



# MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

(Managed by I.I.E.T. Society, Affiliated to Anna University, Chennai,  
Approved by AICTE, Accredited by NAAC with 'A' grade and NBA for programs applied)  
363, Arcot Road, Kodambakkam, Chennai – 600 024, Tamil Nadu, India  
Ph No: 044 – 24801636 Fax: 044 - 24811103



## 7.1 Institutional Values and Social Responsibilities

### 7.1.1 Specific Facilities provided for Women

#### 7.1.1.(B) SAFETY AND SECURITY

MSEC's Safety Department ensures a secure and hazard-free environment within the campus through:

- Monitoring all areas of the campus to ensure a secure environment.
- Conducting daily reviews and maintaining a register to track and address any safety issues.
- Performing maintenance tasks such as securing compound walls, replacing damaged fencing, and ensuring proper drainage.
- Educating the community through regular safety awareness programs and training sessions.
- Organizing fire drills and evacuation procedures to prepare for emergencies.
- Identifying and mitigating potential hazards to prevent accidents.
- Developing and implementing comprehensive safety policies to guide the community.
- Continuously monitoring CCTV cameras to quickly respond to any security incidents

#### 1. CCTV CAMERA

CCTV surveillance cameras ensure safety and security of women students inside the campus. CCTV Cameras were installed at various places in the campus to observe the movement and activities of students. The disciplinary committee members take actions if any abnormal are observed.



Fig.1. CCTV Camera at canteen

prepared by  
*S. Priskilla*  
[S. PRISKILLA NANONMANI]

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*[Signature]*  
[DR. A. KANI MOORTHY]

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Fig. 2. : CCTV Camera at Main Block Entrance



Fig. 3. : CCTV Camera at Seminar Hall



Fig.4 :CCTV Camera at Front of Civil Block Entrance

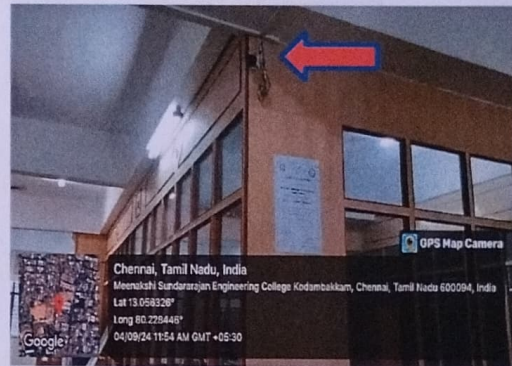


Fig. 5. : CCTV Camera at Library



Fig. 6. : CCTV Camera at Mechanical Block Entrance



Fig. 7. : CCTV Camera at Mechanical Block First Floor

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[Dr. A. KARIM MOHAMMAD]

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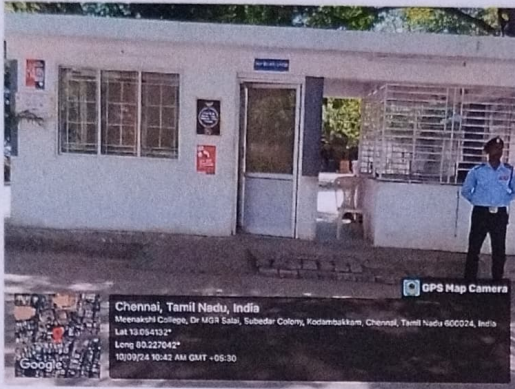


Fig. 8. : Security Guard at Main Gate entrance

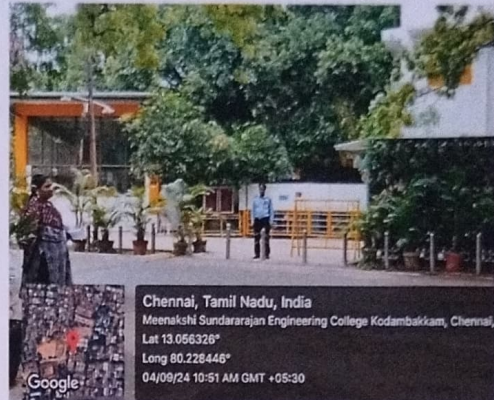


Fig. 8. : Security Guard at Main Gate entrance



Fig. 9. : Security Guard at Civil Engineering block



Fig. 10. : Security Guard at Main block



Fig. 11. : Security Guard at Parking



Fig. 12. : Security Guard at Two wheeler Parking

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## 2.First - Aid Box

First aid boxes are provided in all departments to provide immediate remedy to any physical illness or injury happening to the students. Qualified physician is available in the campus for first-aid medication and treatment for ailments to the students and staff.

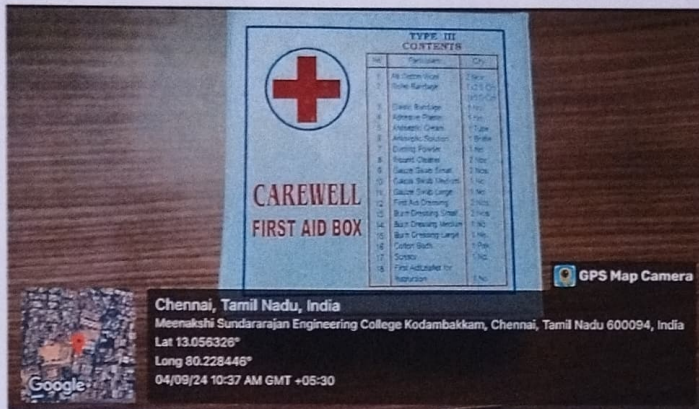


Fig. 10. First AID KIT

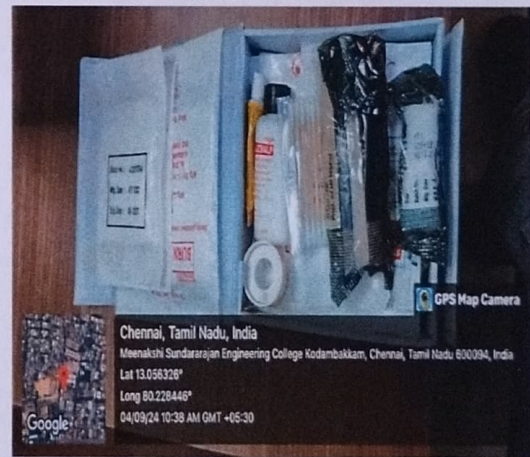
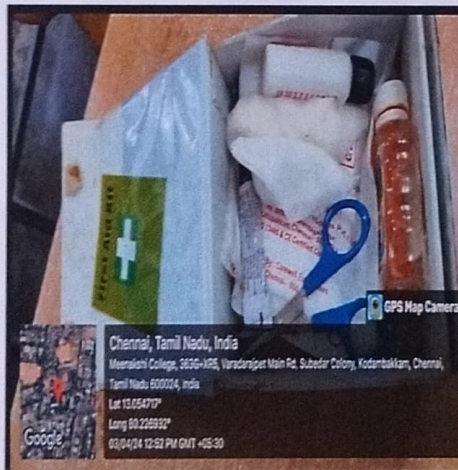


Fig. 11. Contents provided in First AID KIT

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## Fire drill

Conducted Fire drill to create awareness among students and staff about the use of fire extinguisher and how to protect themselves during any emergency situations.

