

**Dr.A.Ramesh, M.E., Ph.D.**  
Principal

Date: 15.02.2021

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the Institution has a transparent mechanism for timely Redressal of student grievances including sexual harassment and ragging cases. Institution has also formed committees such as Anti ragging & Anti ragging squad committee, Internal complaint Cell Committee and Grievance & Redressal Committee.



15/02/21

**PRINCIPAL**

**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 069 -**

**ANTI RAGGING COMMITTEE**  
**&**  
**ANTI RAGGING SQUAD**

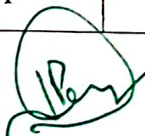
Ref No: CIT/ADMIN/ANTI-RAGGING/001/2019-2020

Date: 26.06.2019

**CONSTITUTION OF ANTI-RAGGING COMMITTEE**

For the academic year 2019-20, the following members have been nominated as members of Anti-Ragging Committee. The tenure of the committee is one year. The Anti-Ragging Committee will take care of prevention, prohibition of ragging in any form inside and outside the premises of the institute.

Anti-Ragging Committee					
S. No	Name	Position	Designation	Email Id	Contact No
1	Dr.J.Mathana	Chairman	Principal	<a href="mailto:mathanajm@citchennai.net">mathanajm@citchennai.net</a>	8939917090
2	Mr. R.Ramesh	Member	Associate Professor / CSE	<a href="mailto:rameshr@citchennai.net">rameshr@citchennai.net</a>	8939917087
3	Inspector of Police, Kundrathur, Chennai	Representative of Police	Inspector	SH 113, Kundrathur, Sikkarayapuram	044 2478 0039
4	Dr.R.Menaka	Member	Professor & Head / ECE	<a href="mailto:menakar@citchennai.net">menakar@citchennai.net</a>	8825934243
5	Mr.R.Raghuraman	Member	AP / EEE	<a href="mailto:raghuramanr@citchennai.net">raghuramanr@citchennai.net</a>	9894910706
6	Mrs.E.Palanikumar	Member	AP / CIVIL	<a href="mailto:palanikumare@citchennai.net">palanikumare@citchennai.net</a>	6382435155
7	Mr.G.K.Kannan	Member	AP / MECH	<a href="mailto:kannangk@citchennai.net">kannangk@citchennai.net</a>	9944570084
8	Mr.K.Vikram	Member	AP / S&H	<a href="mailto:vikramk@citchennai.net">vikramk@citchennai.net</a>	9941527655
9	Mr.G.Senthilkumar	Member	Associate Professor / CSE	<a href="mailto:senthilkumarg@citchennai.net">senthilkumarg@citchennai.net</a>	8939618019
10	Mr.P.Shanmugaselvam	Member	AP / MCT	<a href="mailto:shanmugaselvamp@citchennai.net">shanmugaselvamp@citchennai.net</a>	9500029830

  
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**SARATHY NAGAR, NANDAMPARKKAI POST,**  
**KUNDRATHUR, CHENNAI - 600069.**

11	Mr.A.Sivabalan	Member	AP/ECE	<a href="mailto:sivabalana@citchennai.net">sivabalana@citchennai.net</a>	9943091828
12	Mr.P.Rajinikanth,	Member	P.ED	<a href="mailto:rajinikanthp@citchennai.net">rajinikanthp@citchennai.net</a>	7625419586
13	Mr.J.Lakshmana Prakash	Boys Hostel- Student Rep.	III Year / MCT	<a href="mailto:lakshmanaprakashj@citchennai.net">lakshmanaprakashj@citchennai.net</a>	7448516280
14	Ms.R.Dhanuja	Girls Hostel- Student Rep.	II Year / CSE	<a href="mailto:dhanujar@citchennai.net">dhanujar@citchennai.net</a>	9962299326
15	Ms. K.Sundari	Day Scholar- Student Rep.	III Year / CSE	<a href="mailto:sundarik@citchennai.net">sundarik@citchennai.net</a>	8939559567
16	Mr.S.Adharsh	Day Scholar- Student Rep.	III Year / Mech	<a href="mailto:adharshs@citchennai.net">adharshs@citchennai.net</a>	9381584366
17	Ms.S.Kaviya	Day Scholar- Student Rep	II Year /ECE	<a href="mailto:kaviyas@citchennai.net">kaviyas@citchennai.net</a>	9600584096

  
PRINCIPAL



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**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 099.**

Cc to:

1. The Chairman- Anti ragging Committee
2. Office file
3. Committee members

Ref No: CIT/ADMIN/ANTI-RAGGING/002/2019-2020

Date: 06.07.2019

**CONSTITUTION OF ANTI-RAGGING SQUAD**

For the academic year 2019-20, the following members have been nominated as members of Anti-Ragging squad. The committee is empowered to conduct enquires related to the activity of Ragging. The squad team will come into action immediately.

Anti-Ragging Squad					
S.No	Name	Position	Designation	Email Id	Contact No
1	Dr.J.Mathana	Chairman	Principal	mathanajm@citchennai.net	8939917090
2	Mr. R.Ramesh	Member	Associate Professor / CSE	rameshr@citchennai.net	8939917087
3	Dr.R.Menaka	Member	Professor & Head / ECE	menakar@citchennai.net	8825934243
4	Mr.G.K.Kannan	Member	AP / MECH	kannangk@citchennai.net	9944570084
5	Mr. M. D. Vijayakumar	Member	Asso.P/MECH	vijayakumarmd@citchennai.net	9994473738
6	Mrs. N. Archana	Member	AP/ECE	archanan@citchennai.net	9994519602
7	Mr. T. Vinoth	Member	AP/MCT	vinotht@citchennai.net	9894957603
8	Mrs. M. S. Malarselvi	Member	AP/S&H	malarselvims@citchennai.net	9788524400
9	C. Hariharasudan	Member	AP/CIVIL	harihasudanc@citchennai.net	9566213154

*Principa*  
PRINCIPAL

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**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 069.**

Ref No: CIT/ADMIN/ANTI-RAGGING/004/2019-2020

Date: 16.08.2019

**ANTI RAGGING COMMITTEE - CIRCULAR**

The members of Anti Ragging Committee and Anti Ragging Squad Committee are asked to attend a meeting at board room on 17.08.19. The agenda of the meeting is to discuss about the functioning of Anti ragging and squad committee.



CHAIRMAN

(ANTI RAGGING COMMITTEE)

Cc to:

1. The Chairman- Anti ragging Committee
2. Office file
3. Committee members



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KUNDRATHUR, CHENNAI - 600 063.

**Minutes of Meeting of Anti Ragging & Squad Committee**

Ref No: CIT/ADMIN/ANTI-RAGGING/005/2019-2020

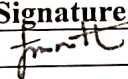
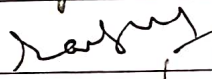
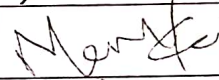
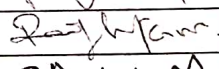
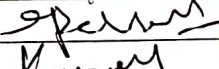
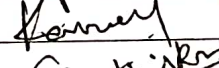
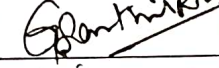

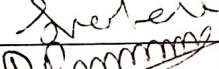

Date: 17.08.2019

Venue: Board Room

The following points were discussed:-

1. Discussed about the functioning of Anti ragging committee and the anti ragging squad committee.
2. In the meeting, the members discussed about the monitoring of CCTV cameras in all common places.
3. Discussed about the dissemination of Anti ragging committee details and the after consequences of being involved in ragging activities.
4. The members were asked to do surprise visit at Hostel premises, Cafeteria and Library & all
5. Common places and should submit the report at the same day.

The following members were present for the meeting.

S.No	Name	Position	Designation	Signature
1	Dr.J.Mathana	Chairman	Principal	
2	Mr. R.Ramesh	Chairman	Associate Professor / CSE	
3	Dr.R.Menaka	Member	Professor & Head / ECE	
4	Mr.R.Raghuraman	Member	AP / EEE	
5	Mrs.E.Palanikumar	Member	AP / CIVIL	
6	Mr.G.K.Kannan	Member	AP / MECH	
7	Mr.G.Senthilkumar	Member	Associate Professor / CSE	
8	Mr.P.Shanmugaselvam	Member	AP / MCT	
9	Mr.A.Sivabalan	Member	AP/ECE	
10	Mr.P.Rajinikanth,	Member	PD	



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KUNDRATHUR, CHENNAI - 600069

11	Mr.J.LakshmanaPrakash	Boys Hostel- Student Rep.	III Year / MCT	<i>Laksh</i>
12	Ms.R.Dhanuja	Girls Hostel- Student Rep.	II Year / CSE	<i>R.Dhanuja</i>
13	Ms. K.Sundari	Day Scholar- Student Rep.	III Year / CSE	<i>Sundari</i>
14	Mr.S.Adharsh	Day Scholar- Student Rep.	III Year / Mech	<i>Adharsh</i>
15	Ms.S.Kaviya	Day Scholar- Student Rep	II Year /ECE	<i>Kaviya</i>
16	Mr. M. D. Vijayakumar	Assoc. Prof.	MECH	<i>M.D.Vijayakumar</i>
17	Mrs. N. Archana	Asst. Prof.	ECE	<i>Archana</i>
18	Mr. R. Raghuraman	Asst. Prof.	EEE	<i>R.Raghuraman</i>
19	Mr. T. Vinoth	Asst. Prof.	MCT	<i>Vinoth</i>
20	Mrs. M. S. Malarselvi	Asst. Prof.	S&IT	<i>Malarselvi</i>
21	C. Harihasudan	Asst. Prof.	CIVIL	<i>Hari</i>

*Prinmet*

CHAIRMAN  
(ANTI RAGGING COMMITTEE)

*Dr. A. Ramesh*  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM PO3T,  
KUNDRATHUR, CHENNAI - 600 059.



