



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

Grievance Redressal Committee

Minutes of Meeting

Date: 20.10.2023

Time: 10.30 a.m.

Day: Friday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. U. V. Arivazhagu	Principal	Chair Person	
2	Dr. E. Veronica	MBA	Coordinator	
3	Mrs. B. Thulasi Brindha	EEE	Member	
4	Mr. N. Karthik	AIDS	Member	
5	Ms. R. Monica	CSE	Student Member	

The Chairperson, extended a warm welcome to all attendees.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Air conditioner is not working in the Programming lab
3. S&H Value Added Course
4. Awareness program for higher education
5. AIDS Value Added Course
6. Virtual Lab

The following points were discussed

1. The meeting commenced with a discussion about the previous meeting.
2. It was discussed the reported issue of the air conditioner failure in the programming lab located in the basement and it was recognized that the air conditioner was not functioning properly and causing discomfort for students.



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3. Students requested for the Value-Added Course on Vedic Maths highlighting the principles, such as speed and accuracy in calculations and to face the competitive exams were discussed.
4. Final year students suggested to conduct more awareness program for higher education.
5. Students from the II year of AIDS and CSBS were asked to offer a value-added course on cloud computing technologies, which has significance in modern technology and business environments, such as enhancing their skills in emerging technologies like Microsoft Azure and Amazon AWS and preparing them for future careers.
6. Students requested a virtual lab for an online platform to conduct experiments, simulations and practical exercises in various subjects to enhance the overall learning experience.

The Meeting was concluded with vote of thanks.

M.V. S.
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<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>



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Grievance Redressal Committee

Minutes of Meeting

Date: 03.02.2023

Time: 11.00 a.m.

Day: Friday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. U. V. Arivazhagu	Principal	Chairperson	
2	Ms. B. Thulasi Brindha	EEE	Member	
3	Ms. V. Amudha	S&H	Member	
4	Mr. N. Karthik	CSE	Member	
5	Ms. R. Monica	CSE	Student Member (Special Invite)	

The Chairperson, extended a warm welcome to all attendees.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Women's Day Celebration
3. Additional requirement of dust bins
4. Sanitary napkin incinerator/vending machine
5. Fine arts club
6. Internet facility in girls hostel

The following points were discussed

1. The meeting commenced with a discussion about the previous meeting.
2. The female students requested that a full day be dedicated to celebrating Women's Day exclusively in a wonderful way.
3. Students were informed that more covered dustbins were required in order to keep the girl's restrooms hygienic and clean.



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4. As per the requests from female students, it was decided to install sanitary napkin incinerators and vending machines, provide convenient access to sanitary products and promote menstrual hygiene management.
5. It was requested by the student member to provide a suitable platform and opportunity to display their artistic skills and talents. In this regard, they asked to initiate a fine arts club.
6. The students suggested that in order in to improve the internet's accessibility for academic purposes, enhance Wi-Fi speed be provided in girls hostels.

The Meeting was concluded with vote of thanks.

N.V. [Signature]
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N.V. [Signature]
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Grievance Redressal Committee

Minutes of Meeting

Date: 14.07.2022

Time: 10.30 a.m.

Day: Thursday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. U. V. Arivazhagu	Principal	Chairperson	
2	Ms. B. Thulasi Brindha	EEE	Member	
3	Ms. V. Amudha	S&H	Member	
4	Mr. N. Karthik	CSE	Member	
5	Ms. R. Monica	CSE	Student Member (Special Invite)	

The Chairperson, extended a warm welcome to all attendees.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Revision of the hostel menu
3. Student FM Community Radio
4. Car parking area
5. Sport kit and first aid box requirement

The following points were discussed

1. The meeting began with a discussion about the previous meeting.
2. The students requested the addition of a new item to the Sunday morning breakfast menu and requested items to enhance the variety and satisfaction of the hostel menu.



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3. The students request to highlight the desire platform for FM community radio.
4. It was requested to additional space for parking their cars and to allocate a suitable space for car parking to meet their needs.
5. As per the request received from student member, it has been decided to give additional athletic equipment and a first-aid kit.

The Meeting was concluded with vote of thanks.