### Fire drill 2023-2024



prepared by

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[S. PRISKILLA MANONJAYI]

verified by

*A. Kanmozhi*

[Dr. A. KANMOZHIL]

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## Fire drill 2023-2024



### 4. College Helpline Facility

The institution provides a help-line facility in the administrative office for staff and students to contact during emergency. ( 044 - 24801636).

Address

**The Secretary**  
Meenakshi Sundararajan Engineering College  
363, Arcot Road, Kodambakkam,  
Chennai 600024  
Tamilnadu, India  
Telephone: 044 24801636  
Fax: 044 24811103  
Email : [principal@msec.edu.in](mailto:principal@msec.edu.in)

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[S. PRISKILLA MANONMAVI]

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### 3. Fire Extinguisher

MSEC installed portable fire extinguishers at each conspicuous location of the campus with one of India's most trusted fire safety and security companies – Ceasefire.

The installed extinguishers in our college are ABC powder based extinguishers. ABC powder is made of an extinguishing agent mono ammonium phosphate mixed with ammonium sulphate. These types of extinguishers are most suitable for fighting against Class A, B, C and electric fires.

The locations of installed portable fire extinguishers are given below:

**OM SAKTHI FIRE SAFETY SOLUTIONS**  
 (ISO 9001:2015 CERTIFIED)  
 NO.557, FIRST FLOOR, BLOCK -12 , J.J. NAGAR, MOGAPPAIR EAST- 600 037  
 EMAIL : omsakthifire@gmail.com / omsakthifire@yahoo.com

FIRE AUDIT SURVEY REPORT ON 22 / 02 / 2022

**Meenakshi sundarrajan Engineering College, Chennai -24.**

| Sr. No            | Area of Survey (Provide Details Floor Wise) | Floor  | Existing Units |          |     |                   | Status                    | Prod |
|-------------------|---|--------|----------------|----------|-----|-------------------|---------------------------|------|
|                   |   |        | Product        | Capacity | Qty | Expiry month&year |                           |      |
| <b>MAIN BLOCK</b> |   |        |                |          |     |                   |                           |      |
| 1                 | EB Room                                     | Ground | ABC            | 4 kg     | 2   | Feb-25            | GOOD                      |      |
| 2                 | OFFICE ROOM                                 | Ground | ABC            | 4 kg     | 1   | Feb-24            | GOOD                      |      |
| 3                 | PANTRY PASSAGE AREA                         | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD                      |      |
| 4                 | SEMINAR PASSAGE AREA                        | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD                      |      |
| 5                 | EEE LAB- 5 PASSAGE AREA                     | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD                      |      |
| 6                 | EEE LAB- 3 PASSAGE AREA                     | Ground | ABC            | 4 kg     | 1   | Dec-22            | Expired need to refilling |      |
| 7                 | EEE LAB- 5 PASSAGE AREA                     | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD                      |      |
| 8                 | EEE LAB- 2 PASSAGE AREA                     | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD                      |      |
| 9                 | EEE LAB- 2 INSIDE                           | Ground | ABC            | 4 kg     | 2   | Oct-24            | GOOD                      |      |
| 10                | EEE CR-4 PASSAGE AREA                       | FIRST  | ABC            | 4 kg     | 1   | Oct-24            | GOOD                      |      |
| 11                | ECE LAB -1 & 2                              | FIRST  | ABC            | 6 kg     | 1   | Oct-22            | Expired need to refilling |      |
| 12                | ECE LAB - 4                                 | FIRST  | ABC            | 6 kg     | 1   | Oct-22            | Expired need to refilling |      |
| 13                | HOD CABIN ECE PASSAGE                       | FIRST  | ABC            | 4 kg     | 1   | Nov-22            | Expired need to refilling |      |
| 14                | LIBRARY ENTRANCE                            | FIRST  | ABC            | 4 kg     | 1   | Feb-24            | Expired need to refilling |      |
| 15                | LIBRARY INSIDE                              | FIRST  | ABC            | 4 kg     | 1   | Dec-22            | GOOD                      |      |
| 16                | EEE HOD CABIN PASSAGE                       | FIRST  | ABC            | 4 kg     | 1   | Feb-24            | Expired need to refilling |      |
| 17                | ECE LAB- 4 INSIDE                           | FIRST  | ABC            | 6 kg     | 1   | Feb-24            | GOOD                      |      |

prepared by  
*S. Prasad*

Verified by  
*stys*  
 [Dr. A. KANIMOLAN]

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|                  |                                 |          |     |      |   |        |                           |
|------------------|---------------------------------|----------|-----|------|---|--------|---------------------------|
| 18               | ECE LAB- 1, & 4 PASSAGE AREA    | FIRST    | ABC | 6 kg | 2 |        |                           |
| 19               | ECE LAB 7 & 8 PASSAGE AREA      | SECOND   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 20               | CSE LAB - 4 PASSAGE AREA        | SECOND   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 21               | CSE CR-2 PASSAGE AREA           | SECOND   | ABC | 4 kg | 1 | Oct-24 | GOOD                      |
| 22               | CSE LAB- 4 & 5 PASSAGE AREA     | SECOND   | ABC | 4 kg | 1 | Oct-24 | GOOD                      |
| 23               | ECE CR-2 PASSAGE AREA           | THIRD    | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 24               | ECE CR-3                        | THIRD    | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 25               | SEMINAR HALL - 2 PASSAGE AREA   | THIRD    | ABC | 4 kg | 1 | Dec-22 | Expired need to refilling |
| 26               | IT LAB - 3 PASSAGE AREA         | THIRD    | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
|                  |                                 |          |     |      |   | Feb-24 | GOOD                      |
| CIVIL BLOCK      |                                 |          |     |      |   |        |                           |
| 27               | PASSAGE AREA                    | Ground   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 28               | EB ROOM                         | Ground   | ABC | 6 kg | 1 | Dec-22 | Expired need to refilling |
| 29               | CIVIL LAB- 2, 3                 | Ground   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 30               | PASSAGE AREA                    | FIRST    | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 31               | DRAWING HALL                    | FIRST    | ABC | 4 kg | 1 | Oct-24 | GOOD                      |
| 32               | CIVIL LAB- 9 & 10               | FIRST    | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 33               | CIVIL TUTORIAL LAB PASSAGE AREA | SECOND   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 34               | CIVIL PG CR-1                   | SECOND   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| MECHANICAL BLOCK |                                 |          |     |      |   |        |                           |
| 35               | PASSAGE AREA                    | BASEMENT | ABC | 6 kg | 1 | Dec-22 | Expired need to refilling |
| 36               | EAST WING INSIDE                | BASEMENT | ABC | 6 kg | 1 | Dec-22 | Expired need to refilling |
| 37               | WEST WING INSIDE                | BASEMENT | ABC | 6 kg | 1 | Dec-22 | Expired need to refilling |
| 38               | MECH ELECT ROOM                 | GROUND   | ABC | 4 kg | 1 | Feb-25 | GOOD                      |
| 39               | EAST WING PASSAGE AREA          | GROUND   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
| 40               | MACH LAB-3,4,5                  | Ground   | ABC | 4 kg | 1 | Feb-24 | GOOD                      |

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S. P. S.

verified by

[Signature]  
 EDH. ANAND (M. O. U.)

