

PSN College of Engineering and Technology (Autonomous)



Melathediyoor, Tirunelveli - 627 152, Tamilnadu
Approved by AICTE and Affiliated to Anna University

Accredited by NAAC and Recognised by UGC under section 2(f) and 12(B)

An ISO 9001 : 2015 Certified Institution



Website: www.psnecet.ac.in

Phone: 04634 279009, 04634 279680.

E-Mail: principal@psnecet.ac.in

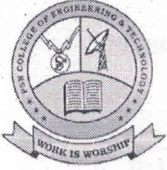
5.1.5 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Yes

MINUTES OF MEETING

INDEX

Sl.No	Details
1.	ANTI-RAGGING COMMITTEE
2.	DISCIPLINE MONITORING COMMITTEE
3.	SC-ST WELFARE COMMITTEE
4.	GRIEVANCE COMMITTEE
5.	VISHAKA SEXUAL HARASSMENT COMMITTEE
6.	ANTI DRUG COMMITTEE



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PRINCIPAL

04634 -279 900

PSNCET /80/2021-22

28.10.2021

Circular - Formation of Anti- ragging committee

Ragging is a form of abuse on a fresher or any other student, of the institution. To check the menace of ragging, PSNCET has constituted Anti- Ragging committee and Squad. - To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence

It is the duty of the Anti-Ragging Committee to ensure compliance with the provisions of the Regulations set forth by the AICTE as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

The Anti-Ragging Committee has every right to take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

The Anti-ragging committee for the Academic year 2021-2022

S. No	Name	Position	Designation	Mobile Num
1	Dr. V.Manikandan	Chairman	Principal	9442591197
2	Dr. C. Selvamony	Member	Prof. Civil	9443358904
3	Dr. S. Sudhakar	Member	Prof. CSE	9842791191
4	Dr. A. M. Shanawaz	Member	Dean Marine	9443692948
5	Dr. P. Pitchandi	Member	First year Co-ordinator	9789128012
6	Dr. K. Arun Prasad	Member	AP/M & A	9566429885
7	Dr. J. Leema Rose	Member	Deputy Warden / Narmatha hostel	9486344275
8	Dr. M. Vijayakumar	Member	HoD Mech and Deputy warden Bharathi hostal	9894709756
9	Mr. P. Rajesh	Member	AO	9442407205
10	Mr. M. Mohamed Shan Alam	Member	F/o. Mr. M. Alish Alam IV Aero	9020244119/ 8075599146
11	Mr. V. Thenraj	Member	F/o. T. Sivabalan I CSE	9003942215
12	Mr. V. Ramakrishnan	Member	Panchayat president / Melathediyoor	9843505261
13	Mr. T. Sivabalan	Member	I-CSE	9003942215
14	Ms. S. Kala	Member	I- ECE	9791932558
15	Mr. V. Anushram	Member	III-M &A	8610387470
16	Ms. J. Durga Devi	Member	IV-CSE	7639050340
17	Mr. Esakki	Member	S.I-Munnerpallam	9786302220
18	Mr. S. Kanagasabapathi	Member	Lab Assistant Mech	9095679529

The Anti-ragging Squad for the Academic year 2021-2022

S.NO	NAME	DESIGNATION	MOBILE NUM
1	Dr. P. Subramanian	HoD /Civil	9789466213
2	Dr. T. Rathika	Prof /ECE	9488636887
3	Mr. S. Ramraj	Asso. Prof. E & I	9444895551
4	Mr. S. Amose Dinakaran	AP/EEE	8789961814
5	Mr. K. Jebastin	AP/ECE	9629698804
6	Mr. P. Mariselvan	AP/Marine	9585487821


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Director(Academics & Research) , IQAC,PRO,Lib,P.D. AO, Deputy warden, File GA - 002

Cc:
Chairman
Vice Chairman
Executive Director



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PSNCET/040/2022-23

24.08.2022

Circular- Discipline Monitoring Committee

Sub: Discipline Monitoring Committee for the academic year 2022-2023- Reg

Discipline Monitoring Committee for the academic year 2022-2023 is constituted with the following Faculty Members. They are requested to monitor the student's unwanted movement during the break hours, during the student's arrival in morning and during their departure in the evening. If any unwanted incident happened it may be brought to principal's knowledge, based on the merit of the case it may be further forwarded for enquiry and action. They are also requested to look in to the dress code deviation from the PSNCET norms and report for action.

