

19/10/2016

Minutes of Grievance and Redressal Committee
2016-2017

Oct. 14, 2016

The Proceedings of the first meeting of the Students Grievance and Redressal committee was started at 3.00 pm on 14.10.2016 under the Students Grievance and Redressal committee chairperson and the Principal cordially welcomed all the members, to the meeting.

The meeting was followed in taking the agenda item wise.

i) To read and confirmation of the student Grievance and Redressal Committee formed in 14.10.2016 by the Principal

ii) The college will adopt the rules and regulations as per the notifications and measures will be taken in this matter.


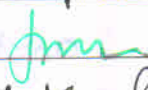

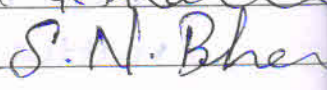

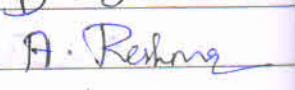

iii) The committee members showed their enthusiasm to deliver promptly the very purpose of constituting this committee because any delay in redressal will create many confusions any further increase in grievances.

iv) The committee members are happy to learn that the issue of minor complaints are dealt by concerned departments effectively and any complaints if not dealt, should be forwarded to Grievance Redressal Committee (GRC).

v) Date of next meeting: The schedule of the next meeting was confirmed as the month of February.

vi) The meeting ended with vote of thanks.

The following members were present:

Name	Designation	Position	Signature
1. Jothikumar M.N	chairman	chairperson	
2. Natrajan R	Principal	Convenor	
3. Kalavani K	HOD	Member	
4. Bhaathi Rukshona S.N	HOD	Member	
5. Sumathi D	Asst. Prof	Member	
6. Reshma A	student	Member	
7. Karmani K	student	Member	

Action Taken Report :-

20/10/2016

* Student representatives were selected to deal with the grievances from the students in the academic matters, infrastructure and other matters.

* Grievances and Redressal committee members are asked frequently to meet the students regarding any grievances they are facing, so as to rectify it.

* In each department, staff members were allocated to monitor the students.

R:

13/02/2017

Grievance and Redressal Committee - Minutes

Feb. 13, 2017.

The Grievance and Redressal Committee constituted by the chairman of the committee met on 13.02.2017 at conference hall to receive and strengthen the measures the remedial taken in the Institute for the session 2016-2017.

The Agenda for the meeting were:

i) To take necessary actions for the grievances addressed from the students.

ii) The committee members showed full of their enthusiasm to deliver promptly the very purpose of constituting this committee because any delay in redressal will create many confusions any further increase in grievances.



iii) Frequently meeting the students to find out their grievances.

iv) The committee members are happy to know that the issue of minor complaints are dealt by concerned departments effectively and any complaints if not dealt, should be forwarded to Grievance Redressal Committee (GRC).

v) The meeting ended with vote

of thanks.

The following members were Present:

Name	Designation	Position	Signature
1. Jothikumar M.N	Chairman	Chairperson	
2. Natrajan R	Principal	Convenor	
3. Kalavani K	HOD	Member	K. Kalvani
4. Devika S	HOD	Member	S. Devika
5. Sumathi D	Asst. Prof	Member	D. Sumathi
6. Chitra L	student	Member	L. Chitra
7. Mageshwar N	student	Member	N. Mageshwar

28/02/2017

22.02.2017

Action Taken Report:

- i) The minor complaints are dealt within the department itself
- ii) The Committee policy will be implemented through student Council.
- iii) Strengthen the bonding of all the students between other department students so as to reduce the minor complaints.