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|                                 |                                   |        |     |      |   |        |                           |
|---------------------------------|-----------------------------------|--------|-----|------|---|--------|---------------------------|
| 41                              | EAST PASSAGE AREA                 | FIRST  | ABC | 4 kg | 1 |        |                           |
| 42                              | WEST WING PASSAGE AREA            | FIRST  | ABC | 4 kg | 1 | Dec-22 | Expired need to refilling |
| 43                              | EAST WING PASSAGE AREA            | SECOND | ABC | 4 kg | 1 | Dec-22 | Expired need to refilling |
| 44                              | PASSAGE AREA                      | THIRD  | ABC | 4 kg | 1 | Feb-24 | GOOD                      |
|                                 |                                   |        |     |      |   | Oct-24 | GOOD                      |
| <b>IIET BLOCK- GROUND FLOOR</b> |                                   |        |     |      |   |        |                           |
| 45                              | PASSAGE AREA                      | Ground | ABC | 4 kg | 3 | Jul-24 | GOOD                      |
| 46                              | EB PANEL AREA                     | Ground | ABC | 4 kg | 1 | Jul-24 | GOOD                      |
| 47                              | CLASS ROOMS                       | Ground | ABC | 2 KG | 3 | Jul-24 | GOOD                      |
| 48                              | FOUNDERS ROOM                     | Ground | ABC | 2 KG | 1 | Jul-24 | GOOD                      |
| 49                              | CHEMISTRY LAB                     | Ground | ABC | 4 kg | 1 | Jul-24 | GOOD                      |
| 50                              | ADMIN ROOM                        | Ground | CA  | 2 KG | 1 | Jul-24 | GOOD                      |
| 51                              | MARKETING OFFICE                  | Ground | ABC | 2 KG | 1 | Jul-24 | GOOD                      |
| 52                              | LIBRARY                           | Ground | ABC | 2 KG | 1 | Jul-24 | GOOD                      |
| 53                              | HEAD OF SCHOOL BUILDING( 4 ROOMS) | Ground | ABC | 2 KG | 4 | Jul-24 | GOOD                      |
| <b>IIET BLOCK- FIRST FLOOR</b>  |                                   |        |     |      |   |        |                           |
| 54                              | CLASS ROOMS                       | FIRST  | ABC | 2 KG | 7 | Jul-24 | GOOD                      |
| 55                              | PASSAGE AREA                      | FIRST  | ABC | 4 kg | 3 | Jul-24 | GOOD                      |
| 56                              | PHYSICS LAB                       | FIRST  | ABC | 4 kg | 1 | Jul-24 | GOOD                      |
| <b>IIET BLOCK MENS HOSTEL</b>   |                                   |        |     |      |   |        |                           |
| 57                              | PASSAGE AREA                      | Ground | ABC | 8 kg | 1 | Dec-22 | Expired need to refilling |
| 58                              | PASSAGE AREA                      | FIRST  | ABC | 6 kg | 1 | Dec-22 | Expired need to refilling |

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| S.NO                                   | PRODUCTS        | CAPACITY | QTY   | EXPIRY DATE                           | STATUS   |        |                           |
|--|-----------------|----------|-------|---------------------------------------|----------|--------|---------------------------|
| 59                                     | PASSAGE AREA    | SECOND   | ABC   | 6 kg                                  | 1        | Dec-22 | Expired                   |
| <b>EB PANEL &amp; TRANSFORMER AREA</b> |                 |          |       |                                       |          |        |                           |
| 60                                     | EB Room-1       | Ground   | CO2   | 4.5 KG                                | 1        | Feb-25 | GOOD                      |
| 61                                     | EB Room-2       | Ground   | CO2   | 4.5 KG                                | 1        | Feb-25 | GOOD                      |
| 62                                     | MEETER Room-3   | Ground   | CO2   | 4.5 KG                                | 1        | Feb-25 | GOOD                      |
| <b>MBA BLOCK</b>                       |                 |          |       |                                       |          |        |                           |
| 63                                     | STAIRCASE AREA  | Ground   | ABC   | 6 kg                                  | 1        | Dec-22 | Expired need to refilling |
| 64                                     | STAIRCASE AREA  | FIRST    | ABC   | 6 kg                                  | 1        | Dec-22 | Expired need to refilling |
| 65                                     | STAIRCASE AREA  | FIRST    | ABC   | 6 kg                                  | 1        | Dec-22 | Expired need to refilling |
|  |                 |          | TOTAL |                                       | 83       |        |                           |
| <b>SUMMARY</b>                         |                 |          |       |                                       |          |        |                           |
| <b>EXISTING SUMMARY</b>                |                 |          |       | <b>NEW RECOMMENDATION / REFILLING</b> |          |        |                           |
| S.NO                                   | PRODUCTS        | CAPACITY | QTY   | PRODUCTS                              | CAPACITY | QTY    |                           |
| 1                                      | ABC POWDER TYPE | 2 KG     | 17    |                                       |          |        |                           |
| 2                                      | ABC POWDER TYPE | 4 KG     | 47    | ABC POWDER TYPE                       | 4 KG     | 6      |                           |
| 3                                      | ABC POWDER TYPE | 6 KG     | 15    | ABC POWDER TYPE                       | 6 KG     | 12     |                           |
| 4                                      | CA              | 2KG      | 1     |                                       |          |        |                           |
| 5                                      | CO2             | 4.5 KG   | 3     |                                       |          |        |                           |
|  | TOTAL           |          | 83    | TOTAL                                 |          | 18     |                           |

### Periodic inspection

Working condition of fire extinguishers are inspected and reviewed every year by qualified professionals from Fire Safety Company to check for any pressure drop, damage, expiry, etc. The extinguishers are refilled or replaced according to the suggestion of the examiner from fire safety company.

