



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**(Autonomous)**

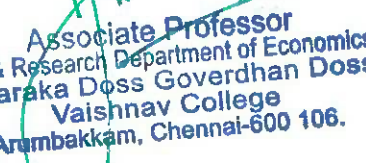
**College with Potential for Excellence, Linguistic Minority Institution**


**Affiliated to University of Madras**

**Arumbakkam, Chennai-106**

**5.1.5 The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

<b>S. No</b>	<b>Description</b>	<b>Page Number</b>
1.	Students' Grievances Redressal Committee	2-9
2.	Disciplinary Committee	10-14
3.	Internal Complaints Committee, Womens Students' Forum, Anti-Sexual Harassment Committee	15-46
4.	Anti-Ragging Committee	47-53

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.




**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**



**Students Grievances**  
**&**  
**Redressal Committee**  
**Minutes of Meeting**

  
**Associate Professor**  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**STUDENT GRIEVANCE & REDRESSAL POLICY**

Dwaraka Doss Goverdhan Doss Vaishnav College has created a mechanism for redressal of students grievances related to academic and non-academic matters, assessment, attendance, charging of fees, conducting of examinations, harassment by students, colleagues or faculties, victimization.

**OBJECTIVES OF GRIEVANCE REDRESSAL COMMITTEE**

The purpose of the Grievance Redressal Committees is to ensure a speedy response and accountability to all the concerned students of Dwaraka Doss Goverdhan Doss Vaishnav College. The objectives of the Grievance Redressal Committee are as under: -

- Maintaining harmonious Student – Student and faculty –Student relationship.
- Creating an environment in which students can freely express their grievances without fear of discrimination or victimization.
- Counselling students to refrain from provoking their fellow students against students or faculties.
- Although the anti-ragging committee is in place, the student may bring to the notice any incident of ragging through the committee. The Committee shall ensure speedy action and protection of the student.

Ragging in any form is strictly prohibited in and outside the college and should be brought to the notice of the management immediately.

**JURISDICTION OF COMMITTEE:**

- The committee shall deal with grievances received in writing about any of the following-
- Academic Matters – Issues related to marks, grade cards and other examination related matter, Transfer Certificate etc.
- Financial Matter – relating to fees dues and payments.
- Administration Matters – Infrastructure related, food, sanitation, transport or victimization.
- Harassment and Ragging.


**Grievance Redressal Committee:**

The principal of the college shall constitute two Grievance Redressal Committees: -

- 1) Department Level Grievance Redressal Committees.
- 2) The College Level Grievance Redressal Committee.

**The composition of the Department Level Grievance Redressal Committee is as follows:**

- Program Chair/Head of Department – Chairman.
- Two Senior faculty members including one lady faculty member – Member.
- The concerned faculty mentor – Member.
- One administrative staff member - Member

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai-106

**The composition of the College level Grievance Redressal committee is as follows:**

- The Principal – Chairman.
- Student Welfare Member – Member.
- Chief Proctor – Member.
- Heads of the Departments – Member.
- Faculty mentors – Member.

Both these committees will deal with all grievances related to academics and administration. In addition, the College level committee will also give attention to the appeal filed against the Department Level Grievance Redressal Committee.

### PROCEDURE FOR REDRESSAL GRIEVANCE

An aggrieved student shall first submit his complaint in writing to the mentor, who shall resolve the grievance within two days. In case the mentor is unable to resolve the grievance, he shall forward it to the chairperson of the Departmental Level Grievance Committee.

The Departmental Committee shall convene a meeting within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case he/she applies directly to the committee.

The Head of Departmental Committee shall attempt to resolve the grievance within a week and submit the action taken report.

If the student is still not satisfied with the solution of the Department level committee, he/she shall appeal to the College level committee within a week giving the reasons of dissatisfaction with the decision.

The College level Committee shall convene a meeting of the committee with 2 days of receiving the complaint. The College level committee shall verify the facts and shall either endorse the decision of the Department level committee or shall give an appropriate order within a week.

If the student is not satisfied with the decision of the redressal offered by the College Level Grievance Redressal Committee he /she can submit an appeal to the Principal, Dwaraka Doss Goverdhan Doss Vaishnav College within a week of the receipt of decision with all relevant details.

The Principal shall review the decision and pass an appropriate order, if needed may recommend necessary corrective action as he/she may deem fit to ensure avoidance of recurrence of similar grievance at the College and the necessary changes shall be made in the rules of the College.

The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels. The relevant provisions of the Act/Regulations shall be kept in mind while passing an order on the grievance at any level, and no order shall be passed in contradiction of the same.

Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**STUDENTS GRIEVANCES AND APPEAL**

Faculty in - charge extend adequate support and guidance to assist students in resolving issues.

**THE REDRESSAL CELL**

The Controller of Examination's Secretariat has devised a redressal mechanism for addressing issues regarding internal/external marks.

**The Redressal Cell consists of the following members:**

- Controller of Examinations
- Deputy controller of Examination
- Additional Deputy Controller of Examination.
- Head of the Department.
- Two senior faculty - nominated by the Controller of Examination.

The Redressal Cell will examine the genuineness of the issues and take action.

**STUDENTS GRIEVANCES & COUNSELLING CELL**

A Meeting has been scheduled for the formation of "Students Grievances and Redressal Committee". The following faculty and student members were identified and nominated for the academic year 2020-2021 as the representative for "Students Grievances and Redressal Committee".


- Mr. J.P Jaideep – Convenor
- Dr. B. Sulupriya
- Mr. D. Prem Kumar
- Dr. T. Umapathy
- Ms. M. Arunakumari
- Ms. R. Ashwini
- Mr. P.K. Varshith
- Mr. N. Syed Azeez Ahmed

**GRIEVANCE AND REDRESSAL POLICY**

The main objective of the Students Grievance Redressal Cell is to develop responsive attitude among all the students. It helps maintain an inclusive environment in and around the college campus. The cell also provides effective solution for the student community.

- The Grievance Committee members will meet as and when required during the Semester.
- The Convenor plans to meet the members to discuss grievances from the students or any other issues raised.
- The student with grievance shall submit the grievance for improvements in academics or administration to the Principal, through the suggestion box or the official college mail ID.
- The Committee ensures all the problems are resolved confidentially in a time bound manner.
- The possible solutions will be provided in this aspect to the issues raised.

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**

**Minutes of the meeting held on 17.8.2020**

**Members present**

- Dr. S. Santhosh Baboo - Principal
- Dr. T. Augustine Arul Prasad- IQAC Coordinator
- Mr. J.P. Jaideep – Convenor
- Dr. B. Sulupriya
- Mr. D. Prem Kumar
- Dr. T. Umapathy
- Ms. M. Arunakumari
- Ms. R. Ashwini
- Mr. P.K. Varshith
- Mr. N. Syed Azeez Ahmed

**Agenda:** To discuss an action plan for the academic year 2020-2021.

The first meeting of Students Grievances and Redressal Cell for the academic year 2020-2021 was held on 17.8.2020. The convenor of Students Grievances and Redressal Cell welcomed all the members of the Committee.

