



SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956

NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU




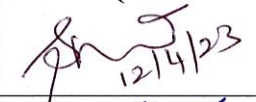






Minutes of Grievance and Redressal Committee (GRC) held on 12.04.2023

I. Agenda:

- 5.1 To confirm the previous (Fourth) minutes of the meeting and action taken.
- 5.2 To maintain a fair, unbiased and consistent system for redressal of various issues faced by the students.
- 5.3 Any other points

II. List of Members Attended:

The Third Meeting of the Grievance Redressal Committee for the Academic Year 2022-2023 was held on 12.04.2023 under the chairmanship of the Dr.K.L.Palanisamy, Dean (Student Affairs) of the college at IQAC at 11.00 a.m. The Following members attended the meeting:

S.NO.	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. K. L. Palanisamy	Dean (Student affairs)	Chairman	 12/4/23
2	Mrs. S. Bhuvana	HoD/English	Convener	 12/4/23
3	Dr. C. Aarthi	HoD / ECE	Member	 12/4/23
4	Mr. R. Alagesan	Prof/ Mathematics (Boys Hostel Warden)	Member	 12/4/23
5	Mrs. T. Gohila	AsP/EEE	Member	 12/4/23
6	Dr. G. Jayamurugan	AsP./ CSE	Member	 12/4/23
7	Mrs. T. Divya	AP/ Mathematics	Member	 12/4/23
8	Mrs. B. Priyanka	AP/MDE	Member	 12.4.23



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III. Minutes of the Meeting:

Dr. K.L. Palanisamy, Chairman, Grievance Redressal Committee, welcomed the gathering then the given points in agenda were taken up for discussion and after detailed discussion, the following resolutions were made by the members.

5.1 To confirm the previous (Fourth) minutes of the meeting and action taken.

The Fourth minutes of the meeting (07.09.2022) of the Grievance Redressal Committee was unanimously confirmed by the members of the committee.

S.No.	Suggestions/Requisition/Grievance	Action Taken
1.	To provide the library facility up to 8.00 p.m. during working days.	Implemented
2.	To provide canteen facility after the college hours from 5.00 p.m. to 7.00 p.m.	The canteen facility is increased from 5.00 p.m. to 7.00 p.m.

5.2 To maintain a fair, unbiased and consistent system for redressal of various issues faced by the students.

It is resolved to maintain a fair, unbiased and consistent system for redressal of various issues faced by the students. Then, students put forth the following matter in the committee.

- To provide digital payment for paying amount at the canteen.
- To provide GRIEVENT'S PROFILE to the students, faculty members

5.3 Any other points.

It is resolved to frame GRIEVENT'S PROFILE immediately and the same has to be attached along with this minutes.



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Mrs. S. Bhuvana, Convener the meeting proposed the vote of thanks to the Committee members of the Grievance and Redressal Committee. The meeting concluded at 12.00 noon.

It is decided to conduct the next meeting on 22.11.2023 tentatively.


12/4/23
Convener


12/4/23
Chairman



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GRIEVENT'S PROFILE		
Name:	Student/Parent/Staff Member	
Roll Number:	Branch:	
Gender:		
Mobile No:	Email ID:	
GRIEVANCE DETAILS		
Type of Grievance: Academics Extension & Extra Curricular Amenities & Maintenance Placement & Internships General Administration Other Related Issues		
Date of Occurrence _____	Have you discussed this issue with your Mentor / HOD/ Dean? Yes/No/NA: _____ Date of Discussion: _____	Mentor's/HoD's/Dean's Name: _____ Mobile Number: _____
Issue of Grievance: (Describe what happened. when and where, how your student experience or employment has been affected, and indicate names of others involved. Attach any supporting Documentation.)		
Action Requested: Indicate the action(s) that would resolve the grievance.		

I declare that the information provided by me is true and factual to the best of my knowledge.

Date:

Grievant Signature