prepared by  
*S. Prasad*

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| FIRE EXTINGUISHER |   |        |                |          |     |                   |             |
|-------------------|---|--------|----------------|----------|-----|-------------------|-------------|
| 2023-2024         |   |        |                |          |     |                   |             |
| Sr. No            | Area of Survey (Provide Details Floor Wise) | Floor  | Existing Units |          |     |                   |             |
|                   |   |        | Product        | Capacity | Qty | Expiry month&year | Status      |
| <b>MAIN BLOCK</b> |   |        |                |          |     |                   |             |
| 1                 | EB Room                                     | Ground | ABC            | 4 kg     | 2   | Feb-25            | GOOD        |
| 2                 | OFFICE ROOM                                 | Ground | ABC            | 4 kg     | 1   | Feb-24            | GOOD        |
| 3                 | PANTRY PASSAGE AREA                         | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD        |
| 4                 | SEMINAR PASSAGE AREA                        | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD        |
| 5                 | EEE LAB- 1 & 8 PASSAGE AREA                 | Ground | ABC            | 4 kg     | 1   | Oct-24            | GOOD        |
| 6                 | EEE LAB- 2 PASSAGE AREA                     | Ground | ABC            | 4 kg     | 1   | Oct-24            | Hose Damage |
| 7                 | EEE LAB- 2 INSIDE                           | Ground | ABC            | 4 kg     | 2   | Oct-24            | GOOD        |
| 8                 | EEE CR-4 PASSAGE AREA                       | FIRST  | ABC            | 4 kg     | 1   | Oct-24            | GOOD        |
| 9                 | ECE LAB -1 & 2                              | FIRST  | ABC            | 6 kg     | 1   | Apr-26            | GOOD        |
| 10                | ECE LAB - 3 & 4                             | FIRST  | ABC            | 6 kg     | 1   | Apr-26            | GOOD        |
| 11                | HOD CABIN ECE PASSAGE ( NEAR LIFT)          | FIRST  | ABC            | 4 kg     | 1   | Apr-26            | GOOD        |
| 12                | LIBRARY ENTRANCE                            | FIRST  | ABC            | 4 kg     | 1   | Feb-24            | GOOD        |
| 13                | LIBRARY INSIDE                              | FIRST  | ABC            | 4 kg     | 1   | Apr-26            | GOOD        |
| 14                | EEE HOD CABIN PASSAGE                       | FIRST  | ABC            | 4 kg     | 1   | Feb-24            | GOOD        |

prepared by  
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|                    |                                |        |     |      |    |        |                                   |
|--------------------|--------------------------------|--------|-----|------|----|--------|-----------------------------------|
| 15                 | ECE LAB- 4 INSIDE              | FIRST  | ABC | 6 kg | 1  | Feb-24 | GOOD                              |
| 16                 | ECE LAB- 1,&4 PASSAGE AREA     | FIRST  | ABC | 6 kg | 2  | Feb-24 | GOOD                              |
| 17                 | EEE CR-4 PASSAGE AREA          | FIRST  | ABC | 6 kg | 1  | Feb-24 | GOOD                              |
| 18                 | ECE LAB 7 & 8 PASSAGE AREA     | SECOND | ABC | 4 kg | 1  | Feb-24 | GOOD                              |
| 19                 | CSE LAB -4 PASSAGE AREA (CR-4) | SECOND | ABC | 4 kg | 1  | Oct-24 | GOOD                              |
| 20                 | CSE CR-2 PASSAGE AREA          | SECOND | ABC | 4 kg | 1  | Oct-24 | GOOD                              |
| 21                 | CSE LAB- 7 & 8 PASSAGE AREA    | SECOND | ABC | 4 kg | 1  | Feb-24 | GOOD                              |
| 22                 | ECE CR-2 PASSAGE AREA          | THIRD  | ABC | 4 kg | 1  | Feb-24 | GOOD                              |
| 23                 | ECE CR-3                       | THIRD  | ABC | 4 kg | 1  | Apr-26 | GOOD                              |
| 24                 | SEMINAR HALL -2 PASSAGE AREA   | THIRD  | ABC | 4 kg | 1  | Feb-24 | LOW PRESSURE ( NEED TO REFILLING) |
| 25                 | IT LAB - 3 PASSAGE AREA        | THIRD  | ABC | 4 kg | 1  | Oct-24 | GOOD                              |
|                    |                                |        |     |      | 28 |        |                                   |
| <b>CIVIL BLOCK</b> |                                |        |     |      |    |        |                                   |
| 26                 | PASSAGE AREA                   | Ground | ABC | 4 kg | 1  | Feb-24 | GOOD                              |
| 27                 | HYDRALIC LAB                   | Ground | ABC | 4 kg | 1  | Oct-24 | GOOD                              |
| 28                 | EB ROOM                        | Ground | ABC | 6 kg | 1  | Apr-26 | GOOD                              |
| 29                 | CIVIL LAB- 2, 3                | Ground | ABC | 4 kg | 1  | Feb-24 | GOOD                              |
| 30                 | PASSAGE AREA                   | FIRST  | ABC | 4 kg | 1  | Feb-24 | GOOD                              |
| 31                 | DRAWING HALL                   | FIRST  | ABC | 4 kg | 1  | Oct-24 | GOOD                              |
| 32                 | CIVIL LAB- 9 &10               | FIRST  | ABC | 4 kg | 1  | Feb-24 | GOOD                              |

Prepared by  
*S. Per...*

Verified by  
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*A*  
PRINCIPAL

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MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
363, ARCOT ROAD, KODAMBAKKAM  
CHENNAI-600 024





# MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

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|                         |                                 |          |     |      |    |        |                           |
|-------------------------|---------------------------------|----------|-----|------|----|--------|---------------------------|
| 33                      | CIVIL TUTORIAL LAB PASSAGE AREA | SECOND   | ABC | 4 kg | 1  | Feb-24 | GOOD                      |
| 34                      | CIVIL LAB-2                     | SECOND   | ABC | 4 kg | 1  | Feb-24 | GOOD                      |
| 35                      | CIVIL PG CR-1                   | SECOND   | ABC | 4 kg | 1  | Feb-24 | USED ( NEED TO REFILLING) |
| 36                      | EAST WING PASSAGE AREA          | THIRD    | ABC | 4 kg | 1  | Oct-24 | GOOD                      |
| 36                      | WEST WING PASSAGE AREA          | THIRD    | ABC | 4 kg | 1  | Oct-24 | MISSING( NEED TO NEW ONE) |
|                         |                                 |          |     |      | 12 |        |                           |
| <b>MECHANICAL BLOCK</b> |                                 |          |     |      |    |        |                           |
| 37                      | PASSAGE AREA                    | BASEMENT | ABC | 6 kg | 1  | Apr-26 | USED ( NEED TO REFILLING) |
| 38                      | EAST WING INSIDE                | BASEMENT | ABC | 6 kg | 1  | Apr-26 | USED ( NEED TO REFILLING) |
| 39                      | WEST WING INSIDE                | BASEMENT | ABC | 6 kg | 1  | Apr-26 | USED ( NEED TO REFILLING) |
| 40                      | MECH ELECT ROOM                 | GROUND   | ABC | 4 kg | 1  | Feb-25 | GOOD                      |
| 41                      | EAST WING PASSAGE AREA          | GROUND   | ABC | 4 kg | 1  | Feb-24 | USED ( NEED TO REFILLING) |
| 42                      | MACH LAB-3,4,5                  | GROUND   | ABC | 4 kg | 1  | Feb-24 | GOOD                      |
| 43                      | EAST PASSAGE AREA               | FIRST    | ABC | 4 kg | 1  | Apr-26 | USED ( NEED TO REFILLING) |
| 44                      | WEST WING PASSAGE AREA          | FIRST    | ABC | 4 kg | 1  | Apr-26 | GOOD                      |
| 45                      | EAST WING PASSAGE AREA          | SECOND   | ABC | 4 kg | 1  | Feb-24 | USED ( NEED TO REFILLING) |
| 46                      | EAST PASSAGE AREA               | THIRD    | ABC | 4 kg | 1  | Oct-24 | GOOD                      |
| 47                      | WEST PASSAGE AREA               | THIRD    | ABC | 4 kg | 1  | Oct-24 | MISSING( NEED TO NEW ONE) |
|                         |                                 |          |     |      | 11 |        |                           |