**The committee had discussions and the following suggestions were made:**

- The Rules and Regulations of the Students Grievances And Redressal Cell were discussed
- Adage of Students Grievances and Redressal Cell is not just receiving complaints but to render their service to the welfare and betterment of the students.
- Students Grievances and Redressal Cell will address victimization and harassment of students without any delay or denial.
- Complaints of alleged discrimination of one student or group of students by staff or peer group will be addressed immediately
- The Students Grievances and Redressal Cell will access the genuinity of the issues related to the student's complaints and appropriate action will be taken.
- The committee requested its members to extend adequate support and guidance to the students in case of any dispute among the students.
- The members were asked to assist the students in resolving issues related to academics and personal crises.
- The committee would allow open exchange of views without the urgency of a final decision.
- The committee will be willing to offer its support to the need of the organization and its students
- The members were requested to share information and coordinate actions by sharing responsibilities that require specialized knowledge and technical judgement

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**Associate Professor**  
**PG & Research Department of Economics**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600 106.**



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai-106

### Members Present

1. Dr. S. Santhosh Baboo- Principal

2. Dr. T. Augustine Arul Prasad - IQAC Coordinator

3. Mr. J.P Jaideep – Convenor

4. Dr. B. Sulupriya

5. Mr. D. Prem Kumar

6. Dr. T. Umapathy

7. Ms. M. Arunakumari

8. Ms. R. Ashwini

9. Mr. P.K. Varshith

10. Mr. N. Syed Azeez Ahmed

7

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**Associate Professor**  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

29<sup>th</sup> January 2021

**STUDENTS GRIEVANCES & COUNSELLING CELL**

**Minutes of the meeting:**

The Students grievance and counselling cell met on 29<sup>th</sup> January 2021 at 10.30 am in the college. The following members attended the same.

Prof. J P. Jaideep – Convenor  
Dr. B. Sulupriya  
Ms. M. Arunakumari  
Mr. D. Prem kumar  
Ms. R. Aswini  
Dr. T. Umapathy  
Mr. P. K. Varshith  
Mr. N. Syed Azeez Ahmed

The following grievances from the students were discussed.

1. During the online classes conducted by various departments in the pandemic period, students residing in remote areas faced difficulty with their network.
2. Many students did not have access to mobile phones and laptops.
3. During online examination some students faced difficulty in uploading the answer scripts (formatting, scanning, etc).

The Cell shared these grievances of students to the departments and suggested them to share the study material in the word format, pdf and PowerPoint presentations to these students through google classroom/official, personal mail-id and WhatsApp group

The Department acknowledged these suggestions and agreed to take necessary action. The cell also recommended mock test, mock uploads and conduct of special classes to train the students in scanning, formatting and uploading answer scripts.

**CONVENOR**  
Prof. J.P. Jaideep

Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

08<sup>th</sup> April 2021

**STUDENTS GRIEVANCES & COUNSELLING CELL**

**Minutes of the meeting:**

The Students grievance and counselling cell met on 8<sup>th</sup> April 2021 at 10.30 am in the college. The following members attended the same.

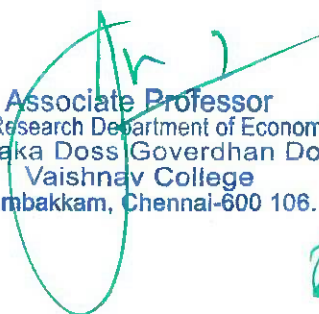
Prof. J P. Jaideep – Convenor  
Dr. B. Sulupriya  
Ms.M. Arunakumari  
Mr.D. Prem kumar  
Ms.R.Aswini  
Dr. T. Umapathy  
Mr. P.K.Varshith  
Mr.N. Syed Azeez Ahmed


1. Action taken on the issues raised in the previous meeting regarding sharing of e-resources were discussed.
2. Concerns about online classes' time were brought to notice of the cell.
3. Concerns regarding Online examination system:
  - Uploading answer scripts issue on time
  - Issues regarding results declared

The Cell shared these grievances of students to the concerned Departments and control office. The cell suggested the Department class co-ordinators to support the students to submit their answer scripts on time.

The cell suggested the Control office to receive the student grievances concerning examination through a grievance mail separately.

The Departments and Control office acknowledged these suggestions and agreed to take necessary action.

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

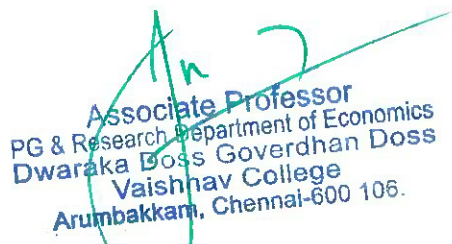
  
**CONVENOR**  
Prof. J.P. Jaideep




**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Disciplinary Committee**

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(AUTONOMOUS)  
DISCIPLINARY COMMITTEE MEETING

**MINUTES OF THE MEETING ( ONLINE)**

Date: 14 Oct 2020

Time: 10. AM

PLACE:

Online – google meet


Meeting Type:

Review of Online classes

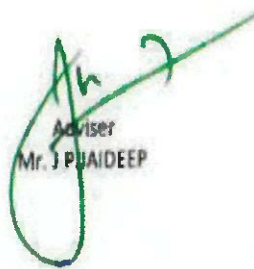
ATTENDANCE: ATTACHED THE LIST


**DESICIONS**


- 1 No staff/Students should come to the campus for any reasons till further order from principal
- 2 All students should attend the online classes regularly
- 3 Due to lockdown college is closed . Disciplinary committee meeting will happen once the college reopens.

  
Convener (Shift-I)  
L.G.SOMASUNDRA ORI

  
convener (Shift-II)  
L.L.Dr.P.ARULARASAN

  
Adviser  
Mr. J P A IDEEP

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**DGVC Campus DISCIPLINARY COMMITTEE 2020-2021**

S.No	Name	Designation	Remarks
1	Mr. J.P. Jaideep	Advisor	- ATTENDED
2	Mr. Somasundara ori	Convener	- ATTENDED
3	Dr.K.Veeraraghavan	Member	- ATTENDED
4	Dr. R. Kumaran	Member	- ATTENDED
5	Dr. T. Umapathy	Member	- ATTENDED
6	Dr. Manoj Kumar Singh	Member	- ATTENDED
7	Dr. P. Murugan	Member	- ATTENDED
8	Dr. A. Vijayaraj	Member	- ATTENDED
9	Dr.N.Smitha	Member	NOT ATTENDED
10	Dr. Pradeepa George	Member	- ATTENDED
11	Mr. D. Premkumar	Member	- ATTENDED
12	Dr.P.Elumalai	Member	- ATTENDED
13	Lt. Dr. P. Arularasan	Convener	NOT ATTENDED
14	Ms. Nandhini Praveen	Member	- ATTENDED
15	Ms. Amrutha Karayil	Member	- ATTENDED
16	Dr. S.U. Malini	Member	- ATTENDED
17	Ms.R.Sindu	Member	- ATTENDED
18	Dr.M.Karthikeyan	Member	- ATTENDED
19	Ms.PJ Rajam	Member	- ATTENDED
20	Ms. A.S. Thenmozhi	Member	- ATTENDED
21	Mr. N. Jagadeesan	Member	- ATTENDED

*G. Somasundara Ori*  
G. Somasundara Ori

*(Convener)*  
(convener - 21/4/21)

*[Signature]*

*[Signature]*  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

*[Signature]*  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(AUTONOMOUS)**  
**DISCIPLINARY COMMITTEE MEETING**

**MINUTES OF THE MEETING**

Date: 29 Jan 2021

PLACE:

SS4 MAIN BUILDING

Time: 1 PM

Meeting Type:

Review of Online classes & protocols of covid 19

ATTENDANCE: ATTACHED THE LIST  
AGENDA:

- 1.CREATE AWARENESS TO USE FACE MASK AND MAINTAIN SOCIAL DISTANCING
- 2.CREATE AWARENESS TO USE THE AUTOMATIC SANITIZER DISPENSER MACHINE INSTALLED IN THE CAMPUS
- 3.STUDENTS MAY BE ADVISED TO ATTEND THE OFFLINE CLASSES IF NECESSARY
- 4.STUDENTS MAY BE ADVISED TO ATTEND THE ONLINE CLASSES WITH PROPER DRESS CODE AND ALSO SHOULD MAINTAIN PROPER CODE OF CONDUCT.
- 5 COURSE TEACHERS SHOULD BE ADVISED TO CONDUCT PRACTICAL CLASSES/EXAMS WITH STRICT COVID19 PRECAUTIONS/MEASURES

DECISIONS:

AGENDA-1 CREATE AWARENESS TO USE FACE MASK AND MAINTAIN SOCIAL DISTANCING  
ACTION: Face mask is compulsory otherwise entry prohibited. Students/staff should keep the social distancing measures

AGENDA-2 CREATE AWARENESS TO USE THE AUTOMATIC SANITIZER DISPENSER MACHINE INSTALLED IN THE CAMPUS  
ACTION: Each block is installed with the automatic sanitizer dispenser machine and students are encouraged to use it.

