



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)



AMET
UNIVERSITY
ACADEMY OF MARITIME EDUCATION AND TRAINING UNIVERSITY
(Deemed to be University under Section 3 of UGC Act, 1956)

Dr.P.Saravanan

10.10.2016

Registrar

Internal Complaint Committee Meeting

Meeting Notice

Meeting of the Internal Complaint Committee of our University is scheduled to be held on 25.10.2016 at 10 AM in the Vice-Chancellor Conference Hall. All the members are requested to make it convenient to attend the meeting

The agenda for the meeting is enclosed here with.

Registrar

To: The members of Internal Complaints Committee

1. Dr A Shameem, Professor- AMET Business School-Presiding Officer
2. Dr.D Rajasekar-Associate Professor, AMET Business School
3. Ms.R DhivyaRanjani – Assistant Professor, AMET Business School
4. Ms.K Jeyabharathi – Financial Controller
5. Ms.A J Glory – Section Officer
6. Ms.Sandhya Rani Ramadass,Lady Member (NGO) and Psychologist

135, East Coast Road, Kanathur -603112, Chennai, India. Tel: 044-27472155/157. Fax:044-27472804

E.Mail: office@ametuniv.ac.in

Website: www.ametuniv.ac.in

Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act, 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

MINUTES OF MEETING

Academic Year: 2015-2016

25th October 2016

Ref.No./AMET/ICC/MOM/

Minutes of Meeting of Internal Complaints Committee (ICC) held on 12-03-2016 in DNV Hall II.

The Committee Members

S.No.	Members	Designation
1	Dr A Shameem	Professor- AMET Business School- Presiding Officer
2	Dr.D Rajasekar	Associate Professor, AMET Business School
3	Ms.R DhivyaRanjani	Assistant Professor, AMET Business School
4	Ms.K Jeyabharathi	Financial Controller
5	Ms.A J Glory	Section Officer
6	Ms. Sandhya Rani Ramadass	Lady Member of NGO and Psychologist

Ms.R DhivyaRanjani, Assistant Professor welcomed the members present to the meeting and requested Registrar to give his opening remarks.

Ms.K Jeyabharathi expressed his satisfaction and appreciation about the activities and valuable suggestion to conduct orientation programme for the benefit of members and stake holders.

Dr.A. Shameem, professor, AMET Business School emphasized the need to create awareness on Gender Sensitization. However, opined to take up proposal further as per agenda of meeting and addressed the previous minutes of meeting.

The following highlighted Points were presented:

1. Framing the working rules of the committee
2. To decide action plan for the year 2015-2016
3. Details and Responsibilities of Constitution of Internal Complaints Committee
4. Duties of the Employer
5. Response of Sexual Harassment
6. Do's and Don'ts of Sexual Harassment at campus


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act, 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

7. Redressal against Sexual Harassment at campus
8. Preparation of the annual report
9. Suggestion Box- Seeking further directions to conduct a one day workshop and seminar programme to create awareness among the staff and students, identify the topic and resource person etc.

The following Points Members were taken up discussed:

1. Dr. A.Shameem, Professor/Presiding officer advised the members that all students and staff of should be made aware that there is committee formed at university and constituent Department & Hostels for addressing issues with respect to prevention, prohibition & redressal of sexual harassment including gender sensitization. It was appraised that handbook and PPT are already uploaded to the website for the benefit of staff and also in appropriate place signages and awareness boards are fixed. The advice given was considered by the committee to share such information and to create awareness among the staff.
2. Member of Committee gave their present scenario should be enlighten by knowing/ adopting new laws instead of sticking to one law. Meanwhile, it necessary to be well equipped and updated with changing scenario; so that all will be on safe side.
3. Further, Ms. Sandhya Rani Ramadass, lady member of NGO gave a suggestion to committee for display notice board around the campus such as committee with the details of contact person.
4. Ms.A J Glory had an interaction about organizing for workshop/seminar to the staff and students to create awareness about what is sexual harassment, how to prevent sexual harassment, how to overcome/ file a complaint/ submit report about sexual harassment and gender sensitization.
5. Considering all aspects, it was decided to initiate the following action by committee.
6. Further, it was also decided to have presentation on "Policy of ZERO TOLERANCE" competition for the students of AMET.
7. Since, there is no single matter of complaint either from the student's sector or from the Members of staff during the session.


Registrar


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)



Dr.P.Saravanan
Registrar

15.03.2017

Internal Complaint Committee Meeting

Meeting Notice

Meeting of the Internal Complaint Committee of our University is scheduled to be held on 23.03.2017 at 10 AM in the Vice-Chancellor Conference Hall. All the members are requested to make it convenient to attend the meeting

The agenda for the meeting is enclosed here with.