Ref No: CIT/ADMIN/ANTI-RAGGING/006/2019-2020

Date: 29.11.2019

**ANTI RAGGING COMMITTEE - CIRCULAR**

The members of Anti Ragging Committee and Anti Ragging Squad Committee are asked to attend a meeting at board room on 30.11.19. The agenda of the meeting is to discuss about the functioning of Anti ragging and squad committee.

**CHAIRMAN  
(ANTI RAGGING)**

**Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.**

Cc to:

1. The Chairman- Anti ragging Committee
2. Office file
3. Committee members

**Minutes of Meeting of Anti Ragging Committee**

Ref No: CIT/ADMIN/ANTI-RAGGING/007/2019-2020

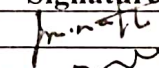
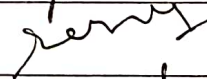
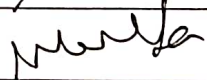
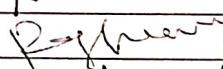
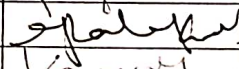
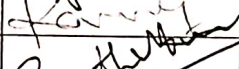
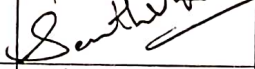
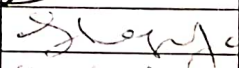
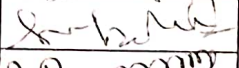
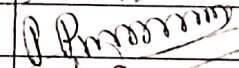
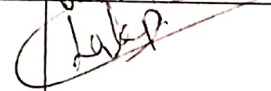

Date: 30.11.2019

Venue : Board Room

The following points were discussed:-

1. Discussed about the functioning of Anti ragging committee and the anti ragging squad committee.
2. Anti Ragging Committee and the squad made sufficient Visits to both the boys and girls hostels at any given time and also the Cafeteria and Library & all common places and reported to the Chairman of the committee.
3. Members ensured that all the students and parents have given undertaking while joining the Institute.

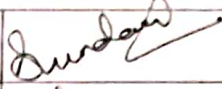
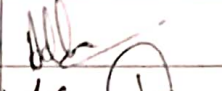

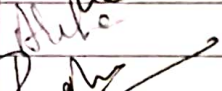
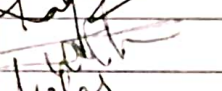
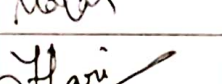



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3	Dr.R.Menaka	Member	Professor & Head / ECE	
4	Mr.R.Raghuraman	Member	AP / EEE	
5	Mrs.E.Palanikumar	Member	AP / CIVIL	
6	Mr.G.K.Kannan	Member	AP / MECH	
7	Mr.G.Senthilkumar	Member	Asso Professor / CSE	
8	Mr.P.Shanmugaselvam	Member	AP / MCT	
9	Mr.A.Sivabalan	Member	AP/ECE	
10	Mr.P.Rajinikanth,	Member	PD	
11	Mr.J.LakshmanaPrakash	Boys Hostel-Student Rep.	III Year / MCT	
12	Ms.R.Dhanuja	Girls Hostel-Student Rep.	II Year / CSE	



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13	Ms. K.Sundari	Day Scholar- Student Rep.	III Year / CSE	
14	Mr.S.Adharsh	Day Scholar- Student Rep.	III Year / Mech	
15	Ms.S.Kaviya	Day Scholar- Student Rep	II Year /ECE	
16	Mr. M. D. Vijayakumar	Assoc. Prof.	MECH	
17	Mrs. N. Archana	Asst. Prof.	ECE	
18	Mr. R. Raghuraman	Asst. Prof.	EEE	
19	Mr. T. Vinoth	Asst. Prof.	MCT	
20	Mrs. M. S. Malarselvi	Asst. Prof.	S&H	
21	C. Harihasudan	Asst. Prof.	CIVIL	

  
CHAIRMAN  
(ANTI RAGGING COMMITTEE)

  
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SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.

Ref No: CIT/ADMIN/ANTI-RAGGING/008/2019-2020

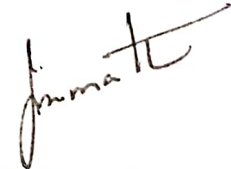
Date: 30.11.2019

### Anti-Ragging Squad Activity

The Anti-Ragging Squad surprise visit was held in the following places inside the college premises.

1. First year block
2. Cafeteria
3. Boys Hostel
4. Girls Hostel
5. Play Ground

No major observations were found during the surprise visit of the squad members.



CHAIRMAN  
(ANTI RAGGING COMMITTEE)



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KUNDRATHUR, CHENNAI - 600 069.

### Awareness Program for Anti-Ragging

The Institution has a committee on anti-ragging since 2011. Considering the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging of any type and the gravity of the issue, the Institution had constituted the formal Anti – ragging Cell comprising of the Anti-ragging Committee and the Anti –ragging Squad way back in 2019-20 in compliance with the UGC regulations.

The Committee includes members (Principal, senior Professors, Associate/ Asst. Professors) representing all the Faculties with the chairman. The committee meets often and when needed to discuss directives received from UGC and put them into action. Committee and the Squad are reconstituted every year. The anti- ragging squad ensures the implementation of the preventive measure and undertakes field visits to ensure ragging free campus.

#### Objectives:

1. To create legal awareness on ragging act among the student communities particularly girls
2. To take necessary measures to achieve the objectives of eliminating the menace of ragging within the Institution or outside
3. To act on the defaulters who are found guilty of ragging and /or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.



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**Awareness Program on Anti -Ragging Act**

**Date: 09-01-2020**

Mrs. G. Bhuvaneshwari, Advocate-Additional Government pleader, Madras high court

- Ragging involves abuse, humiliation and harassment.
- Girl student may be subjected to psychological or physical torture.
- She motivated that we should not get afraid and depressed for such actions .
- It is the primary duty and right of every girl student to report about the incidents to the higher authorities of the college management.



Mrs. G. Bhuvaneshwari, Advocate-Additional Government pleader, Madras high court Speech

**Anti Ragging squad committee:**

- Strictly monitors all the actions.
- Made sufficient visits to both boys and girls hostels, cafeteria , library and all common places.
- Reports are submitted to the chairman of the respective committee


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Venue: Kaveri Auditorium @ 10.30 am

Date: 06-03-2020

**CHENNAI INSTITUTE OF TECHNOLOGY**  
The Management, Principal, Faculty, Staff & Students  
cordially invite you for the

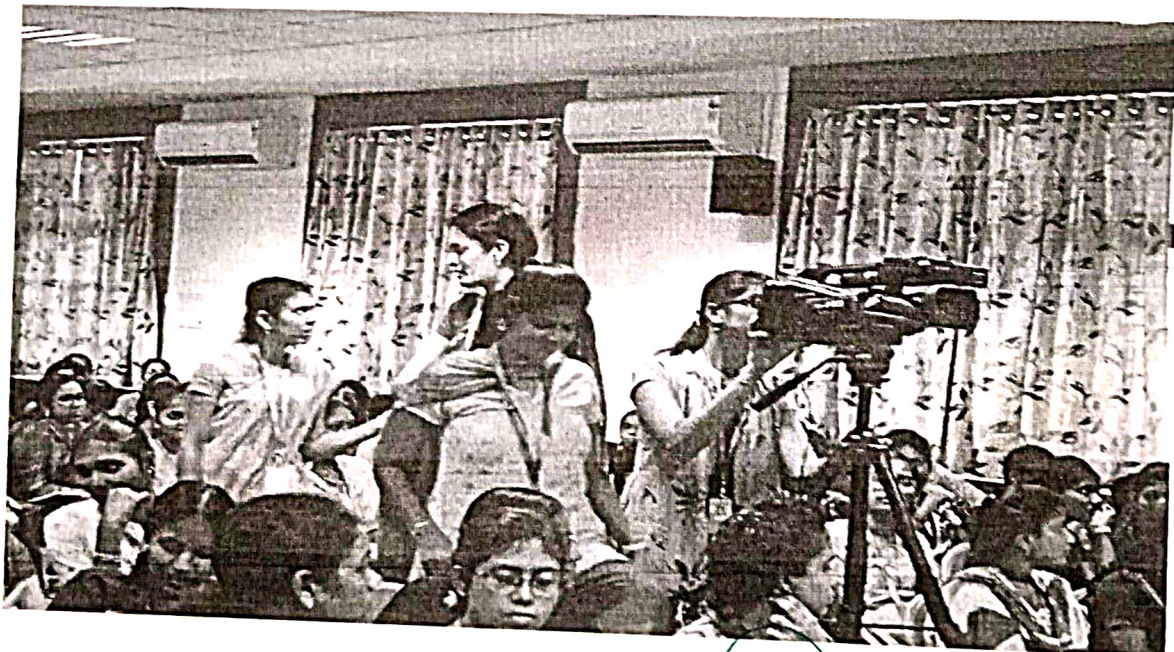
**WISE**  
Women in Science & Engineering  
A day to celebrate and honour Women Achievers in Science & Engineering  
to be held on  
Friday, 6<sup>th</sup> March, 2020 at 09 a.m.