AGENDA-3 STUDENTS MAY BE ADVISED TO ATTEND THE OFFLINE CLASSES IF NECESSARY  
ACTION: The students were split in to two batch and were asked to come on alternate days. Kindly ensure that the correct batch of students are entering the campus.


AGENDA-4 STUDENTS MAY BE ADVISED TO ATTEND THE ONLINE CLASSES WITH PROPER DRESS CODE AND ALSO SHOULD MAINTAIN PROPER CODE OF CONDUCT.  
ACTION : Students must wear appropriate dress during the online classes. Any grievances related to online classes should be addressed to course teacher/HOD.


AGENDA-5 COURSE TEACHERS SHOULD BE ADVISED TO CONDUCT PRACTICAL CLASSES/EXAMS WITH STRICT COVID19 PRECAUTIONS/MEASURES  
ACTION: Students entering the Campus to attend practical classes/exam should be advised to follow covid 19 precautions.

  
Convener (Shift-I)  
L.G. SOMASUNDRA ORI

  
convener (Shift-II)  
L.D. PARULARASAN

  
Applier  
Mr. J. JAIDEEP

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**DGVC Campus DISCIPLINARY COMMITTEE 2020-2021**

S.No	Name	Designation	Remarks
1	Mr. J.P. Jaideep	Advisor	ATTENDED
2	Mr. Somasundara ori	Convener	ATTENDED
3	Dr.K.Veeraraghavan	Member	ATTENDED
4	Dr. R. Kumaran	Member	ATTENDED
5	Dr. T. Umapathy	Member	ATTENDED
6	Dr. Manoj Kumar Singh	Member	ATTENDED
7	Dr. P. Murugan	Member	ATTENDED
8	Dr. A. Vijayaraj	Member	NOT ATTENDED
9	Dr.N.Smitha	Member	ATTENDED
10	Dr. Pradeepa George	Member	ATTENDED
11	Mr. D. Premkumar	Member	ATTENDED
12	Dr.P.Elumalai	Member	ATTENDED
13	Lt. Dr. P. Arularasan	Convener	ATTENDED
14	Ms. Nandhini Praveen	Member	ATTENDED
15	Ms. Amrutha Karayil	Member	ATTENDED
16	Dr. S.U. Malini	Member	ATTENDED
17	Ms.R.Sindu	Member	NOT ATTENDED
18	Dr.M.Karthikeyan	Member	ATTENDED
19	Ms.PJ Rajam	Member	NOT ATTENDED
20	Ms. A.S. Thenmozhi	Member	ATTENDED
21	Mr. N. Jagadeesan	Member	ATTENDED

*R. Soma Sundara Ori*  
R. Soma Sundara Ori  
(Convener - 2020-21)

*J.P. Jaideep*

*J.P. Jaideep*  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

*R. Soma Sundara Ori*  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Internal Complaints Committee  
&  
Women Student's Forum**

**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence**  
**Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**#811, "Gokul Bagh", Dwarakalike High Road,**  
**Arumbakkam, Chennai-600 106.**

**Minutes of the first meeting of the Internal Complaints**  
**Committee (ICC) held on 06.11.2019**

A committee on "Internal Complaint Committee (ICC)" has been duly instituted in our college by the Principal on 4.11.2019. The first meeting of ICC DGVC was held on 06.11.2019 at Principal's chamber.

Following members of ICC attended the meeting:

Dr. P.Vidya	Chairperson
Dr.Amrutha Karayil	Convener
Dr.S.U.Malini	Member
Dr. M. R. Geetha	Member
Ms. Ashwini R.	Member
Ms.M.Leena	Member

At the outset, Chairperson Dr. P.Vidya welcomed all the members of the Committee. She informed that as per the guidelines issued by UGC this committee has been set in place by Principal. She defined the role of ICC and said everyone has a responsibility to contribute to the cause. Further, she mentioned that it was the first meeting of the reconstituted Women cell & ICC in DGVC and welcomed suggestions from all members to make it operative.

The committee had discussions and the following suggestions were made:

- Internal Complaint Committee may send handouts on the objectives, role and member of ICC to all Departments to inform the Staff and Students.
- The Committee also accentuated that (i) "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule

**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**

College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

2013", (ii) Constitution of the Committee, and (iii) details of the Members of the Complaints Committee such as name, phone number, address etc., needs to be uploaded on college portal at a prominent place.

- A complaint Drop box must be placed in the office premise
- The Committee stressed the need to increase awareness amongst the students on how the rules have been amended to prevent instances of harassment of women
- The above details may be also sent to individual Student's Portals on getting approval from authorities.
- A workshop may be conducted exclusively for the members of ICC to reveal knowledge on the objectives and role of ICC; gender based violence, harassment and safety measures.
- The Chairperson conveyed her appreciations to the members for attending the meeting and the members decided that the Committee will meet every quarter on a regular basis or earlier, if need arise.
- The chairperson thanked all the members for their active participation & suggestions.

Dr.P.Vidya *[Signature]*

Dr.Amrutha Karayil, M.A. *[Signature]*

Dr.S.U.Malini *[Signature]*

Dr. M. R. Geetha *[Signature]*

Ms. Ashwini R. *[Signature]*

Ms.M.Leena *[Signature]*

Ms.R.Devipriya *[Signature]*

*[Signature]*

**Head**  
P.G. Research Department of Microbiology,  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

*[Signature]*

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous - Affiliated to the University of Madras- Reaccredited as 'A' Grade by NAAC)

Gezal Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102, Fax : 044 - 2363 5103.  
E-mail : ganesan.ganesh@gmail.com Website : www.dgvaishnavcollege.edu.in

**Dr. R. Ganesan, M.Com., M.Phil., Ph.D.**  
Head - PG & Research Dept. of Commerce  
Principal

04.11.2019

**Sub: Constitution of Internal Complaints Committee - Reg.**

As per UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, Internal Complaints Committee (ICC) is constituted as under to deal with the complaints relating to Sexual harassment at work place.

The composition of Internal Complaints Committee (ICC) is given below

S.no	Name	Nature	Category
1.	Dr.P.Vidya	Chairperson	Head,P.G. & Research Department Of Microbiology
2.	Dr.AmruthaKarayil, M.A.	Convener	Head, Department of Criminology & Police Administration
3.	Dr.S.U.Malini	Member	Department of Mathematics
4.	Dr. M. R. Geetha	Member	Department of Commerce
5.	Ms.Ashwini R.	Member	Department of Psychology
6.	Ms.M.Leena	Member	Lab assistant
7.	Ms.R.Devipriya	Member	Admin
8.	Mrs.Padma Anil kumar	Member from NGO	Honorary General Secretary, Indian Council for Social Welfare, Tamil Nadu
9.	Ms.Sharmila	Member	Research Scholar, P.G. & Research Department Of Microbiology
10.	Ms.C.Jyashwarya	Member	M.Sc. Biotechnology student
11.	Ms.Sangeetha	Member	B.Com student

On receiving of a complaint ICC shall conduct preliminary enquiry so as to determine the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Principal /Disciplinary Authority along with all the original documents offered during the preliminary enquiry proceedings.

**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

Where sexual harassment occurs as a result of an act or lapse by any third party or outsider, ICC shall take all steps needed and reasonable to assist the affected person in terms of support and preventive action.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provisions of the aforementioned UGC Regulations 2015.

Dr. R. Ganesan, M.Com, M. Phil., Ph.D.