M.V. [Signature]
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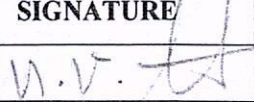
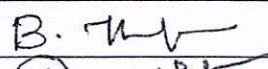
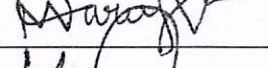
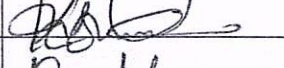

Date: 02.03.2022

Time: 11.00 a.m.

Day: Wednesday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. U. V. Arivazhagu	Principal	Chairperson	
2	Ms. B. Thulasi Brindha	EEE	Member	
3	Mrs. K. Mary Vanaja	S&H	Member	
4	Ms. K. Suganya	CSE	Member	
5	Ms. R. Monica	CSE	Student Member (Special Invite)	

The Chairperson, extended a warm welcome to all attendees.


Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Bus route extension to Madhanoor and Kannamangalam.
3. Door inner lock in boys hostel
4. Extra coaching class for tough subjects
5. Display panel in lift

The following points were discussed

1. The meeting commenced with a discussion about the previous meeting.
2. Students requested for bus route extension up to Madanoor and Kannamangalam
3. It was requested to promptly replace the damaged lock in first floor room no 106,110 and 112 to ensure the security and privacy of the hostel residents in the boys hostel.



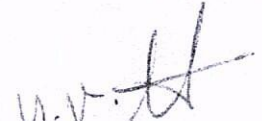

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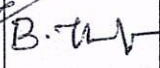


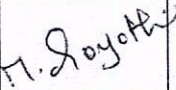
4. To conduct additional coaching sessions for tough subjects were discussed and to provide additional support to students struggling with challenging topics.
5. A student member mentioned difficulty in reading the numbers on the blinking display panel in the lift.

The Meeting was concluded with vote of thanks.


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Grievance Redressal Committee

Minutes of Meeting

Date: 10.11.2021

Time: 11.00 a.m.

Day: Wednesday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. U. V. Arivazhagu	Principal	Chairperson	
2	Ms. B. Thulasi Brindha	EEE	Member	
3	Mrs. K. Mary Vanaja	S&H	Member	
4	Ms. K. Suganya	CSE	Member	
5	Ms. R. Monica	CSE	Student Member (Special Invite)	

The Chairperson, extended a warm welcome to all attendees.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Revision Class for II and III-Year Students.
3. Replacement of Mosquito Mesh Window
4. Indoor Games in Girls Hostel
5. Lab Chairs Replacement

The following points were discussed

1. The meeting began with a discussion about the previous meeting.
2. Students suggested recapping the topics that were taken for tough subjects through online mode for II- and III-year students and the importance of providing additional support and revision opportunities for students preparing for exams was discussed.
3. It was discussed the necessity of replacing damaged or worn-out mosquito mesh window to prevent insect infestation and maintain hygiene in boys hostel.



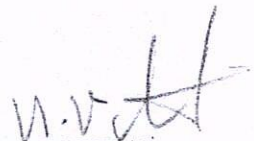
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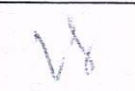
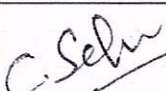

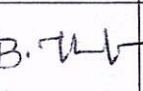
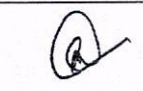
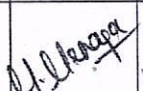
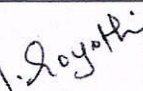
4. It was requested to have an indoor badminton court for female students in the hostel and in order to add on recreational activities to promote student well-being and social interaction.
6. Students requested to replace the worn-out or damaged 4 chair handles in the PL lab to ensure the comfort and safety of students and faculty.

The Meeting was concluded with vote of thanks.

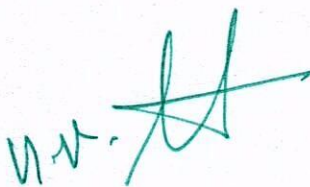

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Grievance Redressal Committee

Minutes of Meeting

Date: 21.10.2020

Time: 12.00 p.m.