prepared by  
*S. Prasad*

verified by  
*J. S. Jeyaraj*

*[Signature]*  
PRINCIPAL

PRINCIPAL  
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
363, ARCOT ROAD, KODAMBAKKAM  
CHENNAI-600 024





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| IIET BLOCK MENS HOSTEL      |                |        |       |        |     |        |      |
|-----------------------------|----------------|--------|-------|--------|-----|--------|------|
| 48                          | PASSAGE AREA   | Ground | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
| 49                          | PASSAGE AREA   | FIRST  | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
| 50                          | PASSAGE AREA   | SECOND | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
|                             |                |        |       |        | 3   |        |      |
| EB PANEL & TRANSFORMER AREA |                |        |       |        |     |        |      |
| 51                          | EB Room-1      | Ground | CO2   | 4.5 KG | 1   | Feb-25 | GOOD |
| 52                          | EB Room-2      | Ground | CO2   | 4.5 KG | 1   | Feb-25 | GOOD |
| 53                          | MEETER Room-3  | Ground | CO2   | 4.5 KG | 1   | Feb-25 | GOOD |
|                             |                |        |       |        | 3   |        |      |
| MBA BLOCK                   |                |        |       |        |     |        |      |
| 54                          | STAIRCASE AREA | Ground | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
| 55                          | STAIRCASE AREA | FIRST  | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
| 56                          | STAIRCASE AREA | FIRST  | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
|                             |                |        | TOTAL |        | 3   |        |      |
| CANTEEN                     |                |        |       |        |     |        |      |
| 57                          | Kitchen        | Ground | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
| 58                          | Service Area   | Ground | ABC   | 6 kg   | 1   | Apr-26 | GOOD |
|                             |                |        |       |        | 2   |        |      |
|                             |                |        | TOTAL |        | :62 |        |      |

### Periodic inspection

Working condition of fire extinguishers are inspected and reviewed every year by qualified professionals from Fire Safety Company to check for any pressure drop, damage, expiry, etc. The extinguishers are refilled or replaced according to the suggestion of the examiner from fire safety company.

Prepared by

Verified by

PRINCIPAL

PRINCIPAL  
 MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
 363, ARCOT ROAD, KODAMBAKKAM  
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## Fire Audit Report 2023-2024

21/3/2023

**OM SAKTHI FIRE SAFETY SOLUTIONS**  
 (ISO 9001:2015 CERTIFIED)  
 NO.557, FIRST FLOOR, BLOCK-12, J.J. NAGAR, MOGAPPAIR EAST, CHENNAI- 600 037 EAST, CHENNAI-600 102  
 EMAIL : omsakthifire@gmail.com / omsakthifire@yahoo.com  
 CONTACT : 9884066101 / 8939398968

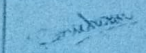
**FIRE EXTINGUISHERS REFILLING QUOTATION**

|   |  |
|---|--|
| <b>To,</b><br>MEENAKSHI SUNDHARARAJAN ENGINEERING COLLAGE<br>ARCOT ROAD, KODAMBAKKAM<br>CHENNAI | <b>From,</b><br>OM SAKTHI FIRE SAFETY SOLUTIONS<br>NO.557, FIRST FLOOR, BLOCK-12, J.J. NAGAR, MOGAPPAIR<br>CHENNAI-600037<br>Date: 08 / 03 / 2023<br>Quotation Ref.No: 54 / MAR -2023<br>CONTACT : 9884066101 / 8939398968 |
|---|--|

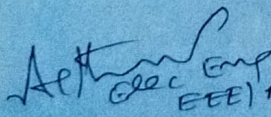

**KIND ATTENTION : MR. SETHURAMAN**

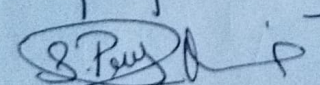
| S No                          | DESCRIPTION   | UNIT | QTY | SUPPLY |           |
|-------------------------------|---|------|-----|--------|-----------|
|                               |   |      |     | RATE   | AMOUNT    |
| <b>FIRE EXTINGUISHERS BOQ</b> |   |      |     |        |           |
| 10                            | ABC- 5& 6 KG powder type Fire extinguishers Powder Refilling with pressure Test / Applicable for all classes of fire like class A,B,C, & electrical started fire. <u>2 Years</u> Warranty. <u>3 years</u> Warranty. | Nos  | 18  | 900    | 16200.00  |
| 30                            | Delivery Charges ( up & Down) &   | Nos  | 1   | 1,000  | 1000.00   |
| <b>Sub Total</b>              |   |      |     |        | 17,200.00 |
| GST@18%                       |   |      |     |        | 3096      |
| <b>NET</b>                    |   |      |     |        | 20,296    |

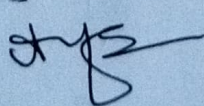
**Terms & Conditions**  
 GST @18% INCLUDING  
 Payment 100% Against  
 warranty 2 Years from the date of supply  
 Delivery Immediate

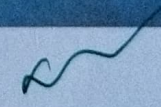
Yours Truly,  
 For OM SAKTHI FIRE SAFETY SOLUTIONS,  
  
 SRICHARAN V.C  
 BUSINESS HEAD  
 9884066101 / 8939398968

APPROVED


  
 See Invoice/entry

prepared by  
  
 [S. PRISKILA MANONMANI]

verified by  


  
 PRINCIPAL  
 PRINCIPAL  
 MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
 363, ARCOT ROAD, KODAMBAKKAM  
 CHENNAI-600 024





**MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE**  
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 363, Arcot Road, Kodambakkam, Chennai – 600 024, Tamil Nadu, India  
 Ph No: 044 – 24801636 Fax: 044 - 24811103



## OM SAKTHI FIRE SAFETY SOLUTIONS

(ISO 9001:2015 CERTIFIED)