 **Ms. P.C. Thenmozhi, I.P.S.,**  
Deputy Inspector General of Police  
has kindly consented to be the chief guest  
and deliver the Women Achiever Award

**Mr. P. Sriram**  
Chairman, Chennai Institute of Technology &  
Managing Director, MK Group  
will preside over the function

**Shri. P. Jenakiram** Vice Chairman      **Shri. S. Sridevi** Secretary      **Dr. P. Partheeban** Principal

Invite Ms.P.G Thenmozhi, I.P.S.,



  
**Dr. A. RAMESH, M.E., Ph.D.**  
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SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 059.

Ms.P.C. Thenmozhi Motivated to raise our voice

**Points discussed:**

- Ms.P.C. Thenmozhi addressed the current issues facing by the women.
- Explained the way she tackled those kinds of situations.
- Motivated to raise our voice.
- She is an inspiration to all the women.



Ms.P.C. Thenmozhi addressed the current issues facing by the women

  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 059.**



citchennai\_engineering



Awarded to the inspired woman by secretary

For Online submission of the grievances, dashboard has been created to facilitate the same



<https://www.citchennai.edu.in/antiragging/>

**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAYKAM POET,**  
**KUNDRATHUR, CHENNAI - 600 069.**

**CHENNAI INSTITUTE OF TECHNOLOGY**  
*Transforming Lives*


**CHENNAI INSTITUTE OF TECHNOLOGY**

**Ragging is a CRIME**

**A Student indulging in ragging can be:**


- Expelled from the Institution
- Banned from the Mess / Hostel
- His / Her Scholarship can be withdrawn
- Debarred from Examinations
- Denied Admission to any Institution
- Prosecuted for Criminal Action
- Institutions have been asked to file FIR with Local Police against those who RAG / ABET Ragging.



**DON'T 'RAG'**  
ALSO  
DON'T BE A  
MUTE WITNESS TO  
**'RAGGING'**

**What is Ragging?**  
Any act resulting in:

- Mental / Physical / Sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation / Wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation / Extortion
- Use of Force



**A Student indulging in ragging can be:**

- Expelled from the Institution
- Banned from the Mess / Hostel
- His / Her Scholarship can be withdrawn
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- Institutions have been asked to file FIR with Local Police against those who RAG / ABET Ragging.

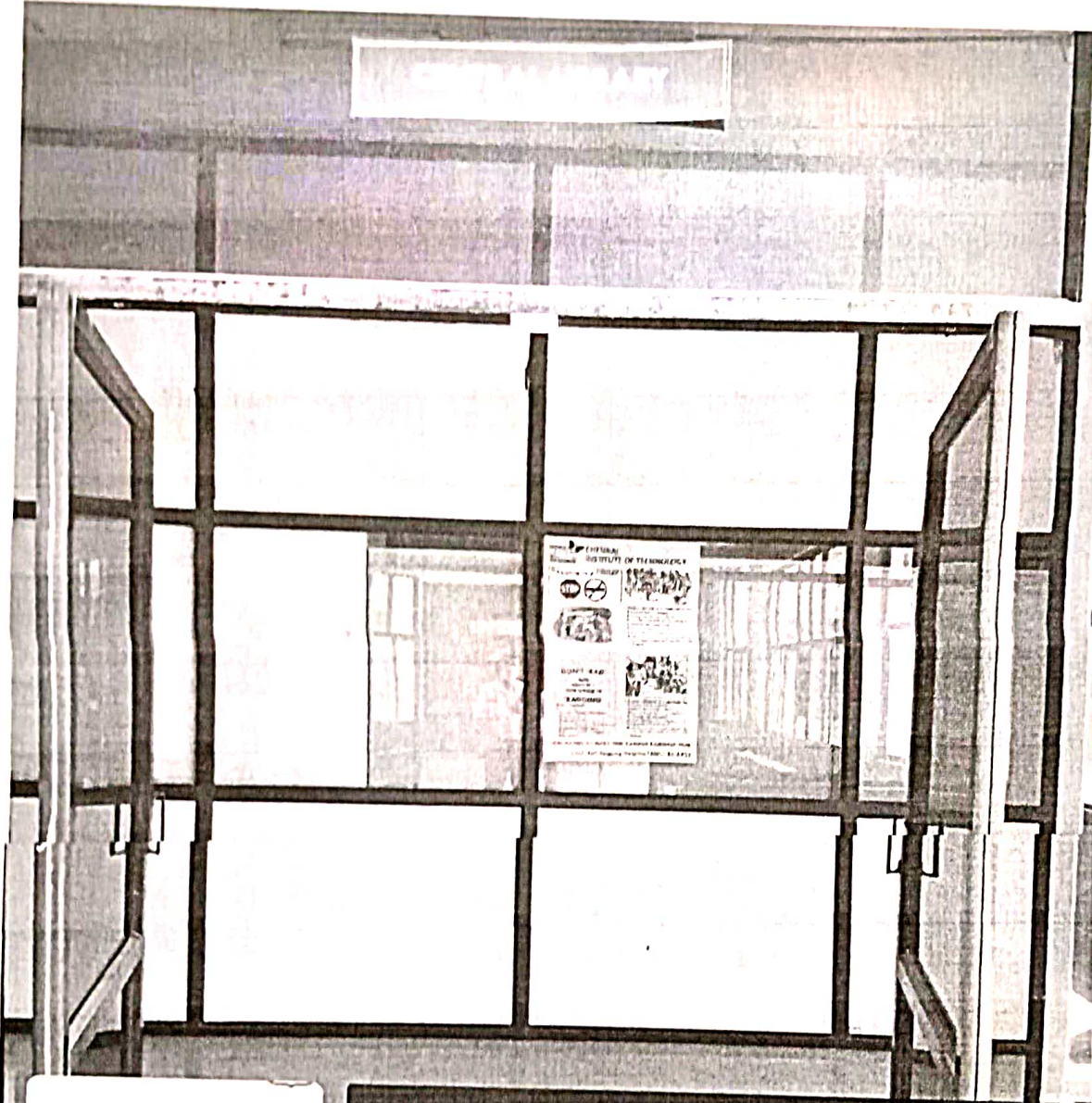
**JOIN HANDS TO MAKE OUR CAMPUS RAGGING FREE**  
24x7 Anti Ragging Helpline 1800-180-5522



Go gle

**Malayambakkam, Tamil Nadu, India**  
**Unnamed Road, Tamil Nadu 602109, India**  
**Lat N 12° 58' 14.3616"**  
**Long E 80° 2' 34.1484"**  
**02/03/21 10:22 AM**

*(Signature)*  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 084.**



stitute  
hology



Google

**Malayambakkam, Tamil Nadu, India**  
Unnamed Road, Malayambakkam, Tamil Nadu 602109,  
India  
Lat N 12° 58' 17.3244"  
Long E 80° 2' 35.7972"  
02/03/21 10:28 AM




**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.

**CHENNAI INSTITUTE OF TECHNOLOGY**

**Ragging is a CRIME**

**STOP RAGGING**



**A Student indulging in ragging can be:**

- Expelled from the Institute
- Barred from the Hosts / Hostel
- His / Her Scholarship can be withdrawn
- Debarred from Examinations
- Directed Admission to any Institute
- Prosecuted for Criminal Action
- Institution have been asked to file FIR with Local Police against those who RAG / ABET Ragging.

**DON'T 'RAG'**  
ALSO  
DON'T BE A  
MUTE WITNES TO  
'RAGGING'

**What is Ragging?**  
Any act resulting in


- Humili / Physical / Sexual Abuse
- Verbal Abuse
- Indecent Exposure
- Criminal Intimidation / Menacing Behaviour
- Undermining Human Dignity
- Financial Exploitation / Extortion
- Use of Force

**A Student indulging in ragging can be:**

- Expelled from the Institute
- Barred from the Hosts / Hostel
- His / Her Scholarship can be withdrawn
- Debarred from Examinations
- Directed Admission to any Institute
- Prosecuted for Criminal Action
- Institution have been asked to file FIR with Local Police against those who RAG / ABET Ragging.

**JOIN HANDS TO MAKE OUR CAMPUS RAGGING FREE**  
24x7 Anti Ragging Helpline 1800-180-5522



Go 

**Malayambakkam, Tamil Nadu, India**

**Unnamed Road, Tamil Nadu 602109, India**

**Lat N 12° 58' 14.3724"**

**Long E 80° 2' 34.3284"**

**02/03/21 10:23 AM**

  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 069.**

### About Anti Ragging

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student. 2. Indulging in a rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student. 3. Asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

ANTI RAGGING

SAY NO TO RAGGING

Ragging-Free Campus

WARNING

STOP RAGGING

NO RAGGING

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### Anti-Ragging Details

**CIT** CHENNAI INSTITUTE OF TECHNOLOGY

**CII** INSTITUTE OF INDIAN CHAMBERS

1399

**NBA**

**NAAC**

Home About FAQ'S Form

### ANTI-RAGGING RULES

Ragging is strictly prohibited in the college premises. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Supreme Court of India has banned ragging. In order to prevent such activity in campus, several committees have been developed and brought into operation even before the start of 1st year classes by the Director / Principal. Ragging in any form is strictly prohibited within the premises of the college/apartment/classroom as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging, constitutes gross misbehaviour and such individual/group shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honour of any student.

