



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

The 12th meeting of the internal complaint committee scheduled to be held on 24.09.2025 at 2 pm in the board room.

Agenda

- 12.1 To Decide on Conducting a Guest Lecture on "Empowering Minds through Reading, Safety Awareness and Legal Rights" on 26.09.2025.
- 12.2 To discuss the allocation of responsibilities for conducting the interaction programme.
- 12.3 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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VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS)

KOVAIPUDUR, COIMBATORE-641 042

Copy to

1. Mrs. P. Sumathi – Assistant Professor, BCA
2. Mrs. R. Karthika – Assistant Professor, Mathematics
3. Mrs. S. Shakilabanu – Assistant Professor, Mathematics
4. Mr. R. Sathish – Assistant Professor, BCA
5. Ms.V.Steffina Rose – Advocate
6. Ms. P. S. Hilna – III BCA (Student Member)
7. Ms. M. Aarthy – III B.Sc. Mathematics (Student Member)
8. Mr. Deepak – II BCA (Student Member)





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Minutes of 12th meeting of the internal compliant committee held on 24.09.2025 at 2 .pm in the Board Room.

S.No	Name	Designation	Position
1	Dr.D.Kalaivani	Principal	Chairman
2	Mrs .P.Sumathi	Assistant Professor, BCA	Coordinator
3	Mrs.R.Karthika	Assistant Professor, Mathematics	Co- Coordinator
4	Mrs .S.Shakilabanu	Assistant Professor, Mathematics	Member
5	Mr.R.Sathish	Assistant Professor, BCA	Member
6	Ms.V.Steffina Rose	Advocate	Member
7	Ms. P.S.Hilna	Student Chairperson	Member
8	Ms.M.Aarthy	Student Secretary	Member
9	Mr. Deepak	Student Joint Secretary	Member

The Chairperson warmly welcomed all the committee members and highlighted the significance of organizing a Guest Lecture on the theme "Empowering Minds through Reading, Safety Awareness, and Legal Rights." The Chairperson emphasized that the session aims to promote the habit of reading for intellectual growth, create awareness about personal and social safety, and educate participants on basic legal rights and responsibilities. The agenda items were taken up for discussion one by one and the following resolutions were passed.

Item 12.1: Resolved to conduct a Guest Lecture on 26.09.2025.

Item 12.2: Resolved to assign the responsibilities for conducting the interaction programme as follows:

- Mrs. R. Karthika – Invitation
- Ms. P. S. Hilna & Ms. M. Aarthy – Masters of Ceremony (MOC)
- Mrs. S. Shakilabanu & Mr. R. Sathish – Hall Arrangements

Item 12.3: As there were no other matters to discuss, the meeting concluded with a vote of thanks proposed by Mrs. P.Sumathi, Assistant Professor, BCA.



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Members:

S.No	Name	Designation	Signature
1	Dr. D. Kalavani	Principal	
2	Mrs. P. Samathi	Assistant Professor in BCA	
3	Mrs. R. Karthika	Assistant Professor in Mathematics	
4	Mrs. S. Shukilabani	Assistant Professor in Mathematics	
5	Mr. R. Sathish	Assistant Professor in BCA	
6	Mrs. V. Shreffina Rose	Advocate	
7	Mrs. P. S. Hilma	Student Chairman	
8	Mrs. M. Aarthi	Student Secretary	
9	Mr. Deepak	Student Joint Secretary	

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