NO.557, FIRST FLOOR, BLOCK-12, J.J. NAGAR, MOGAPPAIR EAST, CHENNAI- 600 037 EAST, CHENNAI-600 102

**EMAIL :** omsakthifire@gmail.com / omsakthifire@yahoo.com

**CONTACT :** 9884066101 / 8939398968

### FIRE EXTINGUISHERS REFILLING QUOTATION

|  |   |
|--|---|
| To,<br>MEENAKSHI SUNDHARARAJAN ENGINEERING COLLAGE<br>ARCOT ROAD, KODAMBAKKAM<br>CHENNAI | From,<br>OM SAKTHI FIRE SAFETY SOLUTIONS<br>NO.557, FIRST FLOOR, BLOCK-12, J.J. NAGAR, MOGAPPAIR<br>CHENNAI-600037<br>Date: 24/ 08 /2023<br>Quotation Ref.No: 54 / AUG -2023<br>CONTACT : 9884066101 / 8939398968 |
|--|---|

**KIND ATTENTION : MR. SETHURAMAN & MR. RAMAJEYAM**

| S No | DESCRIPTION   | UNIT | QTY | SUPPLY |           |
|------|---|------|-----|--------|-----------|
|      |   |      |     | RATE   | AMOUNT    |
| A    | FIRE EXTINGUISHERS BOQ  |      |     |        |           |
| 1.0  | ABC- 5& 6 KG powder type Fire extinguishers Powder Refilling with pressure Test / Applicable for all calsses of fire like class A,B,C, & electrical started fire. 2 Years Warranty. | Nos  | 6   | 900    | 5400.00   |
|      | ABC- 4 KG powder type New Fire extinguishers / ISI MAKE, 5 YEARS WARRANTY/ BRAND : ANDEX/ SAFEPRO/ RED BOTTLE   | Nos  | 5   | 2,000  | 10000.00  |
| 3.0  | Delivery Charges ( up & Down) &   | Nos  | 1   | 1,000  | 1000.00   |
|      | Sub Total   |      |     |        | 16,400.00 |
|      | GST@18%   |      |     |        | 2952      |
|      | NET   |      |     |        | 19,352    |

**Terms & Conditions**

**GST @18% INCLUDING**

Payment : 100% Against

warranty : REFILLING 2 Years & NEW 5 YEARS from the date of supply .

Delievry : Immediate

**Yours Truly,**  
For OM SAKTHI FIRE SAFETY SOLUTIONS,

**SRICHARAN V.C**  
BUSINESS HEAD  
9884066101 / 8939398968



**PRINCIPAL**  
PRINCIPAL

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
363, ARCOT ROAD, KODAMBAKKAM  
CHENNAI-600 024





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### 5. Grievance Redressal Committee

The Grievance Redressal Cell of Meenakshi Sundararajan Engineering College has been constituted with the aim to provide easy and readily accessible mechanism for prompt disposal of the day to day genuine grievance of the student community and to make the student community to pursue their education at a congenial atmosphere. The function of the grievance redressal cell is to address into the complaints lodged by any student. It is our endeavour to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the institute has decided to provide mechanism to students for Redressal of their grievances. The College's procedures enable the students to bring complaints and problems to the direct attention of the head of the institution, which resolves the problems in a fair manner. Register for Grievances and Redressal is available in the administrative office. A link for student and Faculty grievances is available on the college website.

[Click here for online grievance submission for student](#)

[Click here for online grievance submission for Faculty](#)

### 6. Internal Complaint Committee

Internal Complaint Committee (ICC) has been formed for our Institution to prevent, Prohibit Sexual Harassment of Women Employees, and Students. The ICC is responsible for receiving complaints of sexual harassment from women employees and students. The complaint can be submitted in writing mode that the complainant prefers. Conduct a confidential and impartial investigation of complaints, ensuring the privacy and dignity of the complainant and the accused. Organize formal proceedings to hear both parties, gather evidence, and examine witnesses, if any. After the inquiry, submit a report with recommendations, including any action to be taken (such as a warning, reprimand, suspension, or termination) based on the investigation findings.

Composition of Internal Complaints Committee (IC) under Prevention of Sexual Harassment Act (POSH)

| S.No | Name of the member                       | Designation         |
|------|--|---------------------|
| 1    | Dr. M.K. Sandhya Prof/CSE                | A Presiding Officer |
| 2    | Dr. S Sugandhi                           | Head Of Counselor   |
| 3    | Mrs Toral A, Assistant professor         | Co-ordinator        |
| 4    | Mrs.P.Ajitha ,Associate professor        | Co-ordinator        |
| 5    | Dr. Maya R, Assistant professor          | Member              |
| 6    | Mr. Manikandan, Assistant professor      | Member              |
| 7    | Mrs.Sisira S, Asst Counselor             | Member              |
| 8    | Mrs.S.Anandhi, Scholarship Nodal Officer | Member              |

Prepared by  
*[Signature]*

verified by  
*[Signature]*

*[Signature]*  
PRINCIPAL

PRINCIPAL

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### 7. Anti-Ragging Committee

- Anti-Ragging Committee of the institution ensures a ragging free environment inside the campus.
- Physical or mental abuse of any student on the ground of colour, race, religion, caste, gender, sexual harassment, linguistic, identity or economic background is prohibited.

#### Activities towards Anti-Ragging:

1. Installing CCTV cameras at vital points
2. Conduct Anti-Ragging Workshops
3. Regular interaction and counselling
4. Identification of trouble-triggers
5. Surprise inspection at hostel, canteens, rest rooms, playground, etc.
6. Display Anti Ragging posters at all prominent places.
7. Online undertaking on anti-ragging by the students and parents are submitted.
  - i. [www.antiragging.in](http://www.antiragging.in) and
  - ii. [www.amanmovement.org](http://www.amanmovement.org).

#### Composition of the Anti-Ragging Committee:

1. Head of the Institution (Head)
2. Representatives of Civil and Police Administration.
3. Local Media.
4. Non-Government Organizations involved in youth activities.
5. Faculty members.
6. Parents.
7. Students - freshers' & seniors.
8. Non-teaching staff.

prepared by  
*S. P. S. S.*

verified by  
*stys*

*[Signature]*  
PRINCIPAL

PRINCIPAL  
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
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### 7.1.1. (B) COUNSELLING

#### Counselors

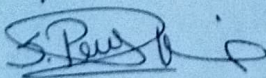
The emerging role of counselling involves helping students to complete their academic objectives; the reduction of student attrition is a priority. Counselors must perform the roles of student developers and guides for learning. As the student develops, counselors must communicate to students the importance of skill building and other academic requirements and help them understand the value of their academic endeavors. The counselors must assist, manage, and encourage students to build a pattern of success. Crucial characteristics that college counselors need to be successful include a strong sense of professional mission, rapport, and empathy.