**Students shall not:**

- Violate the status, dignity and honour of girl students.
- Violate the status, dignity and honour of SC and ST students
- Expose students to ridicule and contempt thereby affect their self-esteem
- Engage in verbal abuse and aggression, obscene gestures and obscene behavior
- The Principal / the Anti ragging committee shall take immediate action on any information of the occurrence of ragging.

**Action Against Ragging:**

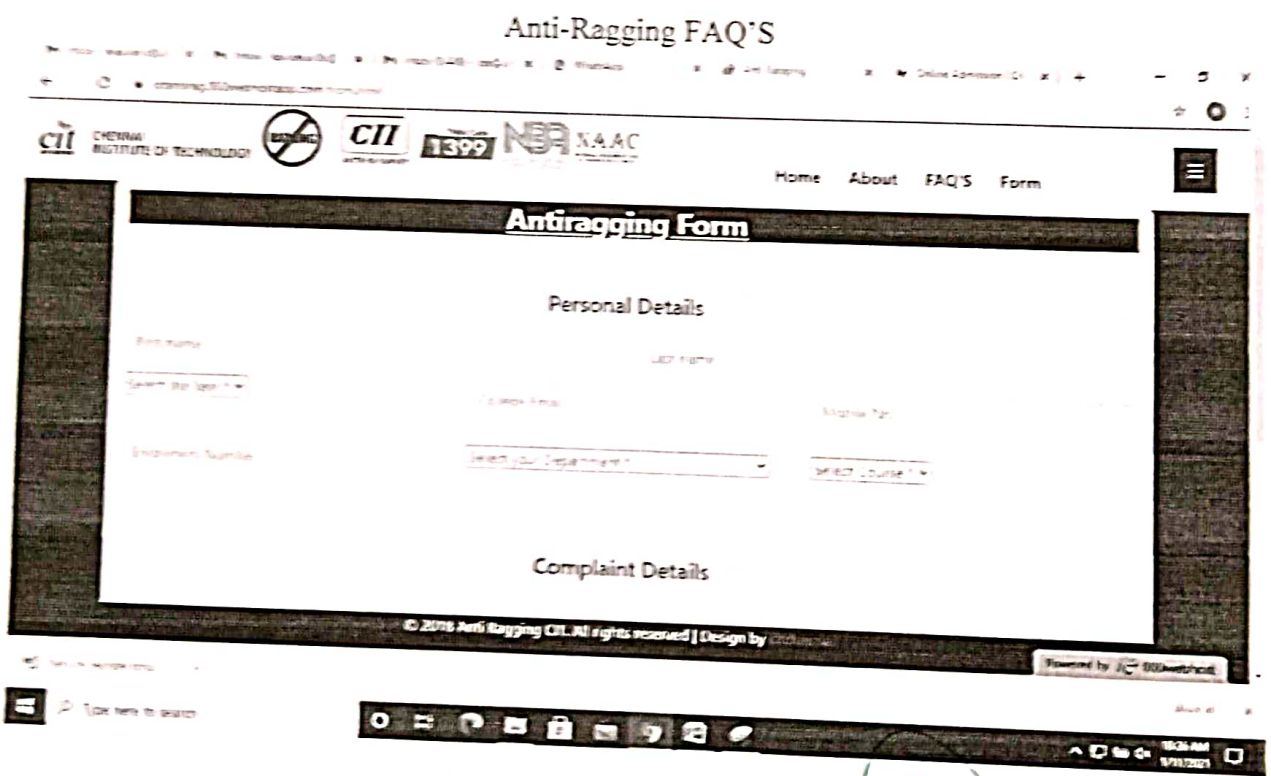
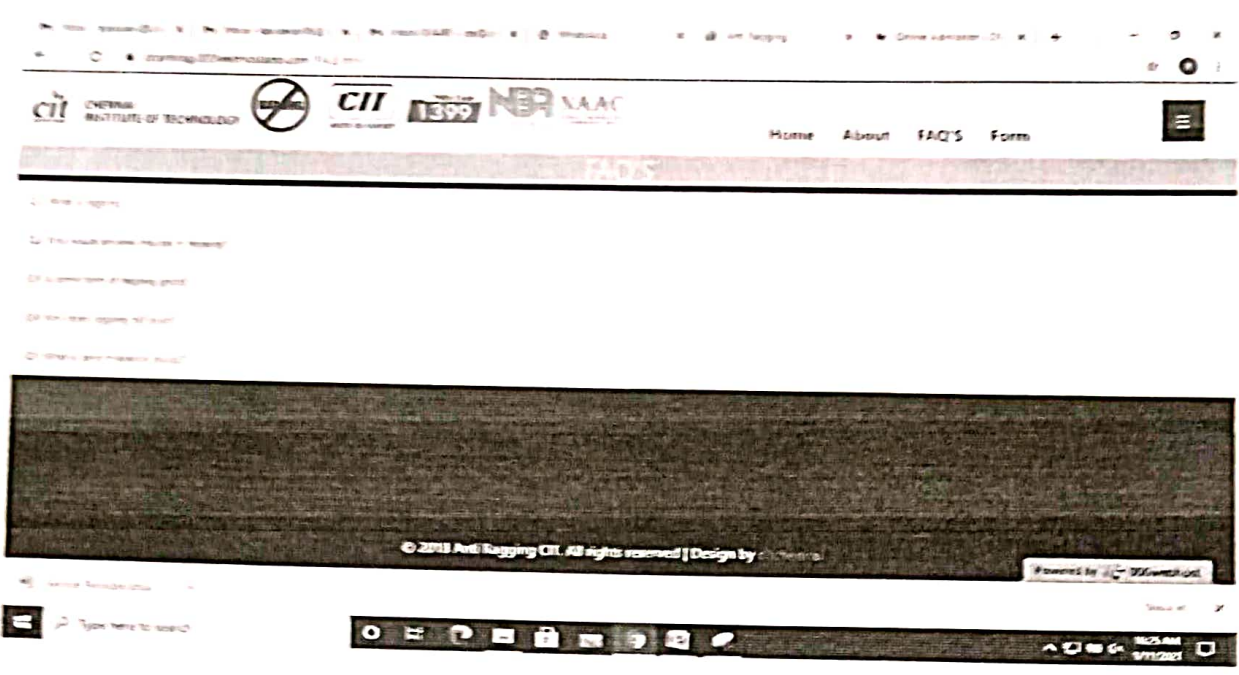
Ordinance Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provision for action against ragging.

- a. Ragging within or outside of any educational institution is prohibited
- b. Whoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty which may extend to Ten thousand rupees.

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### Anti-Ragging Rules

**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 630 069.**



Anti-Ragging complaint Form

*(Signature)*

**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
 CHENNAI INSTITUTE OF TECHNOLOGY  
 SARATHY NAGAR, NANDAMBAKKAM POST,  
 KUNDRATHUR, CHENNAI - 600 095.

## GRIEVANCE & REDRESSAL COMMITTEE



**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAN POST,  
KUNDRATHUR, CHENNAI - 600 089.

Ref No: CIT/ADMIN/GRC/001/2019-20

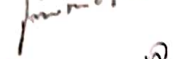


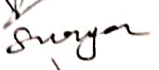
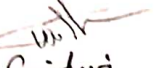
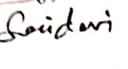

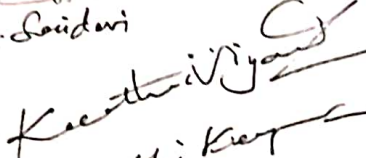
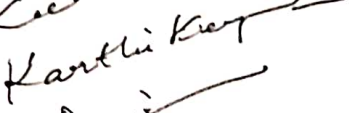
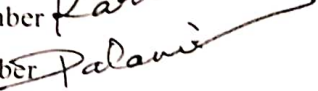

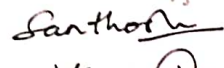

Date: 24/06/2019

GRIEVANCE & REDRESSAL COMMITTEE (GRC)

NOTIFICATION

This is to notify that the college management has decided to constitute GRIEVANCE & REDRESSAL COMMITTEE (GRC).

Following persons are hereby nominated as thememberof GRIEVANCE & REDRESSAL COMMITTEE(GRC)

- |                             |                             |   |
|-----------------------------|-----------------------------|---|
| 1. Dr.J.Mathan              | Principal / Chairman        |    |
| 2. Mrs.S.Pavithra           | Asst Prof/ CSE /Coordinator |    |
| 3. Mrs.K.Rajalakshmi        | Asst Prof/ CSE /Member      |   |
| 4. Mrs.N.Surya              | Asst Prof/ ECE /Member      |   |
| 5. Mr.T.Vinoth              | Asst Prof/ MCT /Member      |  |
| 6. Mrs.Sridevi              | Asst Prof/ S&H /Member      |  |
| 7. Ms.D.S.Anuradha          | Asst Prof/ S&H /Member      |   |
| 8. Mr.G.KeerthyVijayadhasan | Asst Prof/ EEE /Member      |  |
| 9. Mr.Karthikeyan           | Asst Prof/ MECH /Member     |  |
| 10. Mr.Palanikumar          | Asst Prof/ CIVIL /Member    |  |
| 11. Dr.Akila Vijayakumar    | NGO/Member                  |  |
| 12. Mr.G.Santhosh           | 2 <sup>nd</sup> Year CSE    |   |
| 13. Ms.A.Kavya              | 2 <sup>nd</sup> Year ECE    |   |

Purpose

Committee formed in order to ensure transparency by preventing unfair practices, complains of alleged discrimination by students SC, ST, OBC Minority, Scholarship issues, admission, issues voted to sexual harassment, Ragging.

