



**VELAMMAL**  
**INSTITUTE OF TECHNOLOGY**

Chennai - Kolkatta Highway, Panchetti, Ponneri



INSTITUTION'S  
INNOVATION  
COUNCIL  
(Ministry of HRD Initiative)

**CIRCULAR**

**GRIEVANCE REDRESSAL CELL COMMITTEE**

**18.09.2023**

A meeting is scheduled on 21.09.2023 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.

  
**PRINCIPAL**

**Dr. N. BALAJI, M.E., Ph.D.,**  
**PRINCIPAL**

**VELAMMAL INSTITUTE OF TECHNOLOGY**  
**PANCHETTI, THIRUVALLUR (DIST.) - 601 204**

**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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**GRIEVANCE REDRESSAL CELL COMMITTEE**

**MINUTES OF MEETING**

21.09.2023

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. **Smart Boards in the Seminar Halls and Laboratories** to be installed as request aroused my students.
7. With these discussions the meeting came to an end.

  
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The following members were present in the meeting.

**Committee Members:**

S.NO	NAME	DESIGNATION	POSITION
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

  
PRINCIPAL  
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DATE : 21.09.2023

### GRIEVANCE REDRESSAL COMMITTEE - MoM

#### ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on September 21<sup>st</sup>, 2023.

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

1. Requirement of Smart Boards in Seminar Halls and Laboratories.

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

S.NO	GRIEVANCES	ACTION TAKEN
1	Requirement of Smart Boards in Seminar Halls and Laboratories	Provided Smart Boards in Seminar Halls and Laboratories

  
PRINCIPAL

Dr. N. BALAJI, M.E., Ph.D.,  
PRINCIPAL

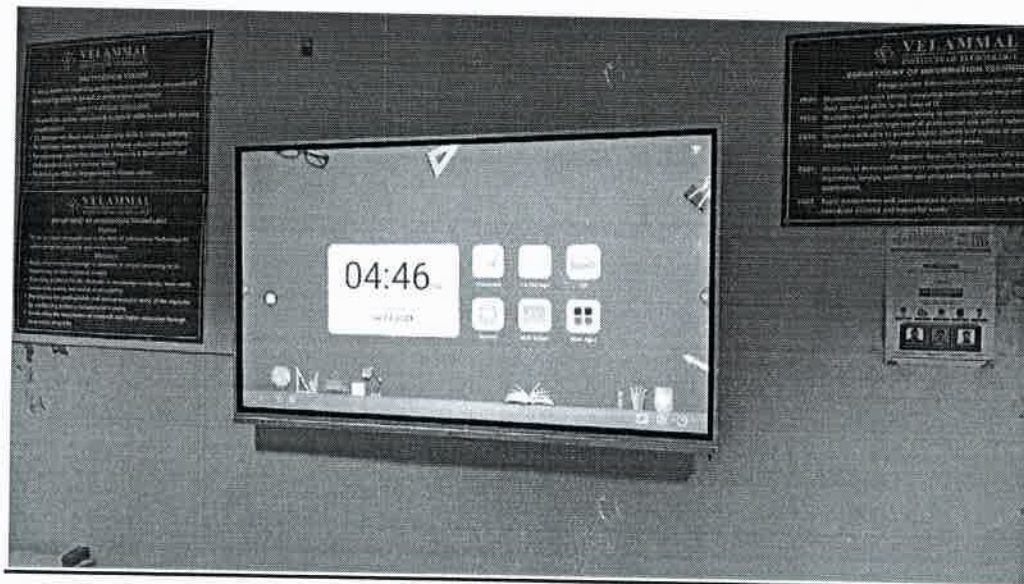
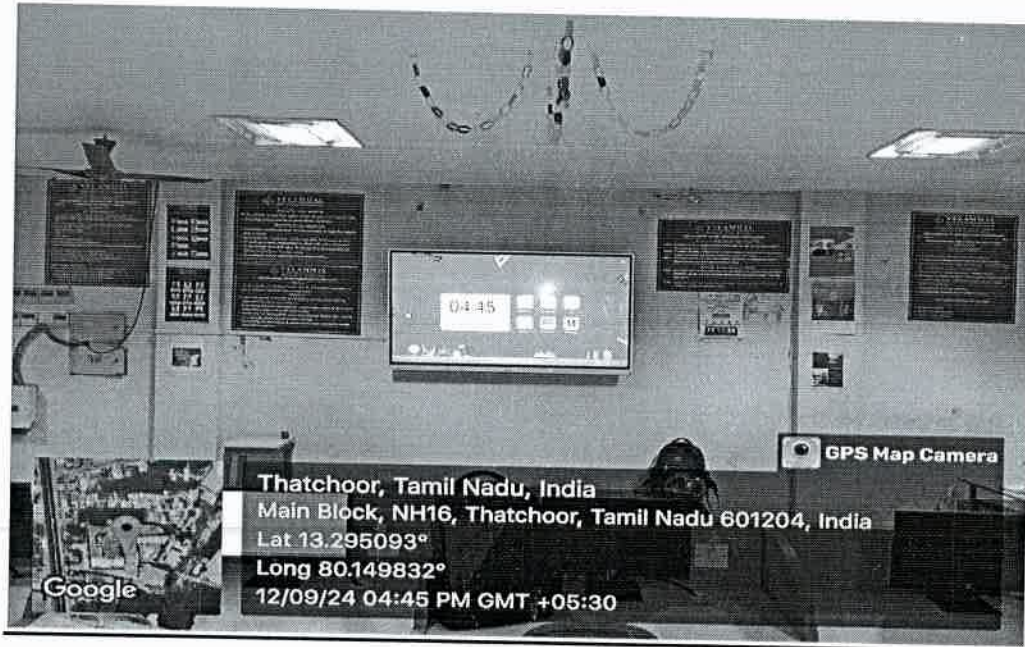
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**ACTION TAKEN PHOTOS**



**SMART BOARDS INSTALLED IN SEMINAR HALLS AND LABORATORIES**

*N. Balaji*

**Dr. N. BALAJI, M.E., Ph.D.,**  
PRINCIPAL  
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