



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

DATE: 17.09.2024

INTERNAL COMPLAINT COMMITTEE

The following members will form the Internal Complaint Committee of SS Institute of pharmacy for the academic year 2024-2025.":

POSITION	NAME	DESIGNATION
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal
Internal member	Mrs.C.KALAISELVI	Professor HOD/Pharmaceutics
Internal member	Mr.M.PRAVEEN KUMAR	Assistant professor/ Pharmacology
Internal member	Mr.S.PRAKASH	Assistant professor/ Pharmaceutics
Internal member	Ms.MANISHA.M	Assistant professor/ Pharmaceutical chemistry
Student Representative	Mr.S. KARTHICKKANNAN	Student
Student Representative	Mr.M.CHITHARTHA	Student
Student Representative	Mr.S.THARUN KUMAR	Student




PRINCIPAL,
SS INSTITUTE OF PHARMACY,
KUPPANUR (PO), SANKARI (TK),
SALEM - 637301.

NH-544, Kuppanur (Po), Sankari (Tk), Salem(Dt) – 637301, Tamilnadu, India

Phone : 04283 241080 | E-mail : ssip1718@gmail.com | Website : www.ssip.edu.in



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DATE: 03.12.2024

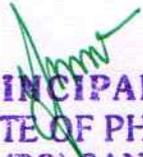
CIRCULAR

"This is to inform you that a meeting is scheduled to be held in the Principal's Cabin on 06.12.2024 at 2:30 p.m. All members of the Internal Complaints Committee are requested to attend the meeting without fail."

Copy to

- HOD
- Main Notice Board
- Internal Complaint Committee
- IQAC




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DATE: 06.12.2024

MINUTES OF THE MEETING

The following were the proceeding of the meeting:

During the discussion on the functioning of the Internal Complaint Committee, the following key resolutions were made:

- All concerns raised by students and faculty members will be communicated to the management through appropriate and established procedures.
- Strict confidentiality will be upheld in handling all matters to ensure privacy and trust.
- Any corrective or remedial actions implemented will be carefully designed to avoid any adverse effect on the academic progress or future opportunities of the students involved.
- Every faculty member and academic department will be given a fair platform to express their views and share concerns.

With these decisions in place, the meeting was formally concluded.

The following members were present in the meeting.

Position	Name	DESIGNATION	SIGNATURE
Chairperson	Dr.C. Jothimanivannan	Principal	
Internal member	Mrs.C.Kalaiselvi	Professor,HOD/Pharmaceutics	
Internal member	Mr.M.Praveenkumar	Assistant professor/ Pharmacology	
Internal member	Mr.S.Prakash	Assistant professor/ Pharmaceutics	
Internal member	Ms.M.Manisha	Assistant professor/ Pharmaceutical chemistry	
Student representative	Mr.S. Karthickkannan	Student	
Student representative	Mr.M.Chithartha	Student	
Student representative	Mr.S.Tharunkumar	Student	



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DATE: 07.12.2024

INTERNAL COMPLAINT COMMITTEE

Action taken Report

The ICC meeting was conducted on 06.12.2024 at principal office to discuss about any issues (Personal and academic related)

Members present:

Position	Name	Designation
Chairperson	Dr.C. Jothimanivannan	Principal
Internal member	Mrs.C.Kalaiselvi	Professor
Internal member	Mr.M.Praveenkumar	Assistant Professor
Internal member	Mr.S.Prakash	Assistant Professor
Internal member	Ms.M.Manisha	Assistant Professor
Student representative	Mr.S.Karthickkannan	Student
Student representative	Mr.M.Chithartha	Student
Student representative	Mr.S.Tharunkumar	Student

Since there is no complaints were reported by the students, committee concludes that there is no facing any issues inside the campus and academics too.



[Handwritten Signature]
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DATE:07.11.2023

CIRCULAR

This is to inform you that a meeting is scheduled to take place at the Principal's Cabin at 11:30 A.M on 10.11.2023. All members of the Internal complaint Cell Committee are requested to attend the meeting without fail.



Copy to

- Chairman office
- Administrative office
- Main Notice Board
- Internal complaint Committee Cell
- IQAC


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Academic year 2022-2023

The following members were nominated as member of Internal complaint committee (Anti-sexual Harassment) for the academic year 2022-2023

INTERNAL COMPLAINT COMMITTEE

POSITION	NAME	DESIGNATION
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal
Internal member	Mrs.C.KALAISELVI	Professor,/Pharmaceutics
Internal member	Mrs.M.VANITHA	Assistant professor/Pharmacology
Internal member	Ms.K.SOWNDARYA	Assistant professor/ Pharmaceutics
Student Representative	MS.KAYALVIZHI	Student
Student Representative	MS.VASAVI	Student



[Signature]
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DATE:10.11.2023

MINUTES OF THE MEETING

THE FOLLOWING WERE THE PROCEEDING OF THE MEETING:

The committee aims to

1. Open dialogue and accountability
2. Confidentiality for sensitive matters
3. Student-centric approach for minimal career disruption

This approach ensures:

- Issues are addressed through proper channels
- Faculty and students can voice concerns freely

With these discussions, the meeting came to an end.

The following members were present in the meeting:

POSITION	NAME	DESIGNATION	SIGNATURE
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal	
Internal member	Mrs.C.KALAISELVI	Professor/ Pharmaceutics	
Internal member	Mrs.M.VANITHA	Assistant professor/ Pharmacology	
Internal member	Ms.K.SOWNDARYA	Assistant professor/ Pharmaceutics	
Student Representative	MS.KAYALVIZHI	Student	
Student Representative	MS.VASAVI	Student	

As there is no complaint were reported by students, the committee concluded that there were no issues related to academic and non-academic.




