



# VELAMMAL INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



INSTITUTION'S  
INNOVATION  
COUNCIL  
(Ministry of HRD initiative)

Date: 03.01.2023

## CIRCULAR

A meeting is scheduled on 05.01.23 in the Principal's chamber at 11.00am. All the members of Grievance Redressal Cell Committee are informed to attend the meeting without fail.



PRINCIPAL  
Principal

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

### Agenda:

1. To uphold the confidentiality of student complaints.
2. Foster an environment where students feel comfortable voicing their grievances.
3. Upon receiving complaints, it is imperative to implement appropriate remedial measure in coordination with relevant authorities.
4. Assigning faculty members to pinpoint areas of conflict among students values of unity and collaboration.

### Copy to

- Grievance & Redressal Cell Committee Members
- IQAC



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**INSTITUTE OF TECHNOLOGY**

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DATE: 05.01.2023

### MINUTES OF THE MEETING

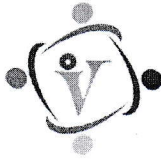
The following were the proceedings of the meeting:

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. Initiating a Private Coffee Day shop as requested by the students
7. With these discussions the meeting came to an end.



*C. Raj*  
PRINCIPAL  
Principal  
Velammal Institute of Technology  
Velammal Gardens  
Panchetti Village & Post, Ponneri (Tk)  
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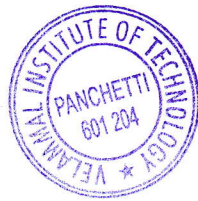


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The following members were present in the meeting.

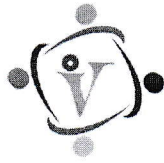
**Committee Members:**

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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DATE : 19.01.2023

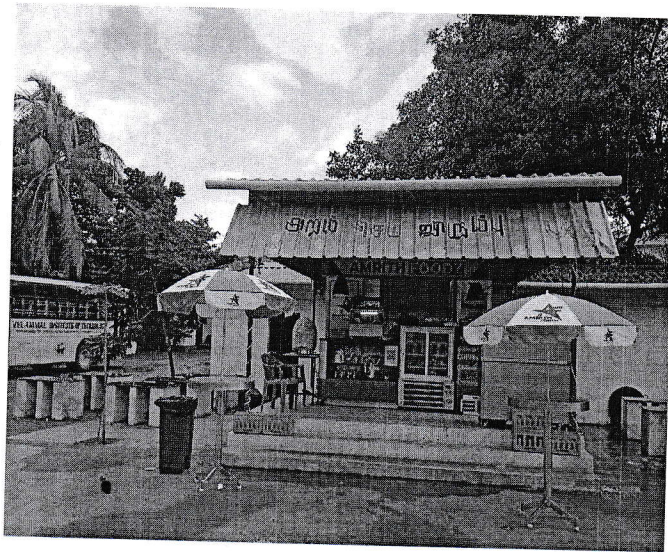
## ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on 10<sup>th</sup> of January 2023.

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

**Grievance Received:** Starting a new Private Coffee Day shop

**Status :** A new Private Coffee Day shop was started on 15<sup>th</sup> February 2023 in our college campus which provides all the chat foods that benefits our students.



*Pictures of our new Private coffee shop – College campus*



*CP Raj*  
PRINCIPAL

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