Discipline Monitoring Committee

S. No	Name	Designation	Position
1	Mr. P. Suresh	P D	Convener
2	Mr. T. Kaleeswaran	PD	Member
3	Ms. V. Selvalakshmi	AP/ Physics	Member
4	Mr. S. R Stalin	AP/ M&A	Member
5	Dr. K. Arun Prasad	AP / Mech	Member
6	Mr. K. Jebastin	Prof / ECE	Member
7	Dr. P. Subramanian	Prof Civil	Member
8	Mr. P. Kasi	Prof / Aero	Member
9	Dr. P. Pitchandi	Prof / Aero	Member
10	Mr. C. Indrakumar	AP/ Marine	Member

Handwritten signature and date: 24/08/22

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e. Copy to All HODs

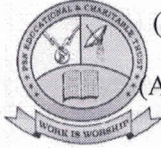
(Aero, Civil, CSE& IT, EEE, ECE, EIE, Marine, Mech, SOBES. Mech. & Auto, MBA ,) and Dean (EEE)), ERP, COE, IQAC, PRO, Lib, P.D. AO, Deputy warden, GA -025

Cc:

Chairman

Vice Chairman

Executive Director



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PSNCET /35/ 2021-22

22.02.2021

Circular

The SC/ST welfare committee is established with an objective to bring students from such communities in the main stream and to improve the socio-economic conditions of the SC and ST. This committee also helps the students with psychological issues achieve reconciliation with the self and the other. The college takes special interest in facilitating financial support to students from these communities from government agencies and partial mess fees wavier through PSN Educational & Charitable Trust.

SC/ST welfare committee

- | | |
|---------------------------------------|-----------|
| 1. Mr. K. Sudhakar AP /MAE | -Convener |
| 2. Mr. G. KHARMEGA SUNDARARAJ AP /CSE | - Member |
| 3. Ms. S MAHALAKSHMI AP/ CIVIL | -Member |
| 4. Mr. T. ANANDA KRISHNAN - OS | - Member |
| 5. Mr. R. ANBARASAN – III Year Marine | - Member |

Principal

e. Copy to All HODs (**to be displayed in department and hostel notice board**)
(Aero, Civil, CSE& IT, EEE, ECE, EIE, Marine, Mech, SOBES. Mech. & Auto, MBA,) and Dean (EEE), Director (Academics & Research), IQAC, PRO, Lib, P.D. AO, Deputy Warden, Transport, File GA - 020

Cc:

Chairman

Vice Chairman

Executive Director

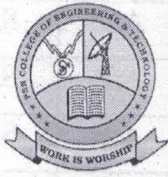
Objectives of the SC/ST welfare committee:

- To redress the grievance complaints of SC/ST Students and ensure provisions of an environment where all such students feel safe and secure.
- To provide counselling services to SC/ST Students and help them to manage academic and personal issues of college life effectively.
- To enhance the employability skills of SC/ST Students and To arrange for special opportunities to enhance the carrier growth
- To ensure protection and reservation as provided in the constitution of India
- To aware the SC/ST students regarding various scholarships program of State Govt. and UGC
- To create awareness among the SC/ST students especially from the rural areas about the higher education avenues.

Responsibilities:

1. The Cell focuses on the implementation of the rules of reservation in students' admission and appointments in teaching and non-teaching position as well as monitoring the prevention of atrocities against the SC/ST students and faculty.
2. The Cell actively engages in co-ordinating and solving the problems in the matters related to admissions/appointments and resources utilization of SC/ST students.
3. The Cell Creates awareness regarding the government scholarships and fellowships through circulars to the SC/ST students.
4. The cell works with the focus on the students belong to socially and economically backward students to get the opportunities to pursue their studies in the higher educational institutions.
5. The Cell also advises the students to utilize the facilities of the Book Bank and to borrow books depending on availability.
6. The Cell often meets the students and members of faculty belong to SC/ST communities, to understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
7. The Cell Counsels the students to overcome their inferiority complex by means of interaction with fellow students and personal grooming, etc.