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DATE:17.10.2022

CIRCULAR

This is to inform you that a meeting is scheduled to take place at the Principal's Cabin at 10:00 A.M on 20.10.2022. All members of the Internal complaint Cell Committee are requested to attend the meeting without fail.




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Academic year 2021-2022

The following members were nominated as member of Internal complaint committee (Anti-sexual Harassment) for the academic year 2021-2022

INTERNAL COMPLAINT COMMITTEE

POSITION	NAME	DESIGNATION
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal
Internal member	Mrs.C.KALAISELVI	Professor,/Pharmaceutics
Internal member	Mrs.M.VANITHA	Assistantprofessor/Pharmacology
Internal member	Mrs.M.GOMATHI	Assistant professor/ Pharmaceutics
Student Representative	MS.ARTHLA	Student
Student Representative	MS.THILAGAVATHI.M	Student
Student Representative	MS.DEEPASRI.M	Student



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DATE:20.10.2022

MINUTES OF THE MEETING

THE FOLLOWING WERE THE PROCEEDING OF THE MEETING:

The committee decided to establish a transparent process for addressing student and faculty concerns, ensuring that issues are communicated to management through proper channels while maintaining confidentiality, implementing remedial actions that minimize negative impacts on students' careers, and providing a platform for each faculty member or discipline to voice their issues.

Agenda:

- **Open communication:**

Issues will be openly relayed to management, fostering a culture of feedback and accountability.

- **Confidentiality:**

Sensitive information shared with the committee will be kept private to protect individuals involved.

- **Student-centered approach:**

Remedial actions will be designed to minimize negative consequences for students' careers.

With these discussions, the meeting came to an end.

The following members were present in the meeting:

POSITION	NAME	DESIGNATION	SIGNATURE
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal	
Internal member	Mrs.C.KALAISELVI	Professor./ Pharmaceutics	
Internal member	Mrs.M.VANITHA	Assistant professor/ Pharmacology	
Internal member	Mrs.M.GOMATHI	Assistant professor/ Pharmaceutics	
Student Representative	MS.ARTHI.A	Student	
Student Representative	MS.THILAGAVATHI.M	Student	
Student Representative	MS.DEEPASRI.M	Student	

As there is no complaint were reported by students, the committee concluded that there were no issues related to academic and non-academic.



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DATE:01.09.2021

CIRCULAR

This is to inform you that a meeting is scheduled to take place at the Principal's Cabin at 10:00 A.M on 03.09.2021. All members of the Internal complaint Cell Committee are requested to attend the meeting without fail.


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Academic year 2020-2021

The following members were nominated as member of Internal compliant committee (Anti-sexual Harassment) for the academic year 2020-2021

INTERNAL COMPLAINT COMMITTEE

POSITION	NAME	DESIGNATION
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal
Internal member	Mrs.C.KALAISELVI	Professor/Pharmaceutics
Internal member	Mrs.M.VANITHA	Assistant professor/Pharmacology
Internal member	Mrs.M.GOMATHI	Assistant professor/ Pharmaceutics
Student Representative	MS.ARTHIA	Student
Student Representative	MS.KAYALVIZHI	Student
Student Representative	MS.VASAVI	Student



[Handwritten Signature]
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DATE:03.09.2021

MINUTES OF THE MEETING

THE FOLLOWING WERE THE PROCEEDING OF THE MEETING:

The committee aims to:

1. Foster open communication and accountability
2. Maintain confidentiality for sensitive issues
3. Prioritize student well-being, minimizing career impacts

This approach ensures:

- Issues are addressed through proper channels
 - Faculty and students can voice concerns freely
- With these discussions, the meeting came to an end.

The following members were present in the meeting:

POSITION	NAME	DESIGNATION	SIGNATURE
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal	
Internal member	Mrs.C.KALAISELVI	Professor/ Pharmaceutics	
Internal member	Mrs.M.VANITHA	Assistant professor/ Pharmacology	
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Student Representative	MS.VASAVI	Student	

As there is no complaint were reported by students, the committee concluded that there were no issues related to academic and non-academic.



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DATE:04.08.2020

CIRCULAR

This is to inform you that a meeting is scheduled to take place at the Principal's Cabin at 10:30 A.M on 07.08.2020. All members of the Internal complaint Cell Committee are requested to attend the meeting without fail.



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Academic year 2019-2020

The following members were nominated as member of Internal complaint committee (Anti-sexual Harassment) for the academic year 2019-2020

INTERNAL COMPLAINT COMMITTEE

POSITION	NAME	DESIGNATION
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal
Internal member	Mrs.C.KALAISELVI	Professor./Pharmaceutics
Internal member	Mrs.M.VANITHA	Assistant professor/Pharmacology
Internal member	Ms.K.SOWNDARYA	Assistant professor/ Pharmaceutics
Student Representative	MS.KAYALVIZHI	Student
Student Representative	MS.VASAVI	Student




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DATE:07.08.2020

MINUTES OF THE MEETING

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1. Open dialogue and accountability
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3. Student-centric approach for minimal career disruption

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- Faculty and students can voice concerns freely

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The following members were present in the meeting:

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Internal member	Mrs.C.KALAISELVI	Professor/ Pharmaceutics	
Internal member	Mrs.M.VANITHA	Assistant professor/ Pharmacology	
Internal member	Ms.K.SOWNDARYA	Assistant professor/ Pharmaceutics	
Student Representative	MS.KAYALVIZHI	Student	
Student Representative	MS.VASAVI	Student	

As there is no complaint were reported by students, the committee concluded that there were no issues related to academic and non-academic.



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