Day: Wednesday

Members presented through online mode

S.NO	NAME	DEPARTMENT	POSITION
1	Dr. M. M. Ravikumar	Principal	Chairperson
2	Ms. B. Thulasi Brindha	EEE	Member
3	Mrs. K. Mary Vanaja	S&H	Member
4	Ms. K. Suganya	CSE	Member

1. The Chairperson recognized the challenges posed by the online mode of participation and appreciated the commitment of members to engage in the meeting virtually.
2. It was emphasized that despite the distance, the meeting aims to ensure effective communication and collaboration in addressing grievances.
3. It was discussed about the challenges faced by students in attending online sessions due to poor network connectivity.

The minutes were mailed to Chairman office, Principal office, HODs and committee members.



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Grievance Redressal Committee

Minutes of Meeting

Date: 06.02.2020

Time: 10.30 a.m.

Day: Thursday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. M. M. Ravikumar	Principal	Chairperson	
2	Ms. B. Thulasi Brindha	EEE	Member	
3	Mrs. K. Mary Vanaja	S&H	Member	
4	Ms. K. Suganya	CSE	Member	

The Chairperson, extended a warm welcome to all attendees.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Playground maintenance
3. Cots in Girls Hostel
4. MCB Switchers
5. Replacement of latches in boys wash room

The following points were discussed

- 1) The meeting started with a discussion about the previous meeting.
- 2) The chairperson began with a discussion on the maintenance of the playground and issues were raised regarding the current state of the playground equipment.
- 3) It was requested regarding the state of the cots that are currently in use in the ground floor in girls hostel led to a request to replace them.
- 4) Discussions were held regarding the replacement of damaged MCB switchers, including issues with electrical safety, malfunctioning switches and frequent tripping.



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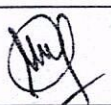

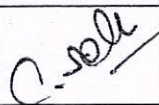
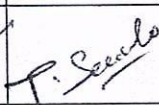
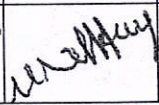
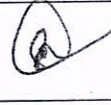
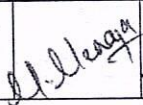
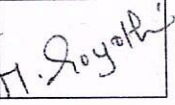
- 5) It was discussed to replace latches in the boys washroom in second floor due to complaints about the damaged latches and it was recognized that faulty latches can compromise privacy and security for students.

The Meeting was concluded with vote of thanks.

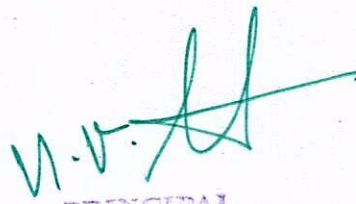

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Grievance Redressal Committee

Minutes of Meeting

Date: 12.09.2019

Time: 03.00 p.m.

Day: Thursday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. M. M. Ravikumar	Principal	Chairperson	
2	Ms. B. Thulasi Brindha	EEE	Member	
3	Mrs. K. Mary Vanaja	S&H	Member	
4	Ms. K. Suganya	CSE	Member	

The Chairperson, extended a warm welcome to all attendees.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Cultural day
3. Pongal celebration
4. Non-veg meal in canteen

The following points were discussed

1. The meeting commenced with a discussion about the previous meeting.
2. It was discussed to celebrate cultural day with a full day of activities and competitions for students.
3. It was requested to arrange cultural performances, traditional food stalls and games to celebrate the occasion in grand manner.



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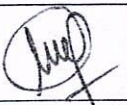
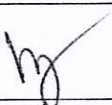
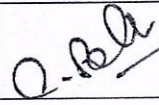

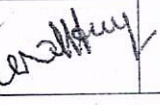

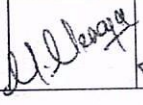
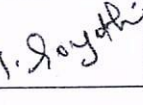
4. It has been discussed to inform the canteen in charge about the possibility of offering non-veg meal options during any afternoon. The chairperson discussed various practical considerations associated with implementing this proposal. It was noted that incorporating non-veg options might require adjustments to the current menu.

The Meeting was concluded with vote of thanks.

