



# VELAMMAL INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



INSTITUTION'S  
INNOVATION  
COUNCIL  
(Ministry of HRD Initiative)

## CIRCULAR

### GRIEVANCE AND REDRESSAL CELL COMMITTEE

08.01.2024

A meeting is scheduled on 10.01.2024 in the Principal's chamber at 11.00 am. All the members of Grievance Redressal Cell Committee are informed to attend the meeting without fail.



*C. Bap.*  
PRINCIPAL  
Principal

Velammal Institute of Technology,  
Velammal Gardens  
Panchetti Village & Post, Ponneri (Tk)  
Thiruvallur (Dist) - 601204

#### Agenda :

1. To maintain the secretary of complaints made by the students.
2. Encourages the students to express their grievance without hesitation.
3. Based on the complaints a necessary rectifying action has to be taken in consultation with authorities.
4. To depute faculty members to identify the areas of conflicts among students and propagates the strength of unity and collaboration.

#### Copy to :

1. Grievance & Redressal Cell Committee Members
2. IQAC



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## MINUTES OF MEETING

10.01.2024

The following points were discussed and shared in the meeting.

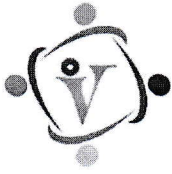
Regarding the discussion about the functioning of this committee, it was decided that:

1. Grievances mentioned in the previous MoM and the Action Taken Report was reviewed.
2. Issues encountered by students must be effectively communicated to the management through appropriate channels.
3. Confidentiality regarding these issues must be strictly upheld.
4. Remedial actions implemented should not adversely impact the academic or professional pursuits of the students.
5. Each faculty/ discipline should be afforded the opportunity to articulate their concerns, recognizing that faculty members may also have grievances to address.
6. With these discussions the meeting came to an end.



*K.C. Baij*  
PRINCIPAL

Principal  
Velammal Institute of Technology  
Velammal Gardens  
Panchetti Village & Post, Ponneri (TK)  
Thiruvallur (Dist) - 601204



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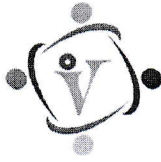
The following members were present in the meeting.

**Committee Members:**

S.NO	NAME	DESIGNATION	POSITION	SIGN
1	Dr.N.Balaji	Principal	Chairperson	
2	Dr. S.Soundarajan	Vice Principal	Secretary	
3	Dr.B.Balamurugan	First Year HoD	Member	
4	Mr.G.Justin Brierly	Asst Prof.	Member	
5	Mr.K.Kavitha	Asst Prof.	Member	



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Principal  
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DATE : 19.01.2024

## ACTION TAKEN REPORT

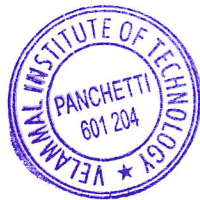
The Grievance and Redressal Committee meeting was conducted on 10<sup>th</sup> of January 2024.

As per the discussions, the students were requesting the following facilities.

1. Requirement of additional light in IT Lecture Hall.
2. Requirement of White Board in Communication Lab.

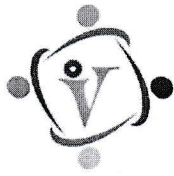
All the above mentioned facilities status were mentioned in the below benefits of student's Grievance.

S.NO	GRIEVANCES	ACTION TAKEN
1	Requirement of additional light in IT Lecture Hall	Provided additional light in IT Lecture Hall
2	Requirement of White Board in Communication Lab	Provided White Board In Communication Lab



  
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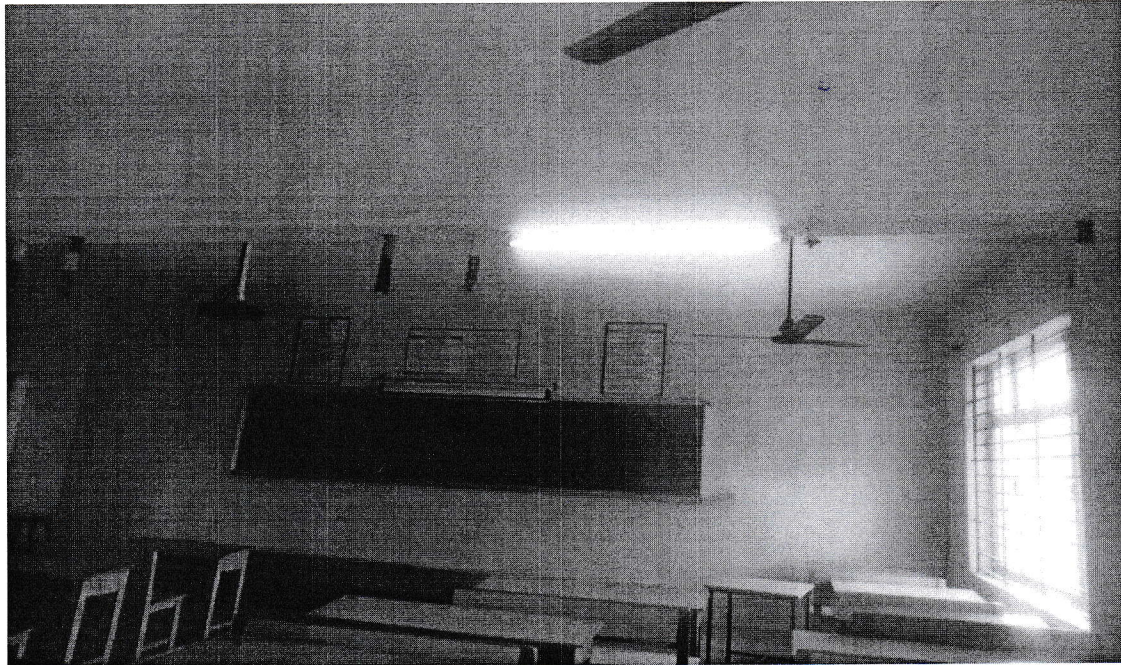
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**ACTION TAKEN PHOTOS**



**PROVIDED ADDITIONAL LIGHT IN IT LECTURE HALL**



**PROVIDED A WHITE BOARD IN COMMUNICATION LAB**