Registrar

To: The members of Internal Complaints Committee

1. Dr A Shameem, Professor- AMET Business School-Presiding Officer
2. Dr.D Rajasekar-Associate Professor, AMET Business School
3. Ms.R DhivyaRanjani – Assistant Professor, AMET Business School
4. Ms.K Jeyabharathi – Financial Controller
5. Ms.A J Glory – Section Officer
6. Ms.Sandhya Rani Ramadass,Lady Member (NGO) and Psychologist

135, East Coast Road, Kanathur -603112, Chennai, India. Tel: 044-27472155/157. Fax:044-27472804

E.Mail:office@ametuniv.ac.in

Website: www.ametuniv.ac.in


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

MINUTES OF MEETING

Academic Year: 2016-2017

Ref.No./AMET/ICC/MOM/

23th March 2017

Minutes of Meeting of Internal Complaints Committee (ICC) held on 23-03-2017 in DNV Hall II.

The Committee Members

S.No.	Members	Designation
1	Dr A Shameem	Professor- AMET Business School-Presiding Officer
2	Dr.D Rajasekar	Associate Professor, AMET Business School
3	Ms.R DhivyaRanjani	Assistant Professor, AMET Business School
4	Ms.K Jeyabharathi	Financial Controller
5	Ms.A J Glory	Section Officer
6	Ms. Sandhya Rani Ramadass	Lady Member of NGO and Psychologist


Dr.D Rajasekar Associate Professor welcomed the members of ICC and thanked them for their cooperation and valuable suggestions for the successful functioning during academic year 2015-2016.

Ms.K Jeyabharathi expressed his satisfaction and appreciation about the activities and to conduct orientation programme for the benefit of members and stake holders. The members deliberated the activities to be scheduled for this year.

Dr.A. Shameem, professor/presiding officer, narrated the yearlong activities (2016-2017) such as sending of annual report to UGC; number of meeting held and their purpose; selection of gender sensitization; activities of ICC along with other committee. It also stated that there was no case sexual harassment.

The following Points were discussed:

1. To decide action plan for the year 2017-2018
2. Details and Responsibilities of Constitution of Internal Complaints Committee
3. Duties of the Employer
5. Response of Sexual Harassment


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

6. Do's and Don'ts of Sexual Harassment at campus
7. Redressal against Sexual Harassment at campus
8. Preparation of the annual report

The following Points Members were taken up discussed:

1. The committee may send handout on the objectives, role and member of ICC to all departments, Hostel, health centre, Dean, Student welfare office, to sensitize the staff and students.
2. A short duration workshop or extended meeting may be conducted exclusively for the members of ICC to impart knowledge on the objectives and role of ICC; gender based violence, harassment and safety measures.
3. Ms. Sandhya Rani Ramadass gave a suggestion to committee for display notice board around the campus such as committee with the details of contact person.
4. The decision on whether ICC will be functional during vacation will be taken in consultation with the Head of the Institution.
5. Considering all aspects, it was decided to initiate the following action by committee.
6. Since, there is no single matter of complaint either from the student's sector or from the Members of staff during the session.


Registrar


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University U/s 3 of UGC Act, 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)



Dr.P.Saravanan
Registrar

05.03.2018

Internal Complaint Committee Meeting

Meeting Notice

Meeting of the Internal Complaint Committee of our University is scheduled to be held on 23.03.2018 at 10 AM in the Vice-Chancellor Conference Hall. All the members are requested to make it convenient to attend the meeting

The agenda for the meeting is enclosed here with.


Registrar

To: The members of Internal Complaints Committee

1. Dr A Shameem, Professor- AMET Business School-Presiding Officer
2. Dr.D Rajasekar-Associate Professor, AMET Business School
3. Ms.R DhivyaRanjani – Assistant Professor, AMET Business School
4. Ms.K Jeyabharathi – Financial Controller
5. Ms.A J Glory – Section Officer
6. Ms.Sandhya Rani Ramadass,Lady Member (NGO) and Psychologist

135, East Coast Road, Kanathur -603112, Chennai, India. Tel: 044-27472155/157. Fax: 044-27472804

E.Mall:office@ametuniv.ac.in

Website: www.ametuniv.ac.in


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

MINUTES OF MEETING

Academic Year: 2017-2018

Ref.No./AMET/ICC/MOM/

23rd March 2018

Minutes of Meeting of Internal Complaints Committee (ICC) held on 23-03-2018 in DNV Hall II.

