



VELAMMAL
INSTITUTE OF TECHNOLOGY
Chennai - Kolkatta Highway, Panchetti, Ponneri



Date: 26:12:2025

CIRCULAR

A meeting of the Grievance Redressal Cell Committee is scheduled to be held on **12.01.2026 at 11:30 AM** in the **Principal's Chamber**. All members are hereby informed to attend the meeting without fail.


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

Agenda:

1. To ensure the confidentiality of student complaints is strictly maintained.
2. To foster an environment where students feel comfortable expressing their grievances.
3. To review the grievances received and implement appropriate remedial measures in coordination with the concerned authorities.
4. To assign faculty members to identify and address areas of conflict among students, promoting unity and collaboration.
5. Any other suggestions from committee members for improving student satisfaction and support.

Copy to:

- Grievance Redressal Cell Committee Members
- IQAC



VELAMMAL
INSTITUTE OF TECHNOLOGY

Chennai - Kolkatta Highway, Panchetti, Ponneri



INSTITUTION'S
INNOVATION
COUNCIL
Ministry of HRD, Government of India

Date:12:01:2026

MINUTES OF MEETING

The meeting of the Grievance Redressal Cell Committee was conducted as scheduled in the Principal's Chamber. The following points were discussed and resolved:

1. The grievances recorded in the previous Minutes of the Meeting (MoM) along with the Action Taken Report were reviewed.
2. It was resolved that issues encountered by students must be effectively communicated to the management through proper and transparent channels.
3. The committee emphasized that strict confidentiality must be maintained while handling all grievances.
4. It was decided that any remedial measures implemented should not adversely affect the academic or professional progress of the students.
5. **The request from students to create a rooftop sitting area, along with establishing a Private Coffee Day shop within the campus for relaxation and informal interaction, was discussed and considered for further action.**
6. With these deliberations, the meeting concluded successfully.



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INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of IITB Institutions)

The following members were present in the 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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INSTITUTION'S
INNOVATION
COUNCIL
(Ministry of HRD approval)

24.01.2026

Grievance Redressal cell

Follow-up action

Grievance Redressal cell meeting held on 12:01:2026

S. no	Issue	Remarks	Follow up Status
1	Student having coffe by standing in Private Coffee Day shopwithin the our campus	Create a rooftop sitting area, along with establishing a Private Coffee Day shopwithin the campus	Informed to the administrative officer to sort out the issue. She said the issue is solved by create a rooftop sitting area, along with establishing a Private Coffee Day shopwithin our campus

Coordinators
(Dr. P. Mahadevi)

Principal
Principal
Velammal Institute of Technology
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Panchetti, Thiruvallur Dist.-601 204



ACTION TAKEN REPORT

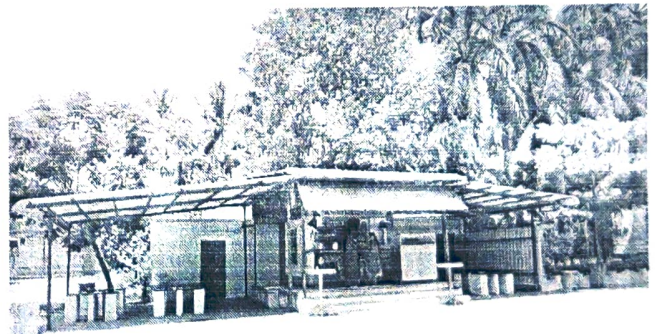
The Grievance and Redressal Committee meeting was conducted on **12th January 2026**. As per the discussions, the students requested the following facilities:

Grievance Received:

Request for creating a ^{Covered} rooftop sitting area along with establishing a Private Coffee Day shop on campus.

Status:

A new Private Coffee Day shop was established on **19th March 2026** within the college campus. In addition, the proposal for a ^{Covered} rooftop sitting area has been taken into consideration and is under planning for implementation to provide students with a space for relaxation and informal interaction.



Pictures of our rooftop sitting area established in a private coffee day shop

[Signature]

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