Principal

To: Chair person, Convener and all Members

CC: All HoDs

**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**

**Dr. R. Ganesan**, M.C.A., M. Phil., Ph.D.  
Head - PG & Research Dept. of Commerce  
**Principal**

**04 November 2019**

To  
**Dr. P. Vilya**  
Head, Department of Microbiology

I am pleased to hereby appoint you as Chairperson of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav College. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years ie, from November 2019 to November 2022.

The duties and responsibilities of the Internal Complaints Committee are as follows:


1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal



**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Dr. R. Ganesan**, M.Com, M. Phil., Ph.D.  
Head - PG & Research Dept. of Commerce  
Principal

04 November 2019

To  
**Amrutha Karayil**,  
Head, Department of Criminology &  
Police Administration


I am pleased to hereby appoint you as Convener of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav College. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years i.e. from November 2019 to November 2022.


The duties and responsibilities of the Internal Complaints Committee are as follows:

1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus.
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy.
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal

  
Head  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Dr. R. Ganesan**, M.Com, M. Phil., Ph.D.  
Head - PG & Research Dept. of Commerce  
Principal

04 November 2019

To  
**Dr. S. U. Malini**  
Department of Mathematics

I am pleased to hereby appoint you as Member of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav College. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years i.e. from November 2019 to November 2022.

The duties and responsibilities of the Internal Complaints Committee are as follows:


1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus.
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy.
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal



**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**

**Dr. R. Ganesan, M.Com., M.Phil., Ph.D.**  
Head - PG & Research Dept. of Commerce  
Principal

To  
**Dr. M. R. Geetha**  
Department of Commerce

**14 November 2019**

I am pleased to hereby appoint you as Member of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav college. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years i.e. from November 2019 to November 2022.

The duties and responsibilities of the Internal Complaints Committee are as follows:

1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus.
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy.
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal



**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Dr. R. Ganesan**, M.C.A., M. Phil., Ph.D.  
Head - PG & Research Dept. of Commerce  
Principal

04 November 2019

To  
**Ms. Ashwini R.**  
Department of Psychology

I am pleased to hereby appoint you as Member of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav College. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years ie, from November 2019 to November 2022.

The duties and responsibilities of the Internal Complaints Committee are as follows:

1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal



**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**

**Dr. R. Ganesan**, M.Com., M. Phil., Ph.D.  
Head - PG & Research Dept. of Commerce  
**Principal**

04 November 2019

To  
Ms.M.Leena  
Lab assistant

I am pleased to hereby appoint you as Member of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav College. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years i.e. from November 2019 to November 2022.

The duties and responsibilities of the Internal Complaints Committee are as follows:


1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus.
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy.
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal



**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**

**Dr. R. Ganesan, M. Com, M. Phil, Ph.D.**  
Head - PG & Research Dept. of Commerce  
**Principal**

**04 November 2019**

To  
Ms.R.Devipriya  
Typist

I am pleased to hereby appoint you as Member of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav College. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years i.e, from November 2019 to November 2022.

The duties and responsibilities of the Internal Complaints Committee are as follows:


1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal



**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
**College with Potential for Excellence, Linguistic Minority Institution**  
**Affiliated to University of Madras**  
**Arumbakkam, Chennai-106**

**Dr. R. Ganesan**, M.Com., M. Phil., Ph.D.  
Head - PG & Research Dept. of Commerce  
**Principal**

**04 November 2019**

To  
Mrs Padma Anil kumar  
Honorary General Secretary,  
Indian Council for Social Welfare, Tamil Nadu

I am pleased to hereby appoint you as External Member of Women's Cell and of Internal Complaints Committee (ICC) of D. G. Vaishnav College. You shall carry out your duties and responsibilities as chairperson of Women's Cell & ICC for a period of three years ie, from November 2019 to November 2022.

The duties and responsibilities of the Internal Complaints Committee are as follows:


1. The members of ICC shall ensure that the institution upholds zero tolerance towards gender insensitivity and sexual harassment within the campus.
2. The members of ICC shall conduct various events and programs that will be aimed at gender sensitization and awareness among the members of the institution.
3. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus.
4. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
5. All matters raised to the ICC shall be resolved swiftly and with required privacy.
6. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
7. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

In case the above terms and conditions of service are acceptable to you, without any reservation, please return the duplicate copy of this letter duly signed by you in token of your acceptance.

  
Principal



**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai-106

### Internal Complaints Committee (ICC) of Women's Cell, Guidelines, 2019

#### 1. Short Title, extent and Commencement

1. These guidelines may be called as the Internal Complaints Committee (ICC) of Women's Cell, Dwaraka Doss Goverdan Doss Vaishnav College. Guidelines, 2019 and will be referred to as the Guidelines from hereon.

2. These Guidelines extend and apply to all the students and employees of the campus, departments and faculties of Dwaraka Doss Goverdan Doss Vaishnav College. These Guidelines also extend and apply to all the offices and authorities of Dwaraka Doss Goverdan Doss Vaishnav College.

3. These Guidelines will apply to all cases and/or complaints or allegations of sexual harassment:

(i) By a student against a co-student and/or an employee and/or a member of a third party within the campus and/or a member of the management;

(ii) By an employee against a student and/or another employee and/or a member of a third party within the campus and/or a member of the management;

(iii) By a member of a third party within the campus against a student and/or an employee and/or a member of the management;

(iv) By a member of the management against a student and/or an employee and/or a member of a third party within the campus

Explanation: These Guidelines will be applicable to alleged cases of sexual harassment within the campus of Dwaraka Doss Goverdan Doss Vaishnav College

4. These guidelines shall come into force from the date of publication (issuance).

#### 2. Definitions

1. "Cell" means Women Cell constituted under the UGC guidelines.

2. "Campus" means the entire campus of the college which includes departments, classrooms, corridors, toilets, library, parking lot, canteen, ground, hostel, auditoriums or any other public areas within Dwaraka Doss Goverdan Doss Vaishnav College

3. "Employee" means every person in the employment of the college to which these Guidelines are applicable, including any teaching/non-teaching staff or officers, temporary, part-time, honorary and visiting persons, adjunct faculty engaged in any duties by whatever designation called and also employees employed on a leave vacancy, casual or project basis or also employed through a contractor.

4. "Sexual harassment" includes any unwanted conduct with sexual undertones, any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

i. any unwelcome physical, verbal or non-verbal conduct of sexual nature

ii. Demand or request for sexual favours

iii. Making sexually coloured remarks

iv. Physical contacts and advances or

v. Showing any pornography

Explanation: "Sexual Harassment" shall include, but will not be confined to the following:

(i) When submission to unwelcome sexual advances, request for sexual favours and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly, as a term



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai-106

or condition for instruction, employment, participation or evaluation of a person's engagement in any activity.

(ii) When unwelcome sexual advances and verbal, non-verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone-calls or e-mails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or the effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment on campus.

### 3. Objectives

- To promote gender awareness and gender sensitization among the employees and students of the institution
- To receive all complaints from employees and students regarding sexual harassment that occur within the campus
- To provide mechanism for just and fair dispute resolution
- To submit appropriate recommendations to the higher authorities

### 4. Composition of Grievances cell

INTERNAL COMPLAINTS COMMITTEE		
Members	Phone	Email id
Dr. P. Vidya Chairperson	8754490812	hod-micro-biology@dgvaishnavcollege.edu.in
Ms. Amrutha Karayil Convenor	9789047086	amrutha@dgvaishnavcollege.edu.in
Dr. S. U. Malini Member	9445947219	malini@dgvaishnavcollege.edu.in
Dr. M. R. Geetha Member	9841180103	geethasrinivasan@dgvaishnavcollege.edu.in
Ms. Ashwini R. Member	9940112750	psyashwinir@dgvaishnavcollege.edu.in
Ms. R. Devipriya Member	9962338288	priya.ramesh74@gmail.com
Ms. M. Leena Member	8778663450	leena_roshni@rediffmail.com

**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

29

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

### 5. The Term of the Office of ICC

- The term of office of ICC members shall be for three years.
- The names of the members of the committee, along with their contact details shall be displayed at all times in a conspicuous place of the main notice board of the college.