  
Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAIPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 059.

  
COORDINATOR



Ref No: CIT/ADMIN/GRC/002/2019-20

Date:02/07/2019

CIRCULAR

This is to inform you that a meeting of Grievance redressal committee of CHENNAI INSTITUTE OF TECHNOLOGY will be held on 05/07/2019, Friday, from 03:00 P.M. at the Board Room. All members are requested to attend the meeting to discuss following agenda.

- |                              |                                   |                             |
|------------------------------|-----------------------------------|-----------------------------|
| 1. Dr.J.Mathana              | Principal / Chairman              | <i>Prinette</i>             |
| 2. Mrs.S.Pavithra            | Asst Prof/ CSE /Coordinator       | <i>P</i>                    |
| 3. Mrs.K.Rajalakshmi         | Asst Prof/ CSE /Member            | <i>P</i>                    |
| 4. Mrs.N.Surya               | Asst Prof/ ECE /Member            | <i>Surya</i>                |
| 5. Mr.T.Vinoth               | Asst Prof/ MCT /Member            | <i>T.Vinoth</i>             |
| 6. Mrs.Sridevi               | Asst Prof/ S&H /Member            | <i>Sridevi</i>              |
| 7. Ms.D.S.Anuradha           | Asst Prof/ S&H /Member            | <i>Anu</i>                  |
| 8. Mr.G.Keerthy Vijayadhasan | Asst Prof/ EEE /Member            | <i>Keerthy Vijayadhasan</i> |
| 9. Mr.Karthikeyan            | Asst Prof/ MECH /Member           | <i>Karthikeyan</i>          |
| 10. Mr.Palanikumar           | Asst Prof/ CIVIL /Member          | <i>Palanikumar</i>          |
| 11. Dr.Akila Vijayakumar     | NGO/Member                        | <i>Akila</i>                |
| 12. Mr.G.Santhosh            | 2 <sup>nd</sup> Year CSE /student | <i>Santhosh</i>             |
| 13. Ms.A.Kavya               | 2 <sup>nd</sup> Year ECE /student | <i>Kavya</i>                |

Agenda

1. Time bond redressal of grievances received if any.
2. Mechanism of redressal of grievances.
3. Miscellaneous, by permission of chairman.

Copy to:

The Chairman

The Principal

All the members Concerned

Heads of the Department

Office

**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 063.

*Prinette*  
PRINCIPAL

1. Grievance redressal committee shall consider only individual grievances of specific nature of students and staffs.
2. The GRC shall not consider any grievance in of general applicability or of collective nature of raised collectively by more than one employee/student.
3. After receiving complain/application the committee will decide on the merit of case regarding scope of further discussion investigation.
4. GRC will meet only as & when required. If required it meets more frequently otherwise not.
5. The GRC may mediate between complainant and defendant against who the complaint has been made, it required.
6. Time bond redressal of grievances would be appreciable.
7. The grievances must be submitted in writing to chairman GRC in sealed envelope"marked-confidential".

### Agenda 3

Miscellaneous by the permission of chairman:

The members are happy to learn that the issue of minor complains are dealt concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal cell.The meeting concluded with Vote of Thanks.

To discuss following agenda in presence of following members:

- |                              |                                   |                    |
|------------------------------|-----------------------------------|--------------------|
| 1. Dr.J.Mathana              | Principal / Chairman              | <i>math</i>        |
| 2. Mrs.S.Pavithra            | Asst Prof/ CSE /Coordinator       |                    |
| 3. Mrs.K.Rajalakshmi         | Asst Prof/ CSE /Member            |                    |
| 4. Mrs.N.Surya               | Asst Prof/ ECE /Member            | <i>Surya</i>       |
| 5. Mr.T.Vinoth               | Asst Prof/ MCT /Member            |                    |
| 6. Mrs.Sridevi               | Asst Prof/ S&H /Member            | <i>Sridevi</i>     |
| 7. Ms.D.S.Anuradha           | Asst Prof/ S&H /Member            | <i>Anu</i>         |
| 8. Mr.G.Keerthy Vijayadhasan | Asst Prof/ EEE /Member            | <i>Keerthy</i>     |
| 9. Mr.Karthikeyan            | Asst Prof/ MECH /Member           | <i>Karthi</i>      |
| 10. Mr.Palanikumar           | Asst Prof/ CIVIL /Member          | <i>Palanikumar</i> |
| 11. Dr.Akila Vijayakumar     | NGO/Member                        |                    |
| 12. Mr.G.Santhosh            | 2 <sup>nd</sup> Year CSE /Student | <i>Santhosh</i>    |
| 13. Ms.A.Kavya               | 2 <sup>nd</sup> Year ECE /Student | <i>Kavya</i>       |

**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMBAKKAN PO, KUNDRATHUR, CHENNAI - 600 059.

**CHAIRPERSON**

Ref No: CIT/ADMIN/GRC/004/2019-20

Date: 09/09/2019

CIRCULAR

This is to inform you that a meeting of Grievance redressal committee of CHENNAI INSTITUTE OF TECHNOLOGY, will be held on 13/09/2019, Friday, from 03:00 P.M. at the Principal Chamber.

All members are requested to attend the meeting to discuss following agenda.

- |                             |                                   |                            |
|-----------------------------|-----------------------------------|----------------------------|
| 1. Dr.J.Mathana             | Principal / Chairman              | <i>pruthi</i>              |
| 2. Mrs.S.Pavithra           | Asst Prof/ CSE /Coordinator       | <i>[Signature]</i>         |
| 3. Mrs.K.Rajalakshmi        | Asst Prof/ CSE /Member            | <i>[Signature]</i>         |
| 4. Mrs.N.Surya              | Asst Prof/ ECE /Member            | <i>Surya</i>               |
| 5. Mr.T.Vinoth              | Asst Prof/ MCT /Member            | <i>[Signature]</i>         |
| 6. Mrs.Sridevi              | Asst Prof/ S&H /Member            | <i>Sridevi</i>             |
| 7. Ms.D.S.Anuradha          | Asst Prof/ S&H /Member            | <i>Anu</i>                 |
| 8. Mr.G.Keerthyvijayadhasan | Asst Prof/ EEE /Member            | <i>Keerthyvijayadhasan</i> |
| 9. Mr.Karthikeyan           | Asst Prof/ MECH /Member           | <i>Karthikeyan</i>         |
| 10. Mr.Palanikumar          | Asst Prof/ CIVIL /Member          | <i>Palanikumar</i>         |
| 11. Dr.Akila Vijayakumar    | NGO/Member                        | <i>[Signature]</i>         |
| 12. Mr.G.Santhosh           | 2 <sup>nd</sup> Year CSE /Student | <i>Santhosh</i>            |
| 13. Ms.A.Kavya              | 2 <sup>nd</sup> Year ECE /Student | <i>Kavya</i>               |

Agenda

1. Complain of Students on Additional Water Cooler in Corridors.
2. Students are in the need of Laundry facility in hostel
3. Students requested for sitting chairs in corridor for reading purpose during Examination and UPC time.

Copy to:  
The Chairman  
The Principal  
All the members Concerned  
Heads of the Department  
Office

*[Signature]*  
Dr. A. ROMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
KODAMBALOODE, ANDHRA PRADESH  
APR 2019

*pruthi*  
PRINCIPAL

Ref No: CIT/ADMIN/GRC/005/2019-20

Date: 13/09/2019

MINUTES OF MEETING

Grievance Redressal Committee (GRC) was held on 13/09/2019, Friday from 03:00 P.M. onwards and the following members were attended.

To discuss following agenda in presence of following members:

- |                              |                                   |                    |
|------------------------------|-----------------------------------|--------------------|
| 1. Dr.J.Mathana              | Principal / Chairman              | <i>Jmatt</i>       |
| 2. Mrs.S.Pavithra            | Asst Prof/ CSE /Coordinator       | <i>[Signature]</i> |
| 3. Mrs.K.Rajalakshmi         | Asst Prof/ CSE /Member            | <i>[Signature]</i> |
| 4. Mrs.N.Surya               | Asst Prof/ ECE /Member            | <i>Surya</i>       |
| 5. Mr.T.Vinoth               | Asst Prof/ MCT /Member            | <i>[Signature]</i> |
| 6. Mrs.Sridevi               | Asst Prof/ S&H /Member            | <i>Sridevi</i>     |
| 7. Ms.D.S.Anuradha           | Asst Prof/ S&H /Member            | <i>Anu</i>         |
| 8. Mr.G.Keerthy Vijayadhasan | Asst Prof/ EEE /Member            | <i>Keerthy</i>     |
| 9. Mr.Karthikeyan            | Asst Prof/ MECH /Member           | <i>Karthi</i>      |
| 10. Mr.Palanikumar           | Asst Prof/ CIVIL /Member          | <i>Palan</i>       |
| 11. Dr.Akila Vijayakumar     | NGO/Member                        | <i>[Signature]</i> |
| 12. Mr.G.Santhosh            | 2 <sup>nd</sup> Year CSE /Student | <i>Santhosh</i>    |
| 13. Ms.A.Kavya               | 2 <sup>nd</sup> Year ECE /Student | <i>Kavya</i>       |

Note: It is found that no major grievances has been registered except few minor grievances.

*[Signature]*  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHI ROAD, MADAMPALAYAM, CHENNAI - 600 096.