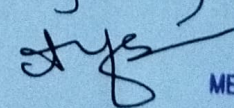
#### COLLEGE COUNSELLING COMMITTEE

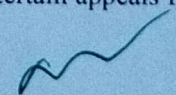
The college counselling committee has been formed for the institution to maintain harmony and Discipline in the college campus including the hostel premises.

The following are the functions of the College Counselling Committee(CCC):

- To examine/ inquire and recommend remedial measures/ punishments in the cases of:
  - i) Malpractices in examinations
  - ii) Indiscipline behavior in the college campus and hostel premises.
  - iii) Complaints of ragging
  - iv) Complaints of eve- teasing and harassment of weaker sections
  - v) Any other activity that may damage the discipline and harmony of the college.
- The committee shall submit its recommendations to the Principal of the college. Based on the recommendations made by the committee the Principal will implement the decisions forthwith. However under extra ordinary circumstances the Principal may entertain appeals from the aggrieved persons and take appropriate actions.

prepared by  


verified by  


  
PRINCIPAL

PRINCIPAL  
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
363, ARCOT ROAD, KODAMBAKKAM  
CHENNAI-600 024





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Ph No: 044 – 24801636 Fax: 044 - 24811103



The following persons are nominated as the members for the College Counselling Committee:

| S.No | Name                                     | Designation |
|------|--|-------------|
| 1    | Dr.S.V.Saravanan- Principal              | Chairman    |
| 2    | Prof Raman – HOD/S&H                     | Member      |
| 3    | Dr.Arivazhagan                           | Member      |
| 4    | Dr.Suganthi –Head Counsellor             | Member      |
| 5    | Prof Siji- HOD ECE                       | Member      |
| 6    | Dr.S.Aarthi-Assoc Prof/CSE               | Member      |
| 7    | Dr.Srividhya                             | Member      |
| 8    | Mrs.Sisira – Assoc Counsellor            | Member      |
| 9    | Prof Satheesh Kumar                      | Member      |
| 10.  | Concerned Dean student affairs in-charge | Member      |
| 11.  | Concerned Class teacher/ Faculty         | Member      |

- Based on the reports received from the Department counselling committee {DCC} from all the departments actions will be taken by committee based on the issues.
- The committee shall meet twice in a month to deliberate on issues referred to. However emergency meeting of the committee shall be convened as and when situation arises. All the meetings shall be convened with the approval of the chairman.

### DEPARTMENT COUNSELLING COMMITTEE

The following issues to be dealt with at the department counselling Committee

- Late coming to class.
- Taking leave without permission.
- Long Leave under medical grounds.
- Improper Dresscode.
- Misbehaviour in classrooms.
- Poor performance in Internal Assessment Test and End semester Exam.

prepared by  
*[Signature]*

verified by  
*[Signature]*

*[Signature]*  
**PRINCIPAL**  
PRINCIPAL  
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
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CHENNAI-600 024





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## 7.1.1. (C) COMMON ROOMS

- Common Room for Boys is located in the second floor of Sri Bharathi Theertha Block (Mechanical block).
- Common Room for girls is located in the Third floor of Sri Abhinav Vidhya Theertha Block (Main block)

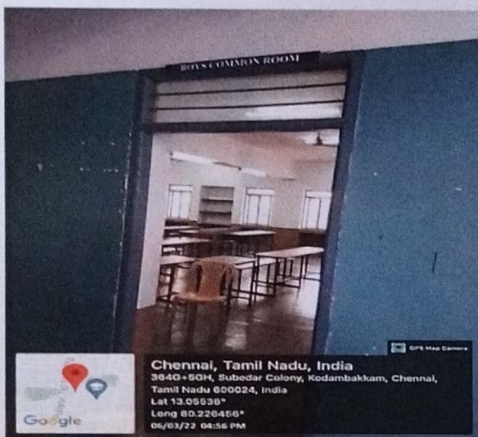


Fig 1. Boys Common Room

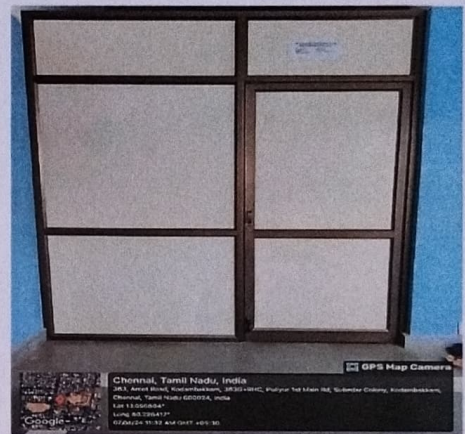


Fig 2. Girls Common Room

## 7.1.1. (C) MEDICAL ROOM

The Medical Aid Centre at MSEC is well equipped with inpatient facility for student and staff members. It provides quality health care in a comfortable and convenient way. The Centre has 4 beds and essential medical cabinet. The medical officer manages the facilities available at the Medical Aid Centre. First aid treatment is provided to the students and staff in case of ailments and emergency.

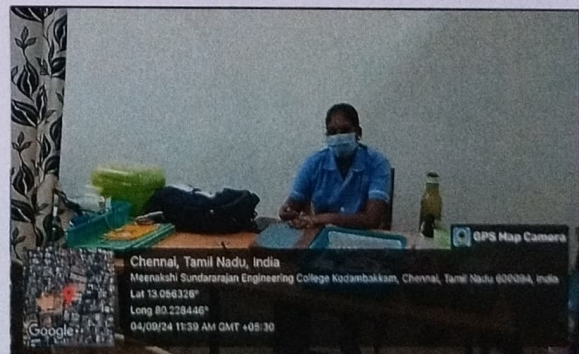
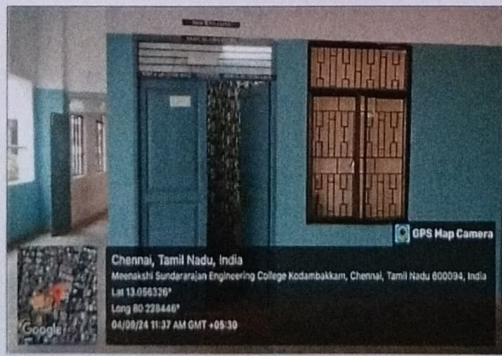


Fig 3 : Medical Aid Centre

prepared by  
*S. Paul*

Verified by  
*J.S.*

*M*  
PRINCIPAL  
PRINCIPAL  
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE  
363, ARCOT ROAD, KODAMBAKKAM  
CHENNAI-600 024





# MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

(Managed by I.I.E.T. Society, Affiliated to Anna University, Chennai,  
Approved by AICTE, Accredited by NAAC with 'A' grade and NBA for programs applied)  
307, Arcot Road, Kodambakkam, Chennai - 600 024, Tamil Nadu, India  
Tel: 044 - 24801536 Fax: 044 - 24811103



17<sup>th</sup> May 2024

## CIRCULAR

It is decided to convene Internal Complaint Committee (IC) under Prevention of Sexual Harassment Act (POSH) /Anti-Sexual Harassment Committee(ASHC) meeting on 23rd May 2024 in our college at IC Room - 11:00am