### Terms of engagement for the members of ICC

The duties and responsibilities of the Internal Complaints Committee are as follows:

- The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus
- The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
- All matters raised to the ICC shall be resolved swiftly and with required privacy
- The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
- The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

### 6. Process of making a complaint of sexual harassment

- An aggrieved person is required to submit a written complaint to the ICC within THREE months of the incident and in the case of series of incidents complaint must be registered within a period of three months of the last incident
- Friends, relatives, colleagues, co-students, Psychologists or any other associate can raise a complaint on behalf of the victim in situations where the aggrieved person is unable to submit a complaint on account of physical or mental incapacity.
- All complaints regarding sexual harassment must be registered through this Google form: <https://forms.gle/dMTGyyoP7jvUQrKc6>
- Further, the Internal Complaints Committee can be reached at [womenshc@dgvaishnavcollege.edu.in](mailto:womenshc@dgvaishnavcollege.edu.in)
- All complainants will be contacted by members of the ICC for inquiry during which possible evidences and witnesses will be verified.
- WARNING:** This complaint mechanism is meant to assist any member of the institution who has been subject to acts of sexual harassment. Misusing this forum or raising false complaints will carry its own serious legal repercussions.

### Process of Enquiry

- All complaints raised must be acknowledged via email by the ICC within a period of 7 days.
- The inquiry must be completed within a period of ninety days from the date of acknowledgment of the complaint.
- The inquiry report must be submitted within 10 days of the completion of the enquiry.
- The findings and recommendations by the ICC should be informed to both parties involved.

**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

30

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution**

**Affiliated to University of Madras**

**Arumbakkam, Chennai-106**

**Penalties and Punishment for Sexual Harassment**

The ICC may recommend the following penalties on a person found guilty of sexual harassment:

A. An employee found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

- (i) Warning, Reprimand or Censure
- (ii) Fine
- (iii) Withholding of increments or promotion

Major Penalties:

- (v) Compulsory retirement
- (vi) Termination of service
- (vii) Removal/dismissal from service

B. A student found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

- (i) Warning
- (ii) Written Apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel/campus
- (v) Suspension for a specified period of time
- (vi) Withholding results.

Major Penalties

- (i) Debarring from examinations for a specified period of time
- (ii) Expulsion from university

**Head**

**P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.**

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence  
Linguistic Minority Institution  
Affiliated to University of Madras  
#33, 'Vedika High', Poomalloor High Road,  
Arumbakkam, Chennai 600 106.

**Women's Cell**  
**Internal Complaints Committee (ICC)**

Minutes of the meeting held on 10<sup>th</sup> December 2020

**Members Present**

1. **Dr. P. Vidya – Chairperson**  
Head of the Department  
Department of Microbiology
2. **Ms. Amrutha Karayil – Convener**  
Assistant Professor & Head  
Department of Criminology &  
Police Administration
3. **Dr. S. U. Malini – Member**  
Assistant Professor  
Department of Mathematics
4. **Dr. M. R. Geetha – Member**  
Assistant Professor  
Department of Commerce
5. **Ms. Ashwini R. – Member**  
Assistant Professor  
Department of Psychology
6. **Ms. R. Devipriya – Member**  
Administrative staff
7. **Ms. M. Leena – Member**  
Administrative Staff

The members of women cell and Internal Complaints Committee (ICC) officially met at the Chairperson's cabin on 10<sup>th</sup> December 2020 at 11:00 am to discuss the activities of the Women's cell & ICC over the lockdown and how to proceed with the activities further:

1. It was noted that no cases of sexual harassment or misconduct was registered during the academic year 2019 – 2020.

**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

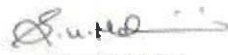
The members of women cell and Internal Complaints Committee (ICC) officially met at the Chairperson's cabin on 10<sup>th</sup> December 2020 at 11:00 am to discuss the activities of the Women's cell & ICC over the lockdown and how to proceed with the activities further:

1. It was noted that no cases of sexual harassment or misconduct was registered during the academic year 2019 – 2020.
2. The members discussed how the lockdown had affected the activities of the Women's Cell and Internal Complaints Committee from March to December 2020.
3. Due to the lockdown a few events that were planned to be conducted
4. The members also discussed how to carry forward with the routine activities of Women's Cell and ICC from December 2020.

The above was unanimously agreed by the members of the committee.

  
**Dr. P. Vidya**  
Chairperson

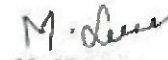
  
**Ms. Amrutha Karayil**  
Convener

  
**Dr. S. U. Malini**  
Member

  
**Dr. M. R. Geetha**  
Member

  
**Ms. Ashwini R.**  
Member

  
**Ms. R. Devipriya**  
Member

  
**Ms. M. Leena**  
Member

  
**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Women's Cell**  
Minutes of the meeting held on 20<sup>th</sup> January 2021


**Members Present**

1. **Dr. P. Vidhya – Chairperson**  
Head of the Department  
Department of Microbiology
2. **Ms. Amrutha Karayil – Convener**  
Assistant Professor & Head  
Department of Criminology &  
Police Administration
3. **Dr. S. U. Malini – Member**  
Assistant Professor  
Department of Mathematics – ABSENT
4. **Dr. M. R. Geetha – Member**  
Assistant Professor  
Department of Commerce – ABSENT
5. **Ms. Ashwini R. – Member**  
Assistant Professor  
Department of Psychology ABSENT
6. **Ms. R. Devipriya – Member**  
Administrative staff
7. **Ms. M. Leena – Member**  
Administrative Staff

The members of the Women's cell met at the Chairperson's office on 20<sup>th</sup> January 2021 at 11:00am to discuss and finalize the details regarding the conduct of a webinar.

Ms. Ashwini, member of women's cell was coordinating the event and briefed about the guest speaker. She informed the members that the resource person Ms. R. Vidhya, Assistant Professor, Department of Political Science, Madras Christian College has agreed to speak on the topic Gender and Covid. The aim of the program is to create awareness among students and faculties of Dwaraka Doss Goverdhan Doss Vaishnav College regarding the issues and

  
Head  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

challenged faced by men, women and third gender because of Covid-19. The program schedule was finalized and approved by the chair. The webinar would be conducted via Google meet on 23<sup>rd</sup> January 2021 from 03:00pm to 04:00pm. All members were instructed by the chair to be present for the program in its entirety.

The above decisions were unanimously agreed by the undersigned members.

  
**Dr. P. Vidhya**  
Chairperson

  
**Ms. Anurutha Karayil**  
Convener


—  
**Dr. S. U. Malini**  
Member

—  
**Dr. M. R. Geetha**  
Member

—  
**Ms. Ashwini R.**  
Member

  
**Ms. R. Devipriya**  
Member

  
**Ms. M. Leena**  
Member

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

  
**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Event:** Webinar on "Gender and Covid 19"

**Platform:** Google Meet

**Date:** 23<sup>rd</sup> January, 2021 **Time:** 03.00 p.m. -04.00p.m.

**Organizers:** Women's Cell, DGVC

**Resource Person:** Ms. R. Vidya, Assistant Professor, Madras Christian College, Chennai.

**No. of Participants :** 100

**Report:**

The webinar began with welcoming the Resource Person, Principal, Organizing team and the faculties and students.

The honorable Principal Dr. S. Santhosh Baboo spoke a few words on the difficulties women faces on day to day life.

Then followed the introduction about the resource person Ms. R. Vidya, Assistant Professor, Department of Political Science, MCC.