M/Jan



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PSNCET /59/2021-22

15.09.2021

Circular -Grievance Committee

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and Staff to redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box

Grievance Redressal committee for Academic year 2021-2022

S. No	Name	Designation	Position
1	Dr. M.Varghese	Prof/CSE	Convener
2	Dr. X. Sahaya Shajan	Director (Academic Accreditation & Research)	Member
3	Dr. K. Gangadharan	Director (Admission)	Member
4	Dr. I. Ambika	Deputy COE,	Member
5	Dr. K. Sakthi Murugan	AP/ECE	Member
6	Mr. A. Kasiviswanathan	HOD(Aero)	Member
7	Mr.J.Antony Alocius Johnson	Counsellor cum Trainer	Member

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- Cc:**
 Chairman
 Vice Chairman
 Executive Director

Objectives of Grievance Redressal Committee:

- To uphold the dignity of the Institution by ensuring strife free atmosphere in the Campus through promotion of cordial Student-Student relationship and Student-teacher relationship etc
- To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the under takings to ensure expeditious settlement of grievances of Students and staff in order to maintain a harmonious educational atmosphere in the institute.
- It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied.
- Encouraging the Students and staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the Institution to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and Institution administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- To help , those students and staff who have been deprived of the services offered by the Institution, for which he/she is entitled.
- To make officials of the Institution responsive, accountable and courteous in dealing with the students.

Functions of Grievance Redressal Committee

- The function of the cell is to look into the complaints lodged by any student and staff , and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the principaloffice@psncet.ac.in officer in-charge of Students' Grievance Cell.
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



Composition of Grievance Redressal Committee

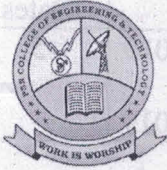
- The principal shall determine the composition and tenures of the Grievance Redressal Committee is for every year.
- All grievances referred to the Grievance Redressal committee /Principal/ Director shall be entered in a register to be maintained for the purpose by the Convener of Grievance Redressal Committee. The number of grievances, settled or pending will be reported to the Principal every month.

REG. NO.	NAME	NO. OF APPEARANCES
1500003	Arul R. Kurup	Nil
1500003	Anita M.	Nil
1500004	Anthony John Benjamin	Nil
1500005	Bala Subramanyam	Nil
1500006	Nisha Madan	Nil
1500007	Rajini K.K.	Nil
1500008	Vijay M.	2
1500001	Kavitha T.	Nil

[Handwritten signature]

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SL. NO.	SUBJECT CODE	SUBJECT NAME	SEMESTER
1	200111	Communication	VII
2	200104	Electronic Devices and Circuits	III
3	200002	Electrical Machines	III
4	200003	Electric Circuits and Networks	III
5	200212	Industrial Instrumentation - II	V



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PSNCET/52/2021-22

11.09.2021

Circular –Vishaka- Sexual Harassment committee

Sexual Harassment at educational institution and in workplace is a violation of women's right to gender equality, life and liberty. Harassment by co worker/ fellow student/ faculties etc., are listed under this category either in online or offline. It creates an insecure and hostile work and study environment, which discourages women's participation in work, education, thereby adversely affecting their economic empowerment and the goal of inclusive growth.

Sexual Harassment Committee

1. Dr. P. Umayal	Dean/EEE	- Convener
2. Dr. C. Selvamony	Prof/Civil	- Member
3. Dr. C. Mahiba	AP/CSE	-Member
4. Dr. C. Mariyal	AP/ECE	-Member
5. Ms. S. Mahalakshmi	AP/Civil	-Member
6. Mr. M. Godwin Joe	AP/Aero	- Member

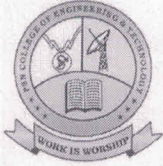
The following activities are considered as Sexual Harassment

- Circumstances of promise (implied or explicit) of preferential treatment in employment and in Educational environment
- Threat of detrimental treatment in employment and in Educational environment
- Threat about employment (present or future) employment and in Educational environment
- Creating an intimidating or offensive or hostile work environment employment and in Educational environment, or interference with the studies for the above;
- Humiliating treatment that may affect the lady employee's health or safety
- Unwelcome sexually determined behavior (whether directly or by implication) such as physical contact and advances,
- Demand or request for sexual favours, sexually colored remarks, showing pornography,
- Any other unwelcome physical verbal or non-verbal conduct of sexual nature.

