

CIRCULAR

Date: 12.06.2025

Subject: Constitution of Students Grievance Redressal Cell (SGRC) for 2025–2026

In accordance with the guidelines of the All India Council for Technical Education (AICTE) under the Establishment of Mechanism for Grievance Redressal, the Students Grievance Redressal Cell (SGRC) has been constituted at the college level for the academic year **2025–2026**.

The cell aims to provide students with an effective mechanism to address and resolve grievances related to academic, administrative, or personal matters.

Members of the Grievance Redressal Cell

We are pleased to announce the following nominations as members of the **SGRC** for the tenure of one year (**2025–2026**):

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	Members
4	Dr. P. Mahadevi	Assistant Professor	Coordinator
5	Mr. G. Justin Brierly	Assistant Professor	Member
6	Ms. K. Kavitha	Assistant Professor	Member

Student Representatives

S.No	Name	Year	Department
1	Brindha	III	AIDS
2	Dhinesh	III	MTS
3	Nithyashree	III	ECE
4	SreeGayathri	II	CSE
5	Anushri	II	IT

Grievance Submission Procedure

Students are informed that grievances can be submitted through the following modes:

Online Mode:

Visit the Grievance Submission Portal on the college website at:
<https://velammalitech.edu.in/grievances-redressal-committee/>

Offline Mode:

Submit a written application at the designated complaint boxes located at:

- Main Block (near Reprography Shop)
- College Canteen

All grievances will be handled with utmost confidentiality, and necessary actions will be taken to ensure resolution in a timely manner. Students are encouraged to utilize the services of the **SGRC** for redressal of any concerns they may have.



PRINCIPAL
Principal

Velammal Institute of Technology
"Velammal Knowledge Park"
Chennai - Kolkatta Highway,
Panchetti, Thiruvallur Dist.-601 204



Date: 23:08:2025

CIRCULAR

A meeting of the Grievance Redressal Cell Committee is scheduled to be held on **28.08.2025** at **11:30 AM** in the **Principal's Chamber**. All members are hereby informed to attend the meeting without fail.


PRINCIPAL
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Agenda:

1. To ensure that the confidentiality of student grievances is strictly preserved throughout the redressal process.
2. To create a supportive environment where students feel free and confident to express their concerns.
3. To examine the grievances received and take suitable corrective actions in coordination with the concerned authorities.
4. To nominate faculty members to identify and resolve student-related issues, thereby encouraging harmony, cooperation, and a positive campus environment.

Copy to:

- Grievance Redressal Cell Committee Members
- IQAC



VELAMMAL
INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD initiative)

Date:28:08:2025

MINUTES OF THE STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC) MEETING

The meeting of the Grievance Redressal Cell Committee was conducted on 28.08.2025 at 11:30 AM scheduled in the Principal's Chamber. The following points were discussed and resolved:

Minutes of the Meeting:

1. The grievances recorded in the previous Minutes of the Meeting (MoM) and the corresponding Action Taken Report (ATR) were reviewed and discussed by the committee members.
2. The committee decided that all student-related concerns shall be communicated to the management through appropriate, transparent, and systematic channels to ensure timely resolution.
3. The committee emphasized the importance of maintaining strict confidentiality while receiving, reviewing, and resolving grievances raised by students.
4. The committee resolved that the corrective actions taken for grievances shall be implemented in such a way that the academic progress, well-being, and professional growth of students are not affected.
5. **The student request regarding the provision of hot water facilities on all floors of the campus was reviewed and discussed. The matter was considered for further action in consultation with the concerned authorities.**

NC. Bai

PRINCIPAL

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INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD - Higher Education)

The following members were present in the **student's grievance redressal committee meeting**
Committee members:

SL.NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.N.Balaji	Principal	Chairperson	
2	Dr.S.Soundarajan	Vice Principal	Secretary	
3	Dr.B.Balamurugan	First Year-HOD	Member	
4	Dr. P. Mahadevi	Assistant Professor	Coordinator	
5	Mr.G.JustinBrierly	Assistant Professor	Member	
6	Ms.K.Kavitha	Assistant Professor	Member	