The resource person began the webinar by explaining gender. She spoke about problems faced by not only the women but also the third gender and Men during the pandemic, difficulties in medical sector

TOPIC- WEBINAR ON "GENDER AND COVID 19 "ON GOOGLE MEET.

**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

36

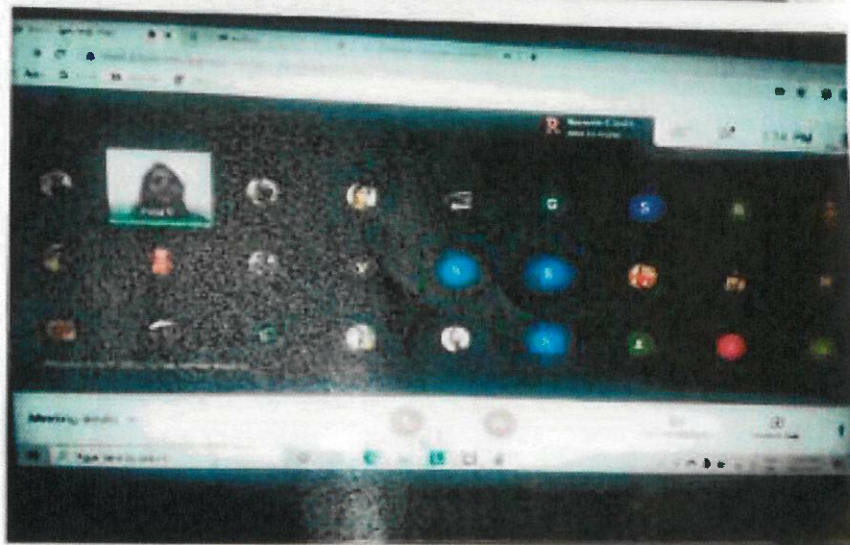
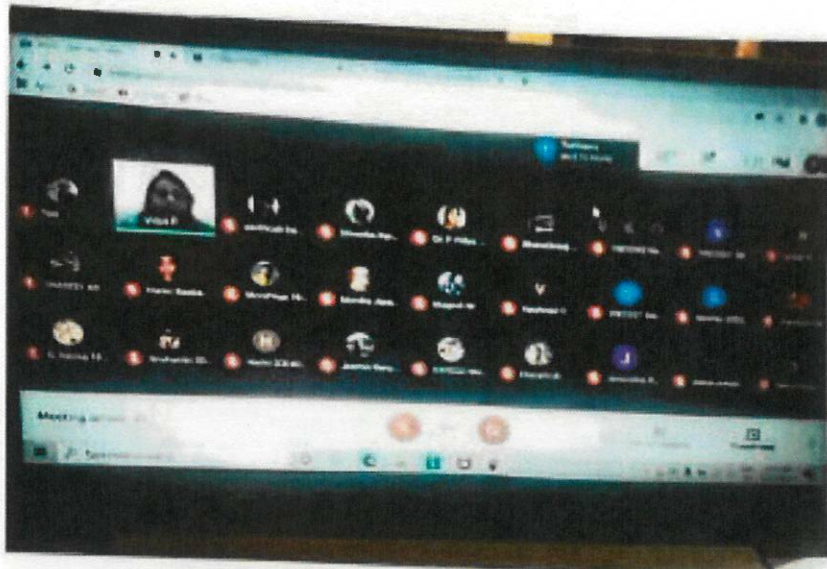
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

Increase of domestic violence, identity crisis, managing both household chores and working from home are few major issues that must actually be addressed. She explained few tips that can actually help the women in our lives. At the conclusion of the webinar, the Resource Person answered to the questions and doubts raised by the students.



ONLINE PARTICIPATION OF STUDENTS.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

**Head**

**P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.**



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai-106

### List of Participants

S.No.	Student Name	Class
1	Arun Kumar D	II M.Sc Applied Microbiology
2	Gowtham M	II M.Sc Applied Microbiology
3	Karthick M	II M.Sc Applied Microbiology
4	Noordeen M B	II M.Sc Applied Microbiology
5	Ponvannan T	II M.Sc Applied Microbiology
6	Ravi Prasad G	II M.Sc Applied Microbiology
7	Bargavi P	II M.Sc Applied Microbiology
8	Charumathi S	II M.Sc Applied Microbiology
9	Esther Feddora Geta Kishore	II M.Sc Applied Microbiology
10	Haridhra T S	II M.Sc Applied Microbiology
11	Adithyaa Shankar K R	II B.A Criminology & Pol.Admin
12	Ajay S	II B.A Criminology & Pol.Admin
13	Arun Karthikeyan C	II B.A Criminology & Pol.Admin
14	Bharadwaaj D	II B.A Criminology & Pol.Admin
15	Dinesh S	II B.A Criminology & Pol.Admin
16	Nithish Velan S	II B.A Criminology & Pol.Admin
17	Akash R	II B.Com A&F
18	Akash S	II B.Com A&F
19	Dhanush K	II B.Com A&F
20	Dharani R	II B.Com A&F
21	Jaya Suriya	II B.Com A&F
22	Kishore S	II B.Com A&F
23	Sriram R	II B.Com A&F
24	Harish	II B.A Sociology
25	Kishore Kumar	II B.A Sociology
26	Logesh	II B.A Sociology
27	Imaiyavan	II B.A Sociology
28	Puthiyavan	II B.A Sociology
29	Divya S	II BCA
30	Ragavi R	II BCA
31	Subhashree V	II BCA
32	Prethega K	II BCA
33	Thivisha A	II BCA
34	Abirami S	II B.Sc Biochemistry
35	Bhuvaneshwari C	II B.Sc Biochemistry



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution**

**Affiliated to University of Madras**

**Arumbakkam, Chennai-106**

36	Jayashree J M	II B.Sc Biochemistry
37	Kaviya D	II B.Sc Biochemistry
38	Lokeshwari L	II B.Sc Biochemistry
39	Monipriya L	II B.Sc Biochemistry
40	Aravindh A	II B.Sc Chemistry
41	Aswin R	II B.Sc Chemistry
42	Abinash B	II B.Sc Chemistry
43	Ramya S	II B.Sc Chemistry
44	Sneha U	II B.Sc Chemistry
45	Vidhyashree D	II B.Sc Chemistry
46	Supraja A	II B.Sc Psychology
47	Prathyusha P	II B.Sc Psychology
48	Karishma Saini	II B.Sc Psychology
49	Swetha K	II B.Sc Psychology
50	Sumitha Sri G	II B.Sc Psychology
51	Vikram V	I B.A Economics
52	Asha J	I B.A Economics
53	Hema Priya R	I B.A Economics
54	Kousalya D	I B.A Economics
55	Lithika K	I B.A Economics
56	Menaka N	I B.A Economics
57	Bhuvaneshwaran M	I B.A English
58	Davis A	I B.A English
59	Koushik S	I B.A English
60	Manish S	I B.A English
61	Aishwarya S M	I B.A English
62	Anusha A	I B.A Journalism
63	Devikala T	I B.A Journalism
64	Oviya S	I B.A Journalism
65	Renuka M	I B.A Journalism
66	Joshline M	I B. A Tamil
67	Haajera M	I B. A Tamil
68	Harshini M M	I B. A Tamil
69	Monisha P	I B. A Tamil
70	Meenakumari M	I B. A Tamil
71	Gunal P	I BBA
72	Madhan R	I BBA
73	Manish K	I BBA
74	Prasanna M	I BBA