Presiding Officer  
Dr.M.K.Sandhya

Internal Complaints Committee (IC) under Prevention of Sexual Harassment Act (POSH)  
Anti-Sexual Harassment Committee(ASHC)

| S No | Composition             | Name of the member | Designation               | sign |
|------|-------------------------|--------------------|---------------------------|------|
| 1.   | A Presiding Officer     | Dr.M.K.Sandhya     | Professor                 |      |
| 2.   |                         | Dr. S Sugandhi     | Head Of Counselor         |      |
| 3.   | Coordinator             | Mrs Toral A        | Asst Prof                 |      |
| 4.   | SC/ST/BC representative | Mrs.P.Ajitha       | Associate Professor       |      |
| 5.   | Faculty members         | Dr. Maya R         | Asst Prof                 |      |
| 6.   |                         | Mr. Manikandan     | Asst Prof                 |      |
| 7.   | Non-teaching employees  | Mrs.Sisira S       | Asst Counselor            |      |
| 8.   |                         | Mrs.S.Anandhi      | Scholarship Nodal Officer |      |

Mrs Toral A  
Co coordinator

Dr. M.K.Sandhya

Dr. S Sugandhi

Dr. S.V. Saravanan  
Principal



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363, Arcot Road, Kodambakkam, Chennai - 600 024, Tamil Nadu, India

044 - 24801636 Fax: 044 - 24811103 email Id: principal@msec.edu.in Website : www.msec.edu.in



Complaint Name : Internal Compliance Committee(IC) under POSH act

Meeting No: 05-2024/IC/MSEC

Date & Time: 23-05-24, 11.00am

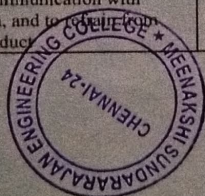
Venue : IC ROOM

Minutes :

Meeting Circular Date :17-05-2024

Members Attending :

| S.NO | Aganda  | Discussion /Action to be Taken   | Deadline           | Closing Remarks to be Filled before Next Meeting   |                       |
|------|---|--|--------------------|--|-----------------------|
| 1    | Complaints from the girl students as well as lady staff | No such complaints from the girl students as well as lady staff were recorded in the month of 24th April 2024 to 22nd May 2024   |                    | Closed   |                       |
| 2    | Preventive action                                       | Guidelines are given and floors are allocated to conered staff. Every Saturday report will be submitted to the committee   |                    | It is observed weekly <b>twice</b> by coodinators, Every Saturday report is submitted to the committee |                       |
|      |   | Block & Floor  | Staff Name         |  | Sign                  |
|      |   | Main Block Gr Fl -   | Ms Sisira S        |  | <i>S. Sisira</i>      |
|      |   | Main Block 1st Fl -  | Dr. Maya R         |  | <i>Dr. Maya R</i>     |
|      |   | Main Block 2nd R 3rd Fl -  | Dr. Sandhya MK     |  | <i>Dr. Sandhya MK</i> |
|      | Civil Block   | Mrs Ajitha   | <i>Mrs Ajitha</i>  |  |                       |
|      | Mech Block -  | Mrs Toral A  | <i>Mrs Toral A</i> |  |                       |
| 3    | Student Safety  | It is also insisted that the girl students are not allowed to stay back after 4 :45 pm and are accompanied by a female staff whenever needed.  |                    | It is observed every day by Nuturing coordinator & report will be submitted to the committee           |                       |
| 4    | Counseling- For Student                                 | Counseling System available for all the student and staff.   |                    | Full time counsellor available   |                       |
| 5    | undertaking by faculty - every semester                 | all the staff should give undertaking -to uphold the institutional policy regarding communication with students, the use of social media, and to refrain from engaging in any form of misconduct |                    | completed  |                       |



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Road, Kodambakkam, Chennai - 600 024, Tamil Nadu, India  
☎ 044 - 24801636 Fax: 044 - 24811103



GPS Map Camera

Chennai, Tamil Nadu, India

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Long 80.227191°  
23/05/24 11:21 AM GMT +05:30

Google

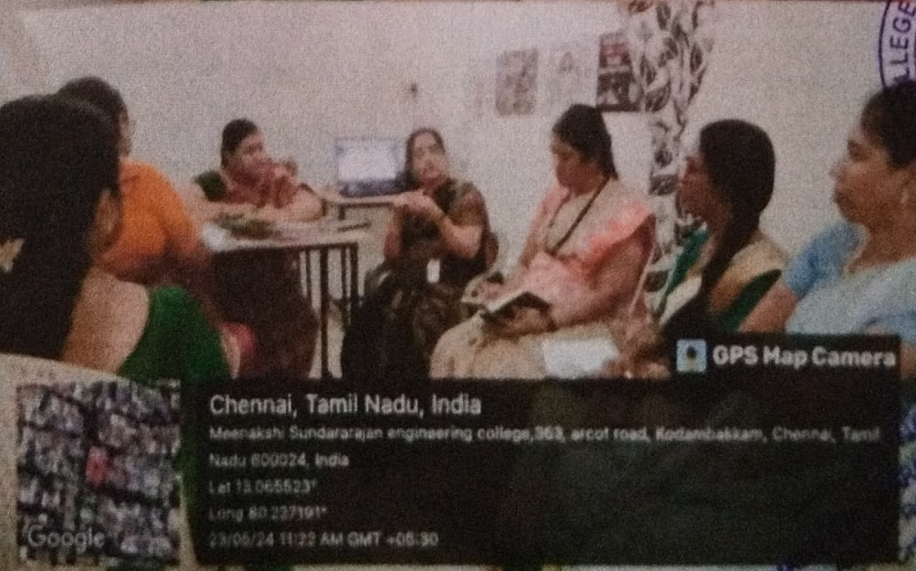


GPS Map Camera

Chennai, Tamil Nadu, India

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|   |  |  |   |
|---|--|--|---|
| 6 | undertaking by newly join faculty - At the time of recruitment | all the staff should give undertaking -to uphold the institutional policy regarding communication with students, the use of social media, and to refrain from engaging in any form of misconduct | open  |
| 7 | Awarness program - staff                                       | Committee shall conduct Awareness & Sensitization Program on PoSH once in a semester by PoSH Trainer   | Awareness program arranged internally on 22/05/2024 |
| 8 | Awarness program- student                                      | Counsellor shall visit all the classroom to sensitise once in a Month  | completed   |

Mrs Toral A  
Co odrinator

*Toral A*

Dr. M K Sandhya

*M K Sandhya*

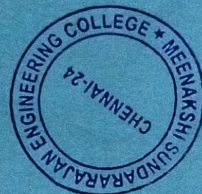
Chairmain

*S Sugandhi*

Dr. S Sugandhi

Dr. S.V. Saravanan  
Principal

*Saravanan*



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*Saravanan*

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