The Committee Members

S.No.	Members	Designation
1	Dr A Shameem	Professor- AMET Business School-Presiding Officer
2	Dr.D Rajasekar	Associate Professor, AMET Business School
3	Ms.R DhivyaRanjani	Assistant Professor, AMET Business School
4	Ms.K Jeyabharathi	Financial Controller
5	Ms.A J Glory	Section Officer
6	Ms. Sandhya Rani Ramadass	Lady Member of NGO and Psychologist

Dr.A. Shameem, Section Officer welcomed the members of ICC and thanked them for their cooperation and valuable suggestions for the successful functioning during academic year 2017-2018.

Dr.D Rajasekar, Assistant Professor expressed his satisfaction and appreciation about the activities and to conduct orientation programme for the benefit of members and stake holders. The members deliberated the activities to be scheduled for this year.

Ms.A J Glory, Section Officer narrated the yearlong activities (2017-2018) such as sending of annual report to UGC; number of meeting held and their purpose; selection of gender sensitization; activities of ICC along with other committee. It also stated that there was no case sexual harassment.

The following Points were discussed:

1. To decide action plan for the year 2018-2019
2. Details and Responsibilities of Constitution of Internal Complaints Committee
3. Duties of the Employer


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act, 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

5. Response of Sexual Harassment
6. Do's and Don'ts of Sexual Harassment at campus
7. Redressal against Sexual Harassment at campus
8. Preparation of the annual report

The following Points Members were taken up discussed:

1. The committee shall send handout on the objectives, role and member of ICC to all departments, Hostel, health centre, Dean, Student welfare office, to sensitize the staff and students.
2. A short duration workshop or extended meeting may be conducted exclusively for the members of ICC to impart knowledge on the objectives and role of ICC; gender based violence, harassment and safety measures.
3. Ms. Sandhya Rani Ramadass gave a suggestion to committee for display notice board around the campus such as committee with the details of contact person.
4. Since, there is no single matter of complaint either from the student's sector or from the Members of staff during the session.


Registrar


Registrar
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)



Dr.P.Saravanan
Registrar

08.10.2018

Internal Complaint Committee Meeting

Meeting Notice

Meeting of the Internal Complaint Committee of our University is scheduled to be held on 15.10.2018 at 10 AM in the Vice-Chancellor Conference Hall. All the members are requested to make it convenient to attend the meeting

The agenda for the meeting is enclosed here with.

Registrar

To: The members of Internal Complaints Committee

1. Dr A Shameem, Professor- AMET Business School-Presiding Officer
2. Dr.D Rajasekar-Associate Professor, AMET Business School
3. Ms.R DhivyaRanjani – Assistant Professor, AMET Business School
4. Ms.K Jeyabharathi – Financial Controller
5. Ms.A J Glory – Section Officer
6. Ms.Sandhya Rani Ramadass,Lady Member (NGO) and Psychologist

135, East Coast Road, Kanathur -603112, Chennai, India. Tel: 044-27472155/157. Fax: 044-27472804

E.Mail:office@ametuniv.ac.in

Website: www.ametuniv.ac.in

Registrar /
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

Academic Year: 2018-2019

Ref.No./AMET/ICC/MOM/

15th October 2018

Minutes of Meeting of Internal Complaints Committee (ICC) held on 15-10-2018 in DNV Hall II.

The Committee Members

S.No.	Members	Designation
1	Dr A Shameem	Professor- AMET Business School-Presiding Officer
2	Dr.D Rajasekar	Associate Professor, AMET Business School
3	Ms.R DhivyaRanjani	Assistant Professor, AMET Business School
4	Ms.K Jeyabharathi	Financial Controller
5	Ms.A J Glory	Section Officer
6	Ms. Sandhya Rani Ramadass	Lady Member of NGO and Psychologist

Dr A Shameem, the Presiding Officer welcomed the members present to the meeting and also welcomed the new members of ICC namely Mrs.Pansy Chitty, Residential warden.

Ms. Sandhya Rani Ramadass expressed his thanked for the successful functioning of ICC about the activities and conduct orientation programme for the benefit of members and stake holders.

Ms.R.DhivyaRanjani, Assistant Professor AMET Business School emphasized the need to create awareness on Gender Sensitization. As per the guidelines of UGC, the newly admitted students of the university should be given awareness on the objectives, roles of ICC through orientation.