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

**Head**

**P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution**

**Affiliated to University of Madras**

**Arumbakkam, Chennai-106**

75	Janani D	I BBA
76	Yogitha M	I BBA
77	Priyadarshini V	I BBA
78	Aarthi L	I BBM
79	Divyashree R	I BBM
80	Gayathri G	I BBM
81	Sharmila M	I BBM
82	Suguna S	I BBM
83	Lekhashree M	I BBM
84	Ananya K P	I B.Com F&T
85	Bavya Shri	I B.Com F&T
86	Sushmita N	I B.Com F&T
87	Vishali S	I B.Com F&T
88	Kalai Selvi E	I B.Com F&T
89	Banupriya G	I B.Sc Botany
90	Bhuvaneshwari M	I B.Sc Botany
91	Kavyanjali A	I B.Sc Botany
92	Manju V	I B.Sc Botany
93	Akshaya C	I B.Sc Botany
94	Narmatha M	I B.Sc Botany
95	Pavithra S	I B.Sc Botany
96	Bharathi K	I B.Sc Statistics
97	Deepika V	I B.Sc Statistics
98	Jayashree S	I B.Sc Statistics
99	Soumiyaa S	I B.Sc Statistics
100	Aswathi V	I B.Sc Statistics

**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Women's Cell**  
**Minutes of the meeting held on 01<sup>st</sup> March 2021**

**Members Present**

1. **Dr. P. Vidhya – Chairperson**  
Head of the Department  
Department of Microbiology
2. **Dr. Amrutha Karayil – Convenor**  
Assistant Professor & Head  
Department of Criminology &  
Police Administration
3. **Dr. S. U. Malini – Member**  
Assistant Professor  
Department of Mathematics
4. **Dr. M. R. Geetha – Member**  
Assistant Professor  
Department of Commerce
5. **Ms. Ashwini R. – Member**  
Assistant Professor  
Department of Psychology
6. **Ms. R. Devipriya – Member**  
Administrative staff
7. **Ms. M. Leena – Member**  
Administrative Staff

ABSENT

The members of the Women's Cell were called for a meeting by the Chairperson on 01<sup>st</sup> March 2021 to discuss the roles and duties of the members for the Women of Worth – Women's Conference organized in collaboration with the Rotaract Club of Dwaraka Doss Goverdhan Doss Vaishnav College. The chairperson gave a brief account on the collaborative program.

Women of Worth is an annual program conducted by the Rotaract club celebrating and promoting women empowerment. This year, it is decided to invite Ms. M. Nila, a social

**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

41

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

activist to enlighten the students on the role of transgenders in creating gender equity. The women's

conference would also honour two women social activists for their work related to women empowerment.

All members were instructed by the chair to be present for the formal inauguration at Gyan Dharshan at 2:00pm. The members were instructed to be present throughout the event and assist the Rotaract coordinators in any matter.

The above decisions were unanimously agreed by the undersigned members.

**Dr. P. Vidhya**  
Chairperson

**Dr. Amrutha Karavil**  
Convener

**Dr. S. U. Malini**  
Member

**Dr. M. R. Geetha**  
Member

**Ms. Ashwini R.**  
Member

**Ms. R. Devipriya**  
Member

**Ms. M. Leena**  
Member

**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Women's Cell**  
**Minutes of the meeting held on 04<sup>th</sup> March 2021**


**Members Present**

1. **Dr. P. Vidhya – Chairperson**  
Head of the Department  
Department of Microbiology
2. **Dr. Amrutha Karayil – Convenor**  
Assistant Professor & Head  
Department of Criminology &  
Police Administration
3. **Dr. S. U. Malini – Member**  
Assistant Professor  
Department of Mathematics
4. **Dr. M. R. Geetha – Member**  
Assistant Professor  
Department of Commerce
5. **Ms. Ashwini R. – Member**  
Assistant Professor  
Department of Psychology
6. **Ms. R. Devipriya – Member**  
Administrative staff
7. **Ms. M. Leena – Member**  
Administrative Staff

ABSENT

A meeting was called for by the chairperson of the Women's Cell on 04<sup>th</sup> March 2021 to discuss the execution of the event S-NAP organized in collaboration with the 5 COY NCC INFANTRY. The event was proposed to be conducted on 05<sup>th</sup> - 06<sup>th</sup> March 2021 on account of the International Women's Day Celebration. The women cadets of NCC will be in charge of the conducting the drive on making herbal sanitary napkins. It was decided to distribute these napkins in the presence of the guest speaker Dr. Siva Singh Shekhawat, Consultant obstetrician & Gynecologist at Appolla Women's Hospital, Chennai. The Chair of Women's Cell advised

  
**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

the members to assist the NCC in conducting this program smoothly and to be present for the official ceremony.

The above decisions were unanimously agreed by the undersigned members.

**Dr. P. Vidhya**  
Chairperson

**Dr. Amrutha Karayil**  
Convener

**Dr. S. U. Malini**  
Member

**Dr. M. R. Geetha**  
Member

**Ms. Ashwini R.**  
Member

**Ms. R. Devipriya**  
Member

**Ms. M. Leena**  
Member

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

**Women's Cell**  
**Internal Complaints Committee (ICC)**  
**Minutes of the meeting held on 16<sup>th</sup> March 2021**

**Members Present**

1. **Dr. F. Vidhya – Chairperson**  
Head of the Department  
Department of Microbiology
2. **Dr. Amrutha Karayil – Convenor**  
Assistant Professor & Head  
Department of Criminology &  
Police Administration
3. **Dr. S. U. Malini – Member**  
Assistant Professor  
Department of Mathematics
4. **Dr. M. R. Geetha – Member**  
Assistant Professor  
Department of Commerce
5. **Ms. Ashwini R. – Member**  
Assistant Professor  
Department of Psychology
6. **Ms. R. Devipriya – Member**  
Administrative staff
7. **Ms. M. Leena – Member**  
Administrative Staff

ABSENT

The members of the Internal Complaints Committee (ICC) met at the Chairperson's cabin on 16<sup>th</sup> March 2021 at 12:00 noon to discuss any grievances received from the students during the academic year 2020 – 2021. It was noted at the meeting that the Internal Complaints Committee (ICC) did not receive any grievances/complaints either through the Google form link available in the college website nor through any other means. The members of the ICC

*[Handwritten signature]*

**Head**

P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.

*[Handwritten signature]*

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106

agreed to close the meeting on the note that there was zero complaint during the academic year 2020 - 2021. This decision was unanimously agreed by the undersigned members.

**Dr. P. Vidhya**  
Chairperson

**Dr. Amrutha Karayil**  
Convener

**Dr. S. U. Mallai**  
Member

**Dr. M. R. Geetha**  
Member

**Ms. Ashwini R.**  
Member

**Ms. R. Devipriya**  
Member

**Ms. M. Leena**  
Member

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**Head**  
P.G. Research Department of Microbiology  
Dwaraka Doss Goverdhan Doss  
Vaishnav College (Shift II)  
Arumbakkam, Chennai-600 106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
**(Autonomous)**  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Anti-Ragging Committee**

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**Associate Professor**  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

**(Autonomous)**

**College with Potential for Excellence, Linguistic Minority Institution**

**Affiliated to University of Madras**

**Arumbakkam, Chennai-106**

**ANTI – RAGGING COMMITTEE**

**ANTI – RAGGING MEASURE-**

The issue related to ragging can be represented in the written form and posted in the Black box provided in the library. The principle upon the receipt of any complaint, will convene and discuss the matter with the ragging redressal committee. The complaints would be addressed by the ragging redressal committee and necessary action would be taken immediately.

