



CIRCULAR

GRIEVANCE REDRESSAL CELL COMMITTEE

16.07.2024

A meeting is scheduled on 19.07.2024 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.

N. Chinnai
Dr. N. **PRINCIPAL** 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



GRIEVANCE REDRESSAL CELL COMMITTEE


MINUTES OF MEETING

19.07.2024

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. The Chairperson stressed on the issues encountered by students must be effectively communicated to the management through appropriate channels.
3. He also affirmed that the confidentiality regarding these issues must be strictly upheld.
4. The 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. **Sun shades in the classroom windows** to be installed as the requisition aroused by the students.
7. The chairperson directed the committee to rectify the grievance through the proper channel.
8. The meeting came to an end by the thanking note of the Chairperson for making the campus students friendly.


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VELAMMAL INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



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(Ministry of HRD Initiative)

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./Maths	Member
5	Mr.K.Kavitha	Asst Prof./Maths	Member


PRINCIPAL

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

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DATE : 07.08.2024

GRIEVANCE REDRESSAL COMMITTEE - MoM

ACTION TAKEN REPORT

As per the discussions in Grievance and Redressal Committee meeting, conducted on July 19th 2024, the following remedial were initiated to resolve the issue..

1. Requisition of Sun shades in the classroom windows.

The above mentioned requirement that were mentioned in Grievance meeting was rectified for the benefits of student.

S.NO	GRIEVANCES	ACTION TAKEN
1	Requisition of Sun shades in the classroom windows	Installed sun shades in West facing classrooms

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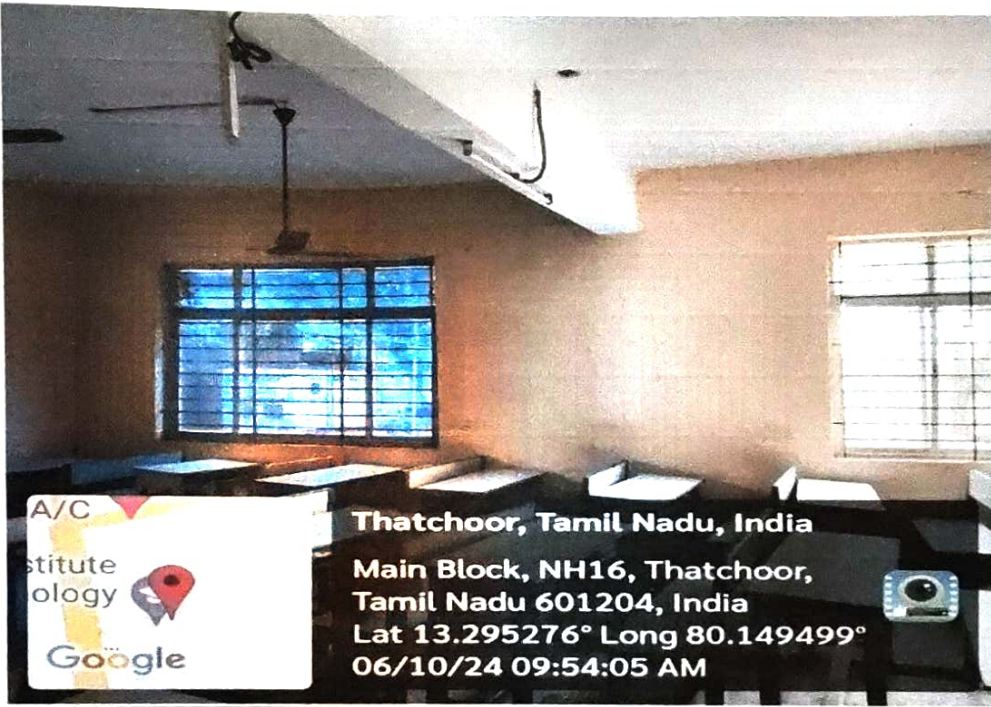
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ACTION TAKEN PHOTOS



SUN SHADES INSTALLED IN THE CLASSROOM WINDOWS

x (Pari)
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