The following highlighted Points were presented:

1. Framing the working rules of the committee
2. To decide action plan for the year 2018--2019
3. Details and Responsibilities of Constitution of Internal Complaints Committee
4. Duties of the Employer
5. Response of Sexual Harassment
6. Do's and Don'ts of Sexual Harassment at campus


Registrar /c
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

7. Redressal against Sexual Harassment at campus

8. Preparation of the annual report

The following Points Members were taken up discussed:

1. To read and confirm the minutes of the last meeting.
2. Member of Committee gave their present scenario should be enlighten by knowing/ adopting new laws instead of sticking to one law. Meanwhile, it necessary to be well equipped and updated with changing scenario; so that all will be on safe side.
3. Ms. Sandhya Rani Ramadass gave a suggestion to committee for distribution of pamphlets all around the campus among the staff/ students.
4. Ms.A J Glory about appraised about the committee performance
5. Considering all aspects, it was decided to initiate the following action by committee.
6. Since, there is no single matter of complaint either from the student's sector or from the Members of staff during the session.

Registrar

Registrar /c
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)



AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

Dr.M.Jayaprakashvel
Registrar

11.11.2020

Internal Complaint Committee Meeting

Meeting Notice

Meeting of the Internal Complaint Committee of our University is scheduled to be held on 20.11.2020 at 10 AM in the Vice-Chancellor Conference Hall. All the members are requested to make it convenient to attend the meeting

The agenda for the meeting is enclosed here with.

Registrar

To: The members of Internal Complaints Committee

1. Dr A Shameem, Professor- AMET Business School-Presiding Officer
2. Dr.D Rajasekar-Associate Professor, AMET Business School
3. Ms.R DhivyaRanjani – Assistant Professor, AMET Business School
4. Ms.K Jeyabharathi – Financial Controller
5. Ms.A J Glory – Section Officer
6. Ms.Sandhya Rani Ramadass,Lady Member (NGO) and Psychologist

135, East Coast Road, Kanathur -603112, Chennai, India. Tel: 044-27472155/157. Fax: 044-27472804

E.Mail:office@ametuniv.ac.in

Website: www.ametuniv.ac.in

Registrar i/c
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act, 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

Academic Year: 2019-2020

Ref.No./AMET/ICC/MOM/

20.11.2020

Minutes of Meeting of Internal Complaints Committee (ICC) held on -03-2020 in DNV Hall II.

The Committee Members

S.No.	Members	Designation
1	Dr A Shameem	Professor- AMET Business School- Presiding Officer
2	Dr.D Rajasekar	Associate Professor, AMET Business School
3	Ms.R DhivyaRanjani	Assistant Professor, AMET Business School
4	Ms.K Jeyabharathi	Financial Controller
5	Ms.A J Glory	Section Officer
6	Ms. Sandhya Rani Ramadass	Lady Member of NGO and Psychologist

Dr.D Rajasekar, Associate Professor, welcomed the members present to the meeting and requested Registrar to give his opening remarks.

Ms.K Jeyabharathi expressed his satisfaction and appreciation about the activities and valuable suggestion to conduct orientation programme for the benefit of members and stake holders.

Dr.A. Shameem, professor, AMET Business School emphasized the need to create awareness on Gender Sensitization. However, opined to take up proposal further as per agenda of meeting and addressed the previous minutes of meeting.

The following highlighted Points were presented:

1. To decide action plan for the year 2019-2020
2. Details and Responsibilities of Constitution of Internal Complaints Committee
4. Do's and Don'ts of Sexual Harassment at campus
5. Redressal against Sexual Harassment at campus
6. Preparation of the annual report
- 7 Suggestion Box- Seeking further directions to conduct a one day workshop and seminar programme to create awareness among the staff and students identify the topic and resource person etc.


Registrar I/O
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act, 1956)
135, East Coast Road,
Kenathur - 603 112, Chennai, India.



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

The following Points Members were taken up discussed:

1. Dr. A.Shameem, Professor/Presiding officer advised the members that all students and staff of should be made aware that there is committee formed at university and constituent Department & Hostels for addressing issues with respect to prevention, prohibition & redressal of sexual harassment including gender sensitization. It was appraised that handbook and PPT are already uploaded to the website for the benefit of staff and also in appropriate place signages and awareness boards are fixed. The advice given was considered by the committee to share such information and to create awareness among the staff.
2. Member of Committee gave their present scenario should be enlighten by knowing/ adopting new laws instead of sticking to one law. Meanwhile, it necessary to be well equipped and updated with changing scenario; so that all will be on safe side.
3. Ms. Sandhya Rani Ramadass had an interaction about organizing for workshop/seminar to the staff and students to create awareness about what is sexual harassment, how to prevent sexual harassment, how to overcome/ file a complaint/ submit report about sexual harassment and gender sensitization.
4. Considering all aspects, it was decided to initiate the following action by committee.
5. Since, there is no single matter of complaint either from the student's sector or from the Members of staff during the session.

Registrar

Registrar /c
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Deemed to be University u/s 3 of UGC Act, 1956)
135, East Coast Road,
Kanathur - 603 112, Chennai, India.