PRINCIPAL

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11.10.2025

Grievance Redressal cell Follow-up action

Grievance Redressal cell meeting held on 28.08.2025

S. No	Issue	Remarks	Follow up Status
1	Need of hot water facilities	Request reviewed and forwarded for necessary action	The request for providing hot water facilities was reviewed and provided on all floors of the campus

Coordinator

(Dr. P. Mahadevi)

Principal

Principal

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ACTION TAKEN REPORT

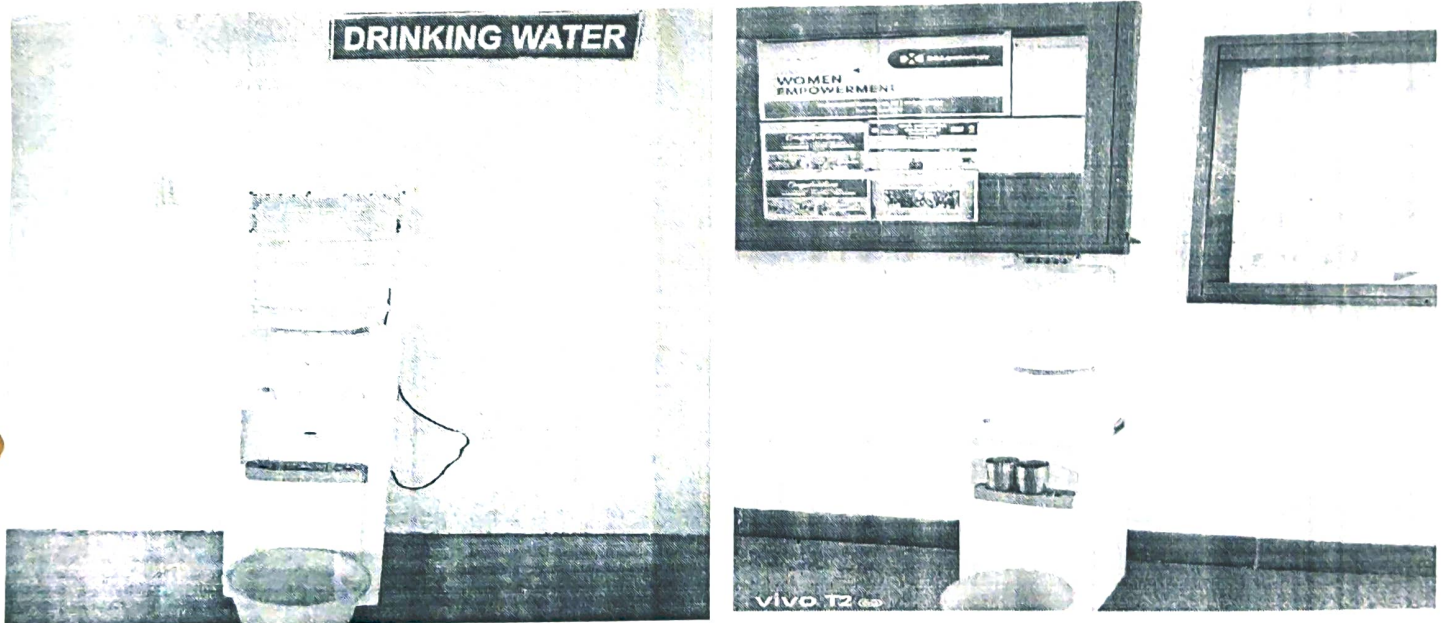
The Grievance and Redressal Committee meeting was conducted on 26th November 2025. As per the discussions, the students requested the following facility:

Grievance Received:

Request for providing hot water facilities within the college campus for student convenience.

Status:

The request for providing hot water facilities was reviewed and considered by the committee. Hot water facilities have been provided on all floors of the campus to ensure student convenience, comfort, and accessibility.



Pictures of hot water facilities have been provided on all floors of the campus

Principal
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