



# VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

An Autonomous Institution, Affiliated to Bharathiar University and Approved by AICTE

Re-Accredited by NAAC with 'B++' Grade

KOVAIPUDUR, COIMBATORE - 641 042

Phone: 0422-2605162 E-mail: principal@vlbjcas.ac.in Website: www.vlbjas.ac.in

## INTERNAL COMPLAINT COMMITTEE

Ref: VLB/AUTO/NSC/ICC/2025-26

### Meeting Notice

Minutes of the 13th Meeting of the Internal Complaint Committee held on 24.12.2025 at 2.00 p.m. in the Board Room

### Agenda

- 13.1 To discuss and approve the reconstitution of the Internal Complaint Committee.
- 13.2 To decide on the change of Coordinator and Co-Coordinator of the Internal Complaint Committee.
- 13.3 To approve the inclusion and/or replacement of committee members for the academic year.
- 13.4 Any other matter with the permission of the Chair.

All members are requested to make it convenient to attend the meeting.

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Copy to

1. Mrs. R. Karthika – Assistant Professor, Mathematics
2. Mrs. S. Shakilabanu – Assistant Professor, Mathematics
3. Mr.M.Sabareedharan– Assistant Professor, BBA
4. Ms.V.Steffina Rose – Advocate
5. Ms. M. Aarthy – III B.Sc. Mathematics (Student Member)
6. Mr.Ashwin.S– II B.Sc Computer Science (Student Member)
7. Hari Dharshini R- I BBA(Student Member)



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Minutes of 13<sup>th</sup> meeting of the internal compliant committee held on 24.12.2025 at 2.00 pm in the Board Room.

| S.No | Name               | Designation                      | Position        |
|------|--------------------|----------------------------------|-----------------|
| 1    | Dr.D.Kalaivani     | Principal                        | Chairman        |
| 2    | Mrs.R.Karthika     | Assistant Professor, Mathematics | Coordinator     |
| 3    | Mrs .S.Shakilabanu | Assistant Professor, Mathematics | Co- Coordinator |
| 4    | Mr.M.Sabareedharan | Assistant Professor, BBA         | Member          |
| 5    | Ms.V.Steffina Rose | Advocate                         | Member          |
| 6    | Ms.M.Aarthy        | Student Chairperson              | Member          |
| 7    | Mr.Ashwin.S        | Student Secretary                | Member          |
| 8    | Hari Dharshini R   | Student Joint Secretary          | Member          |

The Chairperson informed the committee about the necessity to change a member of the Internal Complaint Committee due to administrative reasons. After discussion, the committee unanimously agreed to the proposed change in membership to ensure the effective functioning of the committee. The revised member was approved and will take charge with immediate effect. The committee expressed its appreciation to the outgoing member for their valuable contribution and extended a warm welcome to the new member.

**Item 13.1:** Resolved to approve the **change of Coordinator, Co-Coordinator and Members** of the Internal Complaint Committee with immediate effect. The revised composition of the committee was unanimously accepted by all the members.

The Chairperson emphasized that the reconstituted committee will continue to work towards maintaining a safe, supportive and inclusive environment in the institution.

**Item 13.2:** As there were no other matters to discuss, the meeting concluded with a vote of thanks proposed by Mrs. R.Karthika, Assistant Professor, Mathematics.



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## Members:

| S.No | Name               | Designation                        | Signature |
|------|--------------------|------------------------------------|-----------|
| 1    | Dr.D.Kalaivani     | Principal                          |           |
| 2    | Mrs.R.Karthika     | Assistant Professor in Mathematics |           |
| 3    | Mrs .S.Shakilabanu | Assistant Professor in Mathematics |           |
| 4    | Mr.M.Sabareedharan | Assistant Professor in BBA         |           |
| 5    | Ms.V.Steffina Rose | Advocate                           |           |
| 6    | Ms.M.Aarthy        | Student Chairman                   |           |
| 7    | Mr.Ashwin.S        | Student Secretary                  |           |
| 8    | Hari Dharshini R   | Student Join Secretary             |           |

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