*Jmatt*  
**PRINCIPAL**

Ref No: CIT/ADMIN/GRC/006/2019-20

Date: 09/03/2020

CIRCULAR

This is to inform you that a meeting of Grievance Redressal committee of CHENNAI INSTITUTE OF TECHNOLOGY, will be held on 09/03/2019, Monday, from 03:00 P.M. at the Principal Cabin.

All members are requested to attend the meeting to discuss grievances of the students.

- |                             |                                   |                            |
|-----------------------------|-----------------------------------|----------------------------|
| 1. Dr.J.Mathana             | Principal / Chairman              | <i>J.Math</i>              |
| 2. Mrs.S.Pavithra           | Asst Prof/ CSE /Coordinator       | <i>S.Pavithra</i>          |
| 3. Mrs.K.Rajalakshmi        | Asst Prof/ CSE /Member            | <i>K.Rajalakshmi</i>       |
| 4. Mrs.N.Surya              | Asst Prof/ ECE /Member            | <i>Surya</i>               |
| 5. Mr.T.Vinoth              | Asst Prof/ MCT /Member            | <i>T.Vinoth</i>            |
| 6. Mrs.Sridevi              | Asst Prof/ S&H /Member            | <i>Sridevi</i>             |
| 7. Ms.D.S.Anuradha          | Asst Prof/ S&H /Member            | <i>Anuradha</i>            |
| 8. Mr.G.KeerthyVijayadhasan | Asst Prof/ EEE /Member            | <i>KeerthyVijayadhasan</i> |
| 9. Mr.Karthikeyan           | Asst Prof/ MECH /Member           | <i>Karthikeyan</i>         |
| 10. Mr.Palanikumar          | Asst Prof/ CIVIL /Member          | <i>Palanikumar</i>         |
| 11. Dr.Akila Vijayakumar    | NGO/Member                        | <i>Akila</i>               |
| 12. Mr.G.Santhosh           | 2 <sup>nd</sup> Year CSE /Student | <i>Santhosh</i>            |
| 13. Ms.A.Kavya              | 2 <sup>nd</sup> Year ECE /Student | <i>Kavya</i>               |

*[Handwritten Signature]*

*J.Math*  
PRINCIPAL

- Copy to:
- The Chairman
  - The Principal
  - All the members Concerned
  - Heads of the Department
  - Office

09-03-2020  
CHENNAI INSTITUTE OF TECHNOLOGY  
OFFICE OF THE PRINCIPAL  
CHENNAI

Ref No: CIT/ADMIN/GRC/007/2019-20

Date: 10/03/2020

MINUTES OF MEETING

Grievance Redressal Committee (GRC) was held on 09/03/2020, Monday from 03:00 P.M. onwards and the following members were attended.

- |                              |                                   |                    |
|------------------------------|-----------------------------------|--------------------|
| 1. Dr.J.Mathana              | Principal / Chairman              | <i>J.Math</i>      |
| 2. Mrs.S.Pavithra            | Asst Prof/ CSE /Coordinator       | <i>P</i>           |
| 3. Mrs.K.Rajalakshmi         | Asst Prof/ CSE /Member            | <i>K</i>           |
| 4. Mrs.N.Surya               | Asst Prof/ ECE /Member            | <i>Surya</i>       |
| 5. Mr.T.Vinoth               | Asst Prof/ MCT /Member            | <i>T.Vinoth</i>    |
| 6. Mrs.Sridevi               | Asst Prof/ S&H /Member            | <i>Sridevi</i>     |
| 7. Ms.D.S.Anuradha           | Asst Prof/ S&H /Member            | <i>Anu</i>         |
| 8. Mr.G.Keerthy Vijayadhasan | Asst Prof/ EEE /Member            | <i>Keerthy</i>     |
| 9. Mr.Karthikeyan            | Asst Prof/ MECH /Member           | <i>Karthikeyan</i> |
| 10. Mr.Palanikumar           | Asst Prof/ CIVIL /Member          | <i>Palani</i>      |
| 11. Dr.Akila Vijayakumar     | NGO/Member                        | <i>K</i>           |
| 12. Mr.G.Santhosh            | 2 <sup>nd</sup> Year CSE /Student | <i>Santhosh</i>    |
| 13. Ms.A.Kavya               | 2 <sup>nd</sup> Year ECE /Student | <i>Kavya</i>       |

Note: It is found that no major grievances have been registered except few minor grievances.

*(Signature)*  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 069.**

*(Signature)*  
**PRINCIPAL**

## INTERNAL COMPLAINT COMMITTEE

*[Handwritten signature]*

### INTERNAL COMPLAINT COMMITTEE ACT

The 2015 UGC regulations state that Indian colleges and universities need to have an Internal Complaints Committee that will conduct inquiries into sexual harassment complaints from students, faculty and non-teaching staff. The committee is also required to provide assistance to complainants if they want to file a complaint with the police.

In compliance of this directive of the college/ University, the Women Development Cell of Chennai Institute of Technology was set up in the year 2011 under the chairman of Principal. It is an active committee comprising of staff members and students of Chennai Institute of Technology, and functions with an aim to prevent sexual harassment, promote well being of all the female students and staff members and create a gender sensitized community within campus as well as in the society.

According to the Supreme Court of India, the following constitutes sexual harassment:

1. Physical contact and advances
2. A demand or request for sexual favors
3. Sexually colored remarks
4. Showing pornography
5. Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

Government of India proclaimed "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on 9.12.2013 which replaced Apex Court's Vishakha Guidelines of 1997. The act laid down a grievance redressal mechanism under which it is mandatory for all educational institutions to set up Internal Complaints Committee (ICC) to look into such complaints. UGC has also enacted University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in Higher Educational Institutes) Regulation, 2015 on 02.05.2016.



**Dr. A. RAMESH, M.E., Ph.D.**  
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**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 069.**



Ref No: CIT/ADMIN/ICC/001/2019-2020

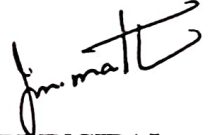
Date: 26.06.2019

**CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE**

For the academic year 2019-20, the following members have been nominated as members of Internal Compliance Committee. The tenure of the committee is one year. The Internal complaint Committee will take care of prevention, prohibition and Redressal of Sexual Harassment of Women Employees and Students of the institute.

S.No	Name	Position	Designation	Email Id	Contact No
1	Dr.J.Mathana	Chairman	Principal	mathanajm@citchennai.net	8939917090
2	Dr R.Menaka	Member	Professor & Head / ECE	menakar@citchennai.net	8852934243
3	Ms Y J Breetha	Member	AP / CIVIL	breethayj@citchennai.net	9962425238
4	Ms S Pavithra	Member	AP / CSE	pavithras@citchennai.net	9790968657
5	Ms V Preetha	Member	AP / EEE	preetha@citchennai.net	9600081710
6	Ms M Priya	Member	AP / SH	priyam@citchennai.net	7904528717
7	P.Ramachandran	Member	Advocate	ramachan.p@gmail.com	9444187140

  
**Dr. A. RANESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 069.**

  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI-600 069.**

Ref No: CIT/ADMIN/ICC/002/2019-2020

Date: 04.07.2019

INTERNAL COMPLAINT COMMITTEE - CIRCULAR

The members of Internal complaint Committee are asked to attend a meeting at board room on 06.07.19. The agenda of the meeting is to discuss the prevention, prohibition and Redressal of Sexual Harassment of Women Employees and Students of the institute.



CHAIRMAN-ICC

Dr. J. Mathana



Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL

CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.

Ref No: CIT/ADMIN/ICC/003/2019-2020

Date: 06.07.2019

**Minutes of Meeting Internal Complaint Committee**

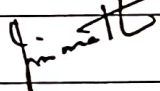
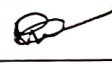
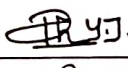


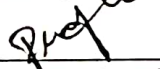

Meeting: 1

Venue: Board Room

The following points were discussed:-

1. Members are directed to prevent Sexual Harassment in and outside of the campus.
2. If any harassment activities are found, it must be brought to the notice of Principal and Chairman of the Committee immediately.
3. Continuous monitoring is required to prevent the occurrence of harassment.
4. Discussed about the availability of CCTV cameras in all suspected places.

The following members were present for the meeting.

S.No.	Name	Position	Designation	Signature
1	Dr.J.Mathana	Chairman	Principal	
2	Dr R.Menaka	Member	Professor & Head / ECE	
3	Ms Y J Breetha	Member	AP / CIVIL	
4	Ms S Pavithra	Member	AP / CSE	
5	Ms V Preetha	Member	AP / EEE	
6	Ms M Priya	Member	AP / SH	
7	Adv.P.Ramachandran	Member	Advocate	

  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPARKAM POST,  
KUNDRATHUR, CHENNAI - 600 089.

  
**CHAIRMAN-ICC**

Ref No: CIT / ADMIN/ ICC/ 004 / 2019-20

Date: 22.08.2019

**INTERNAL COMPLAINT COMMITTEE - CIRCULAR**

The members of internal complaint Committee are asked to attend a meeting at board room on 24.08.19. The agenda of the meeting is to discuss the follow-up actions of prevention, prohibition and redressal of Sexual Harassment of Women Employees and Students of the institute.

