

PAAVAI ENGINEERING COLLEGE, NAMAKKAL

(AUTONOMOUS)

CIRCULAR

Date: 25.02.2025

This is to inform you that the members of Internal Committee are requested to attend the meeting on 1.03.2025 by 11.00 AM at Principal cabin to discuss about the compliance-related matters.



PRINCIPAL

Copy to:

**The Chairman
The Director- Admin
Internal Committee Members**

**PRINCIPAL
PAAVAI ENGINEERING COLLEGE
NH-7, PACHAL Post, NAMAKKAL Dis**



PAAVAI ENGINEERING COLLEGE, NAMAKKAL

MINUTES OF MEETING (2024-2025) EVEN

Proceeds for the meeting:

An Internal Compliance committee meeting was held on 1.03.2025 by 11a.m at Principal's cabin, the following matters were discussed:

1. The Chairperson welcomed all members and reviewed the minutes of the previous meeting.
2. It was confirmed that no complaints or grievances have been received since the last meeting.
3. The committee discussed ongoing compliance initiatives and preventive measures.
4. An awareness session on Prevention of Sexual Harassment (POSH) was planned and decided to execute on 06.03.2025 at Kalam Chamber.

INTERNAL COMMITTEE

S.No	Name of the Members	Designation
1	Dr.R. Mohanapriya, Head/ECE	Chairperson
2	Dr.D.Banumathy, Head/CSE	Member
3	Dr.R.Santhi, Head/English	Member
4	Dr.V.Subburam, Prof./MECH	Member
5	Dr.S.Rathinavel, ASP/EEE	Member
6	Mrs.D.Uma, Non Teaching	Member
7	S.Jothysri, Student	Member
8	R.Balaji, Student	Member
9	P.Harishraj, Student	Member


PRINCIPAL

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PAAVAI ENGINEERING COLLEGE
1117, PACHAL Post, NAMAKKAL Dist

PAAVAI ENGINEERING COLLEGE, NAMAKKAL

(AUTONOMOUS)

CIRCULAR

Date: 03.10.2024

This is to inform you that the members of Internal Committee are requested to attend the meeting on 10.10.2024 by 11.00 AM at Principal cabin to discuss about the compliance-related matters.

Copy to:

**The Chairman
The Director- Admin
Internal Committee Members**



**PRINCIPAL
PRINCIPAL**

**PAAVAI ENGINEERING COLLEGE
H-7, PACHAL Post, NAMAKKAL Dist**

PAAVAI ENGINEERING COLLEGE, NAMAKKAL

MINUTES OF MEETING (2024-2025) ODD

Proceeds for the meeting:

An Internal Compliance committee meeting was held on 10.10.2024 by 11a.m at Principal's cabin, the following matters were discussed:

1. The Chairperson welcomed all members and reviewed the minutes of the previous meeting.
2. It was confirmed that no complaints or grievances have been received since the last meeting.
3. The committee discussed ongoing compliance initiatives and preventive measures.
4. Plans for conducting awareness programs and workshops on compliance and workplace ethics were reviewed.

INTERNAL COMMITTEE

S.No	Name of the Members	Designation
1	Dr.R. Mohanapriya, Head/ECE	Chairperson
2	Dr.D.Banumathy, Head/CSE	Member
3	Dr.R.Santhi, Head/English	Member
4	Dr.V.Subburam, Prof./MECH	Member
5	Dr.S.Rathinavel, ASP/EEE	Member
6	Mrs.D.Uma, Non Teaching	Member
7	S.Jothysri, Student	Member
8	R.Balaji, Student	Member
9	P.Harishraj, Student	Member


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PAAVAI ENGINEERING COLLEGE
311-7, PACHAL Post, NAMAKKAL Dist

Prevention of Sexual Harassment -Redressal Mechanism

Procedure for logging in complaint: Complaints should be submitted either through email or by post or in person as soon as possible after an incident has occurred, preferably in writing with his or her details of name, designation, contact number and address.

The complaint should provide the following information: 1. The name, department and position of the person allegedly committing harassment.

2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.

3. The names of other individuals who might have been subject to the same or similar harassment.

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. Procedure for resolving the issue: 1. On receiving the complaint by the Women Welfare Committee (WWC), the Chair person of WWC will initiate an enquiry by forming a committee with the members along with the approval of the Principal. The committee will meet and interview the complaint, the respondent and any witnesses to determine whether the alleged conduct occurred. 2. Upon conclusion of an investigation, the Chairperson will submit a written report of the committee findings to the Principal. The committee will recommend appropriate disciplinary action. The appropriate action will depend on the severity, frequency and pervasiveness of the conduct, the quality of the evidence. Finally, recommendations submitted will be implemented by the Principal.


PRINCIPAL

PRINCIPAL
PAAVAI ENGINEERING COLLEGE
NH-7 PACHAL PO, NAMAKKAL DIST



Copy to:

All HoDs