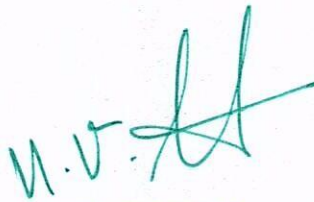

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Minutes of Meeting

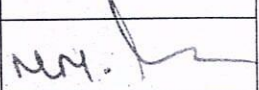
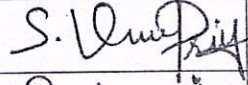
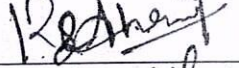
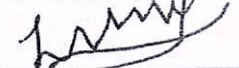
Date: 07.02.2019

Time: 11.30 a.m.

Day: Thursday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. M. M. Ravikumar	Principal	Chairperson	
2	Dr. S. Vishnu Priyan	ECE	Member	
3	Ms. R.S. Abbirami	IT	Member	
4	Mrs. N. G. Sowmya	EEE	Member	

The chairperson extended the warm welcome to all the participants.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Issues related to light in Classroom
3. Replacement of broken mirrors
4. Online grievance form
5. Increase the speed of the internet

The following points were discussed

1. The meeting started with a discussion about the previous meeting.
2. Issues with lighting, such as insufficient brightness, flickering lights, and glare A technical assessment of the existing lighting system was suggested in order to identify any underlying issues or inefficiencies. If any further complaints or maintenance issues arise in the classrooms, they should be reported promptly for further action.





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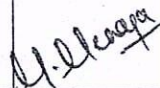


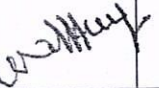

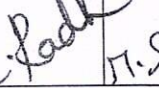

3. The student from the girls hostel reported broken mirrors that needed to be replaced. The causes of the breakage were discussed, and it highlighted how essential it is to keep the hostel facilities safe and functional for residents.
4. The college website provides an online grievance form for students to register their grievances. The committee emphasized the importance of promoting the use of this form and raising student awareness of its benefits.
5. It was discussed to increase the internet speed and Various options for increasing internet speed were discussed.

The Meeting was concluded with vote of thanks.

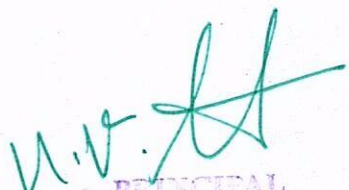

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Grievance Redressal Committee

Minutes of Meeting

Date: 19.09.2018

Time: 11.30 a.m.

Day: Wednesday

Venue: Board room

Members Present:

S.NO	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Dr. M. M. Ravikumar	Principal	Chairperson	
2	Ms. B. Thulasi Brindha	EEE	Member	
3	Mrs. K. Mary Vanaja	S&H	Member	
4	Ms. K. Suganya	CSE	Member	

The Chairperson, extended a warm welcome to all attendees.

Agenda:

1. To discuss the action taken on the minutes of the previous meeting
2. Maintenance of hygienic rest rooms.
3. E-Books and Study Material
4. Replacement of rest room water tap
5. Sick room facility for girls and boys

The following points are discussed

1. The meeting began with a discussion about the previous meeting.
2. The committee discussed the importance of maintaining hygienic restrooms on campus.
It was noted that cleanliness and proper maintenance of restrooms are essential for the well-being and comfort of students, faculty, and staff.
3. Students requested to share the E-books and study materials through the group mail.



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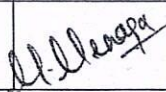

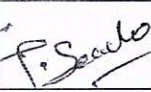
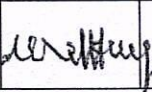

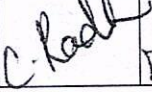
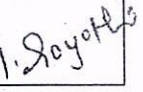
4. The water taps in the boys rest room on the first floor is clogged by scale of poor water discharge.
5. The need for dedicated sick room facilities for both girls and boys on campus was discussed. It was recognized that providing such facilities would ensure prompt medical attention and care for students who fall ill during college hours.

The Meeting was concluded with vote of thanks.

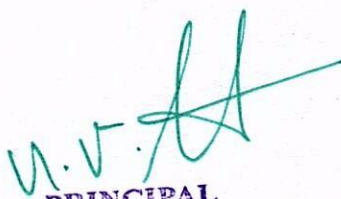

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