receiving the complaints of sexual harassment of women is mandatory in all Ministries/ Department of Union as well as state Governments and in the private sector too.

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In tune with the Act, the University had constituted an Internal Complaints Committee (ICC) and the Chairperson is Mr.M.SADHANANDAM HOD Department of Tamil.





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## INTERNAL COMPLAINTS COMMITTEE 2020-2021

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Mr.M.SADHANANDAM	
MEMBER	Mr.R.RAJESH	
MEMBER	Ms.R.VANATHI	
MEMBER	Mr. TAMILSELVAN	
MEMBER	Ms.P.SANGEETHA	
MEMBER	Mr.M.ARUNKUMAR	
MEMBER	Ms.R.MERCY	



Head of the Dept.  
Tamil  
Bharath College of Science & Management  
Trichy Road, (Near New Bus Stand)  
Thanjavur - 613 005.

PRINCIPAL  
Bharath College of Science and Management  
Bharath Avenue (Near New Bus Stand)  
THANJAVUR - 613 005.



# **BHARATH COLLEGE OF SCIENCE AND MANAGEMENT**

(UGC Recognised 2 (f) & 12 (B) Institution)

(Affiliated to Bharathidasan University, Tiruchirappalli-24)

Sponsored by K. Nadimuthu Memorial Educational Trust

Bharath Avenue, Near New Bus Stand, THANJAVUR - 613 005. Tamil Nadu, S.India

☎ Off : 04362 - 227937, 228081 - Fax : 04362 - 227185

E-Mail : bharathcollege@gmail.com - Website : www.bharathcollege.edu.in

## **MEETING MINUTES – III**

DATE : 18.02.2021

1. The first stage for the election of the student representatives, i.e., election from each class a member of the MCC, call be over a period of a week.
2. The election will be through a secret ballot.
3. Three students polling a maximum number of votes will be elected as representatives, the student representatives include at least one from 2<sup>nd</sup> year in the ICC.
4. The elections will be conducted by the principal as returning officer and convenor, women development cell as presiding officer.
5. At the time of counting the votes, candidates/ a nominee of each candidate can be present as an observer.





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### INTERNAL COMPLAINTS COMMITTEE 2020-2021

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Mr.M.SADHANANDAM	
MEMBER	Mr.R.RAJESH	
MEMBER	Ms.R.VANATHI	
MEMBER	Mr. TAMILSELVAN	
MEMBER	Ms.P.SANGEETHA	
MEMBER	Mr.M.ARUNKUMAR	
MEMBER	Ms.R.MERCY	

Head of the Dept.  
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### **MEETING MINUTES – I**

**DATE : 02.09.2021**

The Constitution of Internal Complaints Committee (ICC) for receiving the complaints of sexual harassment of women is mandatory in all Ministries/ Department of Union as well as state Governments and in the private sector too.

The sexual harassment of women at workplace (prevention, Prohibition and Redressal) Act 2013 mandates all the work places which include any department organizations office, branch or unit which is established. Owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate government or the local authority of Government or the local authority or Government company or a corporate or a co-operative society having more than 10 workers to constitute ICC for receiving complaints of sexual harassment.

In tune with the Act, the University had constituted an Internal Complaints Committee (ICC) and the Chairperson is Ms. R.SUMITHRA HOD Department of Computer Science.





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E-Mail : bharathcollege@gmail.com - Website : www.bharathcollege.edu.in

## INTERNAL COMPLAINTS COMMITTEE 2021-2022

PARTICULARS	NAME	SIGNATURE
CHAIRPERSON	Ms. R.SUMITHRA	
MEMBER	Mr.K.MURUGANANTHAM	
MEMBER	Ms. SUBHA	
MEMBER	Mr. R. SEMBIAN	
MEMBER	Ms.P.ILAKKIA	
MEMBER	Ms.K.RATHINAVELPANDIYAN	
MEMBER	Mr. A.M. SIVA ARAVINDAN	



**HEAD,**  
Department of Computer Science,  
Bharath College of Science & Management,  
THANJAVUR - 5.

**PRINCIPAL**  
Bharath College of Science and Management  
Bharath Avenue (Near New Bus Stand)  
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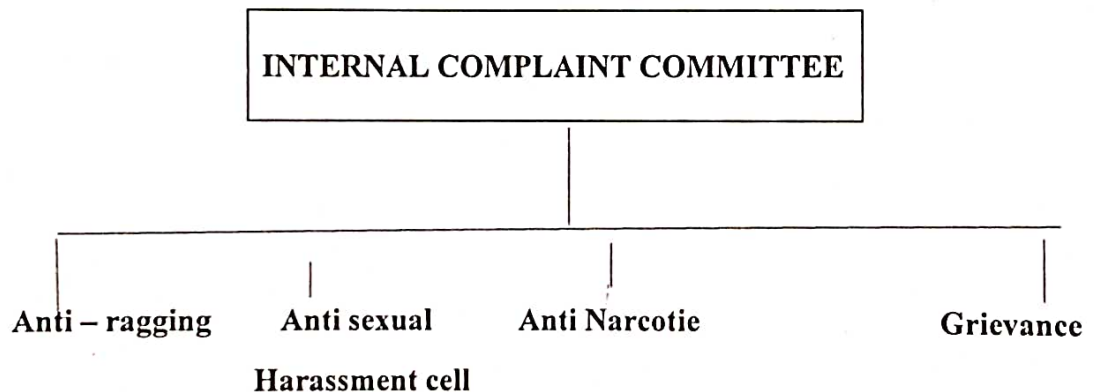
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## MEETING MINUTES – II

DATE : 02.11.2021

1. In compliances with the instructions of central and state government agencies and guidelines issued in implementation of supreme court indument on the subject of institutional workplace complaints. This institution had duly constituted a Internal Complaint committee.
2. It consist of Anti-Ragging Committee, Anti sexual Harassment cell. Anti-Narcotie Cell and Grievance Cell.
3. The structure of Internal Complaint cell is explained below.





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## INTERNAL COMPLAINTS COMMITTEE 2021-2022

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CHAIRPERSON	Ms. R.SUMITHRA	
MEMBER	Mr.K.MURUGANANTHAM	
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MEMBER	Ms.P.ILAKKIA	
MEMBER	Ms.K.RATHINAVELPANDIYAN	
MEMBER	Mr. A.M. SIVA ARAVINDAN	



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## **MEETING MINUTES – III**

**DATE : 15.03.2022**

1. The first stage for the election of the student representatives, i.e., election from each class a member of the MCC, call be over a period of a week.
2. The election will be through a secret ballot.
3. Three students polling a maximum number of votes will be elected as representatives, the student representatives include at least one from 2<sup>nd</sup> year in the ICC.
4. The elections will be conducted by the principal as returning officer and convenor, women development cell as presiding officer.
5. At the time of counting the votes, candidates/ a nominee of each candidate can be present as an observer.





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MEMBER	Mr.K.MURUGANANTHAM	
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MEMBER	Ms.P.ILAKKIA	
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MEMBER	Mr. A.M. SIVA ARAVINDAN	



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