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Director(Academics & Research) , IQAC,PRO,Lib,P.D. AO, Deputy warden, File GA -020

2.Cc: Chairman,
Vice Chairman,
Executive Director



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04634 -279 900

PSNCET /156/ 2021-22

11.03.2022

Circular- Discipline Monitoring Committee

Sub: Discipline Monitoring Committee for the academic year 2021-2022-Reg

In partial modification of the circular dated 17.11.2021 the discipline monitoring Committee is expanded by including additional faculties. The revised committee is listed below. They are requested to monitor the student's unwanted movement during the break hours, morning during the student's arrival and evening during their departure. If any unwanted incident happened it may be brought to principal's knowledge, based on the merit of the case it may be further forwarded for enquiry and action.

1. Mr. P. Suresh	P D	- Convener
2. Mr. T. Kaleeswaran	PD	- Member
3. Ms. V. Selvalakshmi	AP/ Physics	- Member
4. Mr. S. R Stalin	AP/ M&A	- Member
5. Dr. K. Arun Prasad	AP / Mech	- Member
6. Dr. K. Paul Joshua	Prof / ECE	- Member
7. Dr. P. Subramanian	Prof / Civil	- Member
8. Dr. P. Paul Pandian	Prof. Aero	- Member
9. Dr. P. Pitchandi	Prof. I Year Hod	- Member
10. Mr. N. Anishkafoor	AP/ Marine	- Member
11. Mrs. I. Yamuna Bee	AP/ CSE	-Member
12. Mrs. P. Muthulakshmi	AP/ EEE	-Member

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Cc:

Chairman

Vice Chairman

Executive Director



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PSNCET /86/2021-22

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03.12.2021

Circular- Anti drug club/Committee

As as per the e-circular received from the Ministry of higher education through Anna University an Anti drug committee is formed. The committee is responsible for creation of Awareness among the student against drug abuse and ensures that the institution premises and the surrounding are maintained drug free.

Any information regarding this should be brought in to the principal's knowledge after the preliminary enquiry it will be forwarded to the NARCOTTIC INTELIGENCE BERO cid unit /local police based on the merit of the information. The ultimate aim of this committee is to achieve a status of drug free campus.

Anti drug club/Committee

S. No	Name	designation	position	Mob Num
1	Dr. K. Veluraja	Senior professor	Convenor	9486133130
2	Mr. P. Mathan	Asst. Prof.	Member	9600504119
3	Mr. H. Surya	Asst. Prof.	Member	8883530191
4	Ms. P. Muthulakshmi	Asst. Prof.	Member	7092242801
5	Mr. K. Esakkimuthu	Asst. Prof.	Member	9751512292


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(EEE). Director(Academics & Research) , IQAC,PRO,Lib,P.D. AO, Deputy warden, Transport, File
GA -002

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PSNCET /55/ 2020-21

09.11.2021

Circular- minutes of meeting of various forums

The quality of the all activities is based on the proper pre planning ~~and~~ discussion and follow up action .Hence we have various academic forum like IQAC, PAC, DAP, and Class committee for the quality improvement. All departments in charges are requested to submit minutes of the class committee, PAC, DAP meeting for the Academic year 21-22 before 13-11-21.The librarian is requested to submit report on library utilization .The IQAC is requested to submit the minutes of IQAC meeting and the activities planned and conducted as on date for the Academic year 21-22.

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1. e. Copy to All HODs (To be read in the class)

(Aero, Civil, CSE& IT, EEE, ECE, EIE, Marine, Mech., MAE, MBA, SOBES and Dean (EEE) COE, Director (Academics & Research), IQAC, Lib, A.O, PRO, Office. P D, NAAC-2, Individual

Cc: Chairman

Vice Chairman

Executive Director