  
CHAIRMAN-ICC  
J. Mathava



Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY HAGAR, NANDAMPARKKAM PO, 38,  
KUNDRATHUR, CHENNAI - 600 099

**Minutes of Meeting Internal Complaint Committee**

Ref No: CIT / ADMIN/ ICC/ 004 / 2019-20

Date: 24.08.2019

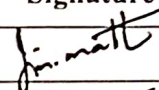



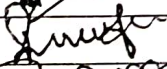
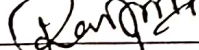

Meeting: 2

Venue: Board Room

The following points were discussed:-

1. The Committee noted that no complaint of sexual harassment has been received from any women students and employee of the college. It was emphasizing that in order to create awareness and continuous sensitization among the employees, it is essential to place posters/notices defining sexual harassment at prominent places in the campus.
2. The Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013 issued by Ministry of Women and Child Development and the composition of the Internal Complaints Committee to be made available in all the departments and in the office premises.
3. A complaint Drop box may be placed in the office premises after approval from the Principal.

The following members were present for the meeting.

S.No.	Name	Position	Designation	Signature
1	Dr.J.Mathana	Chairman	Principal	
2	Dr R.Menaka	Member	Professor & Head / ECE	
3	Ms Y J Breetha	Member	AP / CIVIL	
4	Ms S Pavithra	Member	AP / CSE	
5	Ms V Preetha	Member	AP / EEE	
6	Ms M Priya	Member	AP / SH	
7	Adv.P.Ramachandran	Member	Advocate	

  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**

**CHAIRMAN-ICC**

**CHENNAI INSTITUTE OF TECHNOLOGY**  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 066.



# CHENNAI INSTITUTE OF TECHNOLOGY

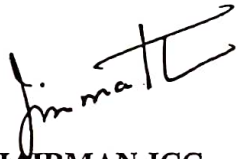
(Approved by AICTE, New Delhi & Affiliated to Anna University Chennai) Sarathy Nagar, Kundrathur, Chennai - 600069


Ref No: CIT / ADMIN/ ICC/ 005 / 2019-20

Date: 22.11.2019

## INTERNAL COMPLAINT COMMITTEE - CIRCULAR

The members of internal complaint Committee are asked to attend a meeting at board room on 23.11.19. The agenda of the meeting is to discuss the follow-up actions of prevention, prohibition and redressal of Sexual Harassment of Women Employees and Students of the institute.

  
CHAIRMAN-ICC  
Dr. J. J. Mathur

  
Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.

07/11/19

**Minutes of Meeting Internal Complaint Committee**

Ref No: CIT / ADMIN/ ICC/ 006 / 2019-20

Date: 23.11.2019

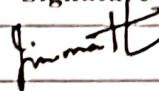




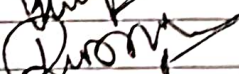

Meeting: 3

Venue: Board Room

The following points were discussed:-

1. The Committee noted that no complaint of sexual harassment has been received from any women students and employee of the college.
2. The committee members have to evolve a permanent mechanism for the prevention and Redressal of sexual harassment cases and other acts of gender based violence at the Institute.
3. Members should ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. Members have to uphold the commitment of the Institute to provide an environment free of gender based discrimination.
5. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus.
6. The mechanism for registering complaints should be safe, accessible, and sensitive.

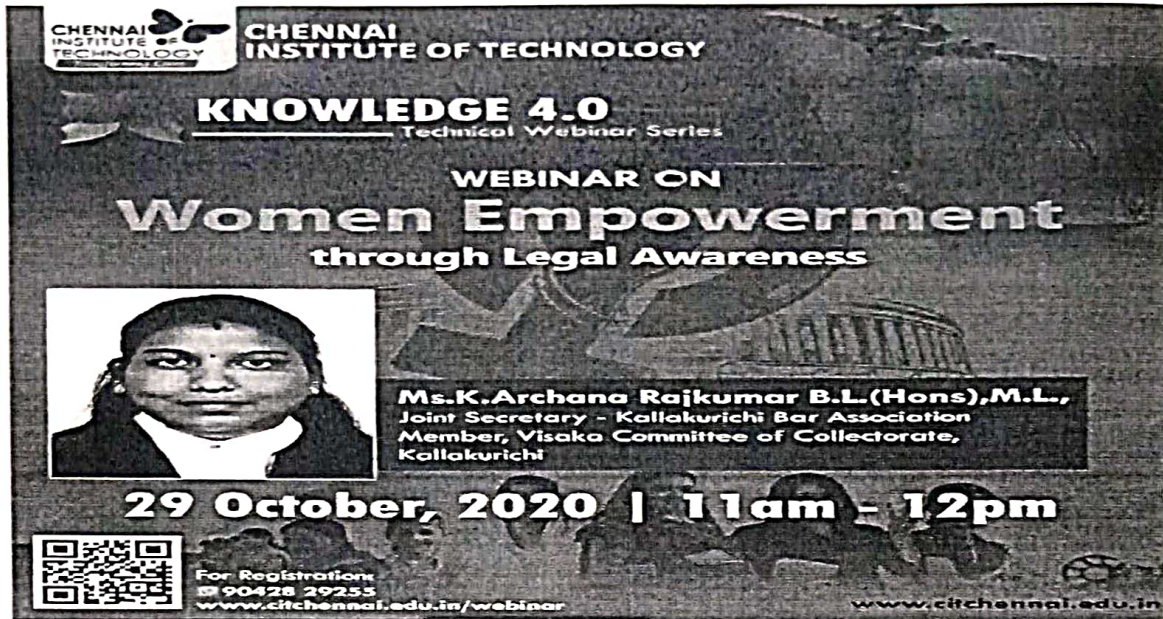
The following members were present for the meeting.

S.No.	Name	Position	Designation	Signature
1	Dr.J.Mathana	Chairman	Principal	
2	Dr R.Menaka	Member	Professor & Head / ECE	
3	Ms Y J Breetha	Member	AP / CIVIL	
4	Ms S Pavithra	Member	AP / CSE	
5	Ms V Preetha	Member	AP / EEE	
6	Ms M Priya	Member	AP / SH	
7	Adv.P.Ramachandran	Member	Advocate	

CHAIRMAN-ICC

  
**Dr. A. RAMESH, M.E., Ph.D.**  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUMBakonam, CHENNAI - 600 089.


Legal Awareness Program



CHENNAI INSTITUTE OF TECHNOLOGY

**KNOWLEDGE 4.0**  
Technical Webinar Series

WEBINAR ON  
**Women Empowerment**  
through Legal Awareness



**Ms.K.Archana Rajkumar B.L.(Hons),M.L.,**  
Joint Secretary - Kallakurichi Bar Association  
Member, Visaka Committee of Collectorate,  
Kallakurichi

**29 October, 2020 | 11am - 12pm**

For Registration  
☎ 90428 29253  
[www.cit Chennai.edu.in/webinar](http://www.cit Chennai.edu.in/webinar)

[www.cit Chennai.edu.in](http://www.cit Chennai.edu.in)

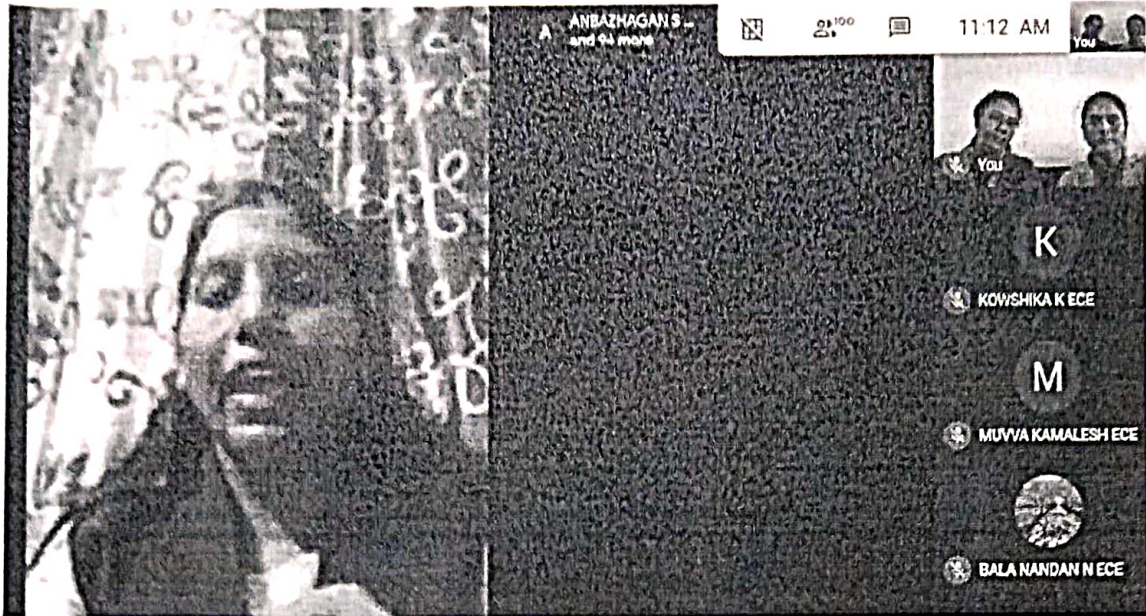
Ms.K.Archana Rajkumar, Webinar on Women Empowerment

- Ms. K. Archana Rajkumar, member of Vishakha committee of collectorate , Kallakurchi.
- Vishakha guidelines are a set of procedural guidelines in case of sexual harassment and were superseded in 2013 by the Sexual Harassment of women at workplace Act, 2013.
- Spoke about rights of women and delivered precautionary measures.
- No such cases were reported in Chennai institute of Technology



**Dr. A. RAMESH, M.E., Ph.D.**  
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KUNDRATHUR, CHENNAI - 600 069.





Ms.K.Archana Rajkumar, Spoke about rights of women and gender equality

**Report:**

Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to [principal@citchennai.net](mailto:principal@citchennai.net). The Act stipulates that aggrieved woman can make written complaint of sexual harassment at workplace / Institution to the ICC (in case a complaint is against the employer), 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. As per the Sexual Harassment of Women at Workplace/ Institution (Prevention, Prohibition and Redressal), in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

Chennai Institute of Technology launched an online complaint management system titled Sexual Harassment electronic -Box (Her-Box) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace/Institute. The She-Box is an initiative to file complaints related to Sexual Harassment at workplace / Institute under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Once a complaint is submitted to Her-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Department/ ICC Body etc. having jurisdiction to inquire into

**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
**CHENNAI INSTITUTE OF TECHNOLOGY**  
**SARATHY NAGAR, NANDAMPAKKAM POST,**  
**KUNDRATHUR, CHENNAI - 600 069.**

the complaint. The Her-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.