**ANTI – RAGGING COMMITTEE –**

Dr. S. Santhosh Baboo, Principal - 044 2363 5101

Dr. T.S. Prema - 98841 01739

Dr. K. Premalatha - 94981 29199

Dr. U. Amaleshwari - 99521 15609

**ANTI – RAGGING SQUAD –**

Mr. J. P. Jaideep - 98411 25795

Dr. D. Uthra - 95661 31966

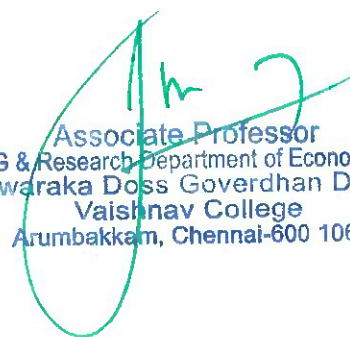
Dr. B. Vijayakumar - 94447 72249


Dr. T. Umapathy - 99411 74107

Lt. Dr. P. Arularasan - 99622 54540

Lt. Mr. Somasundara Ori - 98411 74462

Inspector of police, Arumbakkam - 044 2363 1220

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 633 Pariyar E VR, High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23635101, 23635102  
E-mail: office@dgvvaishnavcollege.edu.in website: www.dgvvaishnavcollege.edu.in

**ANTI RAGGING CELL**

**2020-2021**

The Anti -Ragging cell of Dwaraka Doss Goverdhan Doss Vaishnav College (Autonomous)  
was restructured. The Members of the Anti -Ragging cell are:

- |                              |                                      |
|------------------------------|--------------------------------------|
| 1. Capt Dr.S. Santhosh Baboo | - Principal                          |
| 2. Dr.T.Velmurugan           | - Nodal officer                      |
| 3. Dr.U.Amaleswari           | - Anti-Ragging committee member      |
| 4. Mr.K.Saravanan            | - Inspector of police, KB Arumbakkam |
| 5. Lt. Dr. P. Anularasan     | - Anti-Ragging Squad member          |
| 6. Dr.K. Premalatha          | - Anti-Ragging committee member      |
| 7. Dr. D.Uthra               | - Anti-Ragging Squad member          |
| 8. Shri. J.P.Jaideep         | - Anti-Ragging Squad member          |
| 9. Dr. R. Sathish            | - Anti-Ragging Squad member          |
| 10. Lt Semasundara Ori       | - Anti-Ragging Squad member          |
| 11. Dr.B.Vijaykumar          | - Anti-Ragging Squad member          |
| 12. Dr.T.Umapathy            | - Anti-Ragging Squad member          |
| 13. Sushil Kumar Verma       | - Parent                             |
| 14. R.Srinivasagopalan       | - DGVC Office                        |
| 15. Hitesh b Shah            | - DGVC Office                        |
| 16. Chirag Verma             | - Student Council Member (Shift -I)  |
| 17. V Gokul                  | - Student Council Member (Shift -II) |

Principal

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 944-23835101, 23835102  
E-mail: office@dgvvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Minutes of the Anti-Ragging Cell 2020-2021 – Held on 16.12.2020**

An Anti-Ragging campaign was conducted on 16<sup>th</sup> December 2020 in the college ground for the seniors. The student council members and the NSS Students performed the mime program on ANTI-RAGGING to create an awareness regarding the evil effects of anti-Ragging.

Short films and slogans related to anti- ragging were displayed in the LED wall of the college. Posters on anti-ragging slogans were displayed in different places in the college campus.

NCC Students Performed Street Play to create awareness on zero tolerance to ragging in the Campus. The student council members were asked to report immediately in case of incidents of ragging. No ragging complaints were received for the previous academic year. A healthy and friendly relationship exists between the fresher's and seniors

  
Principal

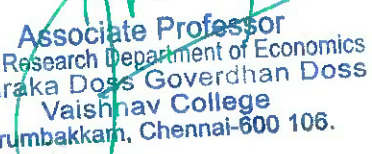
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SABHA



PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous Affiliated to the University of Madras)

Gold Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23635101, 23635102  
E-mail: office@dgvvaishnavcollege.edu.in website: www.dgvvaishnavcollege.edu.in

**ANTI RAGGING CELL**

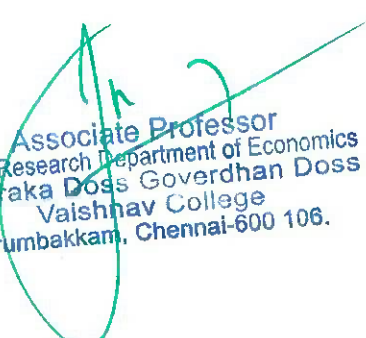
**2020-2021**


**Teaching staff:**

S.No	Name	Designation	Department	Contact
1	Dr.S.Santhosh Baboo	Principal	Computer science	9884992888
3	Dr.T.s Prema	Anti-Ragging committee member	Economics	9884101739
4	Dr.T.Velmurugan	Anti-Ragging committee member	Computer science	9381032070
5	Ms. Amaleshwari	Anti-Ragging squad member	Master of Business administration	9952115609
6	Dr.K. Premalatha	Anti-Ragging squad member	Chemistry	9444663963
7	Dr. D.Uthra	Anti-Ragging squad member	Physics	9566131966
8	Shri. J.P.Jaideep	Anti-Ragging squad member	Economics	9841125795
8	Dr.R.Sathish	Anti-Ragging squad member	Commerce	9841067974
10	Dr.B.Vijyakumar	Anti-Ragging squad member	commerce	9444772249
11	Dr.T.Umapathy	Anti-Ragging squad member	Economics	9941174107
12	Lt Dr P Arularasan	Anti-Ragging squad member	Physics	9962254540
13	Lt somasundara Ori	Anti-Ragging squad member	Mathematics	9841174462

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600106  
Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
**Principal**  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**Associate Professor**  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai-106



### Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23635101, 23635102

E-mail: [office@dgvaishnavcollege.edu.in](mailto:office@dgvaishnavcollege.edu.in) website: [www.dgvaishnavcollege.edu.in](http://www.dgvaishnavcollege.edu.in)

#### ANTI RAGGING CELL

2020-2021

##### Non Teaching staff:

S.No	Name	Designation	Department	Contact
1	R. Srinivasagopalan	Non teaching Staff	Dgvc Office	9841082078
2	Hitesh B Shah	Non teaching Staff	Dgvc Office	9841866857

##### POLICE:

S.No	Name	Designation	Department	Contact
1	Mr.K. Saravanan	Inspector of Police	K8, Arumbakkam Police station	8300024972

##### PARENT:

S.No	Name	Designation	Department	Contact
1	Sushil Kumar Verma	Parent	---	9884165887

##### STUDENT:

S.No	Name	Designation	Department	Contact
1	Chirag Verma II B.Com General	Student Council Member (Shift -I)	B.Com General	9003110864
2	V Gokul II BA Criminology & Police administration	Student Council Member (Shift -II)	Criminology & Police administration	9940360686

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Principal

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SABBIA

Associate Professor  
PG & Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**  
(Autonomous)  
College with Potential for Excellence, Linguistic Minority Institution  
Affiliated to University of Madras  
Arumbakkam, Chennai-106



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous - Affiliated to the University of Madras)

Gokul Bagh, 833 Palyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23635101, 23635102

E-mail: office@dvvaishnavcollege.edu.in website: www.dvvaishnavcollege.edu.in

**PERIODICAL REPORT ON ANTI RAGGING MEASURES TAKEN BY THE  
EDUCATIONAL INSTITUTIONS  
2020-2021**


1. NAME OF THE EDUCATIONAL INSTITUTIONS : DWARAKA DOSS GOVERDHAN DOSS  
VAISHNAV COLLEGE  
2. PLACE : CHENNAI - 600106  
3. DISTRICT : CHENNAI


1	Whether anti-ragging committee formed and details of the members of the committee and students included in the committee	YES
2	No. of cases reported	NIL
3	Action taken on the complaints	---
4	Whether FIR and details thereof	---
5	Whether Bill boards and hoarding on Anti ragging and details of members of the committee are displayed	YES
6	Whether the undertaking from parents and students have been obtained	YES
7	Whether website address and phone numbers of committee members are printed in the id cards of the students for registering the complaints.	NO
8	Action taken to create awareness about penal provisions against ragging	Awareness about ragging printed in the college calendar
9	Details of conduct of committee meetings and minutes thereof	YES

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
Principal  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106

Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
Associate Professor  
Research Department of Economics  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600 106.

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.