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04-01-2023

**DC School of Management and Technology  
Office Order No. 07/2023**

**Sub:** Re-constitution of Internal Complaint Committee

**Ref:** UGC/AICTE regulation for setting up of Internal Complaint Committee in higher educational institutions.

In compliance of the regulations of UGC/AICTE, it has been decided to reconstitute the Internal Complaint Committee to facilitate the students and staff to file their concerns and complaints. Following are the members:

Chairman- Dr Siva Prakash C S, Professor

**Members**

1. Prof. Heera S Kumar , Assistant Professor
2. Prof. Anoob J S, Assistant Professor
3. Prof Sreelekshmi Balakrishnan, Assistant Professor
4. Prof. Lekshmikrishna S , Assistant Professor
5. Mr. Jeron A , Manager –Administration
6. Miss.Anjana, Student Representative , MBA 21-23
7. Mrs. Govind S , Student Representative, MBA 22-24

All files and correspondence in relation to the proceedings of the Committee shall be maintained by the Chairman.



  
**Principal**

**Circulation**

- 1) All students and staff 2) All Members of the Committee 3) Stock File 4) CF



**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY  
TRIVANDRUM**

**Minutes of the DCSMAT TVM – Internal Complaints Committee**

**Ref: DCSMAT/TVM/ICC/2023**

Venue: Board Room

Date: 2<sup>rd</sup> June 2023

Time: 4.00 am – 5.00 pm

**I. Attendance: Members Present**

Chairman- Dr Siva Prakash C S, Professor

**Members**

1. Prof. Heera S Kumar , Assistant Professor
2. Prof. Anoob J S, Assistant Professor
3. Prof Sreelekshmi Balakrishnan, Assistant Professor
4. Prof. Lekshmikrishna S , Assistant Professor
5. Mr. Jeron A , Manager –Administration
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**II. Agenda**

1. Cases relating to sexual harassment in the college during the previous academic year.
2. Any complaints under consideration of ICC.
3. Events and programs to be organized.

**III. Proceedings and Recommendations**

Following were the discussions and recommended actions on the agenda.

**Agenda Discussions / Recommendations**

Sl No:	Discussions
1	The committee has discussed about the initiatives taken by the members previous year and found that there was no cases relating to sexual harassment in the college during the previous academic year.

2	The meeting has observed that no complaints have received from any faculties /staff or students which come under the preview of ICC.
3	The meeting appreciated the effort taken by previous committee for the conduct NIRBHAYA program in association with Kerala Police and recommended for conducting such programs for our faculties /staff and students this academic year.

**Meeting closed at 5.00pm**

**Prepared by**

Ms.Sreelekshmi Balakrishnan

Assistant Professor



Verified and Approved by

Dr C S Siva Prakash (Principal)