<https://www.citchennai.edu.in/icc/>

CHENNAI INSTITUTE OF TECHNOLOGY  
CII  
NAAC  
NBA

Home About FAQ'S Complaint forum Join us Contact Us

## Her-Box Online Complaint Management System

Register Your Complaint

DISCLAIMER | TERMS AND CONDITION  
Copyright 2018, Chennai Institute Of Technology

Complaint Management System A Safe Society & Every Women Right

**Her-Box Online Complaint Management System**

Online Complaint Management System

<https://www.citchennai.edu.in/icc/>

  
**Dr. A. RAMESH, M.E., Ph.D.**  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069..

Ref: CIT Exam Cell/AU/17/2019

To  
The Controller of Examinations,  
Anna University Chennai,  
Chennai-600025.

Sir,

Sub: 2104 -Name Correction in All Semester Grade Sheets- Regarding.

This is to bring it to your kind notice that Mr. SUBAHARIHARAN A Reg (210415114160) is a bonifide student pursuing B.E. Mechanical Engineering in our college. In his mark sheets name was printed as, SUBA HARIHARAN A. His correct name is SUBAHARIHARAN A. I request you to make the necessary correction against his Name field. Herewith we are submitting all his mark sheets for correction.

List of original grade sheets submitted:

- |                |                    |
|----------------|--------------------|
| 1. Semester -1 | SLNo.: GSC 4283314 |
| 2. Semester -2 | SLNo.: GSC 4827877 |
| 3. Semester -3 | SLNo.: MA 1412175  |
| 4. Semester -4 | SLNo.: MA 524536   |
| 5. Semester -5 | SLNo.: MA 1955998  |
| 6. Semester -6 | SLNo.: MA 2559957  |

We are also enclosing demand draft Rs.1200/- vide DD No.79166, dated 08-04-2019 drawn in favour of The Controller of Examinations, Anna University Chennai.

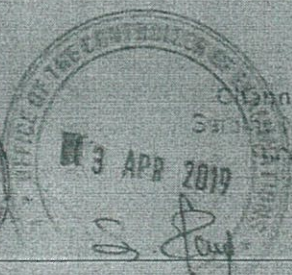
Thanking You,

*[Signature]*  
Principal

Place: Chennai

Date: 12-04-2019

**DR. A. RAMESH, M.E., Ph.D.**  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.



PRINCIPAL  
Chennai Institute of Technology  
Sarathy Nagar, Nandampakkam  
Kundrathur, Chennai - 600 069



Date: 12-04-2019

Ref: CIT /Exam Cell/AU/18/2019

To  
The Controller of Examinations,  
Anna University Chennai,  
Chennai-600025.

Sr.

Sub: 2104 -Name Correction in All Semester Grade Sheets-- Regarding

This is to bring it to your kind notice that Mr. INFANT JEFLIN J BEN. Reg (210415114052) is a bonafide student pursuing B.E. Mechanical Engineering in our college. In his mark sheets name was printed as, INFANT JEFLIN J BEN J. His correct name is INFANT JEFLIN J BEN. I request you to make the necessary correction against his Name field. Herewith we are submitting all his mark sheets for correction.

List of original grade sheets submitted:

1. Semester -1	SLNo.: GSC 4283727
2. Semester -2	SLNo.: GSC 4827983
3. Semester -3	SLNo.: MA 1412070
4. Semester -4	SLNo.: MA 524432
5. Semester -5	SLNo.: MA 1955915
6. Semester -6	SLNo.: MA 2542448

We are also enclosing demand draft Rs.1200/- vied DD No.372336, dated 05-04-2019 drawn in favour of The Controller of Examinations, Anna University Chennai.

Thanking You,

Place, Chennai

Date 12-04-2019



Principal,

**PRINCIPAL RAMESH, M.E., Ph.D.**  
CHENNAI INSTITUTE OF TECHNOLOGY  
DAMPACKAM PO  
CHENNAI - 600 069

**ANNA UNIVERSITY**  
CHENNAI  
 Office of the Controller of Examinations

Dr. M. Vasudevan  
 Controller of Examinations  
 Anna University,  
 Chennai - 600 025.

The Principal  
 2104  
 Chennai Institute of Tech.

Sub: Office of the Controller of Examinations, Anna University  
 Conviction is made in the Graduate Exam  
 for LENG CIT/Examcell/Aut/2018 dt. 14/11

With reference to the letter cited, the Graduates  
 in respect of the following students who having necessary conditions of  
 admission were admitted and the same may be arranged to be seated in the  
 hall(s) concerned.

Sl. No.	Reg. No.	Name	Course & Branch	Sem.	Month and year of Exam	Exam No.
1.	2104E114002	Jagan Jethi 350	B.E/ Mech.	8 <sup>th</sup> 9 <sup>th</sup>	Jan 2018 to to	Amusement Amusement Amusement Amusement Amusement Amusement Amusement Amusement Amusement Amusement

The Controller of Examinations

(Signature)

CONTROLLER OF EXAMINATIONS

**Dr. A. RAMESH, M.E. Ph.D.**  
**PRINCIPAL**  
 CHENNAI INSTITUTE OF TECHNOLOGY  
 SARATHY NAGAR, MANDAMPARKAMP, POST,  
 KUNDRATHUR, CHENNAI - 600 062.

Date: 12-04-2019

Ref: CIT Exam Cell All 19 2019

To  
The Controller of Examinations,  
Anna University Chennai,  
Chennai-600025.

Sir,

Sub: 2104 -Name Correction in All Semester Grade Sheets- Regarding

This is to bring it to your kind notice that Mr. TATHIREDDY GUNASEKHAR REDDY Reg (210415106029) is a bonafide student pursuing B.E Electronics and Communication Engineering in our college. In his mark sheets name was printed as, GUNASEKHARA REDDY THIREDDY. His correct name is TATHIREDDY GUNASEKHAR REDDY. I request you to make the necessary correction against his Name field. Herewith we are submitting all his mark sheets for correction.

List of original grade sheets submitted:

- |                |                     |
|----------------|---------------------|
| 1. Semester -1 | SI.No.: GSC 4283868 |
| 2. Semester -2 | SI.No.: GSC 4860412 |
| 3. Semester -3 | SI.No.: MA 1441933  |
| 4. Semester -4 | SI.No.: MA 524296   |
| 5. Semester -5 | SI.No.: MA 991189   |
| 6. Semester -6 | SI.No.: MA 2559957  |

We are also enclosing demand draft Rs.1200/- vied DD No.061466, dated 04-04-2019 drawn in favour of The Controller of Examinations, Anna University Chennai.

Thanking You,



Place: Chennai

Date 12-04-2019

*[Signature]*  
Principal

PRINCIPAL  
Chennai Institute of Technology  
Sarathy Nagar, Nandambakkam,  
Kundrathur, Chennai

*[Signature]*  
**DR. A. RAMESH, M.E., Ph.D.**  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMBAKKAM,  
KUNDRATHUR, CHENNAI

**ANNA UNIVERSITY**  
CHENNAI 600 025  
 Office of the Controller of Examinations

Date: 27.05.2019


To: The Principal,  
 2104  
 Chennai Inst. of Tech.

From: Mr. M. Vasudevan,  
 Director of Examinations,  
 Anna University,  
 Chennai - 600 025

Sub: Office of the Controller of Examinations - Anna University  
 Correction in date. In the  
 Sr. No: 01/Exam cell/A/11/2019 dt. 12/4/19.  
 Graduate

With reference to the letter cited in the subject of the following candidate after making necessary correction in his/her name entry enclosed and the same may be arranged to be issued to the candidate concerned.

Sr. No.	Reg. No.	Name	Course & Branch	Sem.	Month and year of Exam	Roll No. & Date
1.	210415106029	Takshirajy Gunashekar Rudhy	B.E/ ECE	1st Sem 92 to 6 <sup>sem</sup> 9.8	June 2018 to April 2018	Asst 107346 Asst 149307 Asst 105234 Asst 104284 Asst 104284 Asst 104284 Asst 104284

Yours faithfully,  
  
 M. Vasudevan  
 Director of Examinations

**Dr. A. RAMESH, M.E., Ph.D.**  
 PRINCIPAL  
 CHENNAI INSTITUTE OF TECHNOLOGY  
 SARATHY NAGAR, NANDAMPAKKAM POST,  
 KUNDRATHUR, CHENNAI - 600 069.