



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
(Accredited by NBA-AICTE, New Delhi, Accredited by NAAC with "A" Grade)
Madagadipet, Puducherry - 605 107



SMVEC/Academic/Circular-Grievance/2023-24/01

09.08.2023

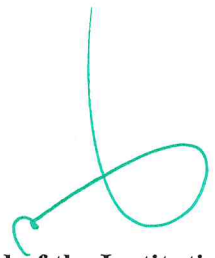
CIRCULAR

A Grievance redressal committee meeting is scheduled on 12.08.2023. All the committee members are requested to attend the meeting at 12.30 pm in the Conference Hall. The following will be the agenda of the meeting.

Agenda of the Meeting:

1. Welcome address by chairperson
2. To review the grievances received during the period (2022-2023)
3. To discuss and resolve the listed grievances.
4. Assign grievance numbers and record details.
5. Review of documents, evidence, or statements (if submitted).
6. Final comments and meeting closure by the Chairperson.


Convenor-Grievance Redressal Committee
(Dr. S. Anbumalar)


Head of the Institution
(Dr. V.S.K. Venkatachalapathy)



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ATTENDANCE SHEET

Sl. No.	Name of the Member and Designation	Signature
1.	Dr. S. Anbumalar Dean Academics Sri Manakula Vinayagar Engineering College Puducherry	
2.	Dr. S. Sundararaman Professor and Head Department of Civil Engineering Sri Manakula Vinayagar Engineering College	
3.	Dr. M. Ganesan Professor Department of Computer Science and Engineering Sri Manakula Vinayagar Engineering College Puducherry	
4.	Dr. A. Vijayalakshmi Professor and Head Department of Bio Medical Engineering Sri Manakula Vinayagar Engineering College Puducherry	
5.	Dr. N. Danapaquiame Professor and Head Department of Computer Science Engineering and Business Systems Sri Manakula Vinayagar Engineering College Puducherry	



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GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting

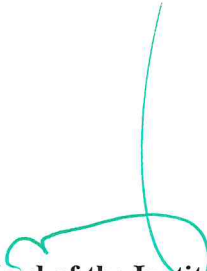
Date :12.08.2023

Venue: Conference Hall

Time: 12.30 pm

1. The chairperson of grievance redressal committee welcomed the members for the first opening meeting of this academic year 2023-2024. In her welcome address she highlighted the importance of grievance redressal cell in this institution which provides justice and fairness to all the stake holders of this institution
2. The chairperson informed that there are no grievances registered in the academic year 2022 -2023. It was insisted by chairperson that grievances such as maintenance issues in infrastructure, food quality in hostel mess, drinking water quality etc., need to be registered and solutions to be arrived upon to prevent any major issues in future.
3. As there no grievances reported, situation of listing the issues does not arise.
4. It is informed to all members that they should once again remind the students of all branches on the existence of this committee through the respective Heads of the Department. If any grievances arise the same to be communicated to the concerned department or can post the issues in the institution website wherein exclusive arrangements were made to register the issues.
5. The chairperson insisted to have a record of all types of grievances and the action taken against them so that it may be useful in preventing future similar types of issues.
6. As a concluding remark the chairperson thanked all the members for their presence and active participation. She also insisted that this committee is a very sensitive and utmost care to be taken in handling the cases if any arises.


Convenor-Grievance Redressal Committee
(Dr. S. Anbumalar)


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SMVEC/Academic/Circular-Grievance/2023-24/02

28.05.2024

CIRCULAR

A Grievance redressal committee meeting is scheduled on 31.05.2024. All the committee members are requested to attend the meeting at 12.30 pm in the Conference Hall. The following will be the agenda of the meeting.

Agenda of the Meeting:

1. Review of previous meeting
2. Follow up of Grievances in the academic year 2023-2024
3. Documentation of grievance from students
4. Concluding remarks by chairperson


Convenor-Grievance Redressal Committee
(Dr. S. Anbumalar)


Head of the Institution
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GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting

Date :31.05.2024

Venue: Conference Hall

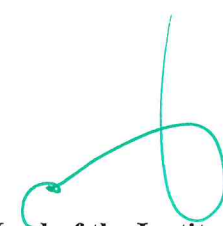
Time: 12.30 pm

1. Minutes of the previous meeting were discussed and the actions taken are briefed with the members.

Sl.No.	Points Discussed	Action Taken
1	Remind the students of all branches on the existence of this committee through the respective Heads of the Department	All the Heads of the Department briefed the existence and function of grievance cell to all their respective students through a presentation and circular.
2	Posting of grievances in institution website	The committee members regularly visit the institution website (once in a week) to check on any posting on grievances.
3	Recording of all types of grievances and the action taken against them	The department heads are insisted to register and document any type of grievance escalated by students

2. As per the discussions with the students and the committee members, the committee observed that there are no issues reported that is to be addressed by the Grievance Redressal Committee. Assured to retain the same status for the coming academic year also.
3. In the Quality circle meeting, which is conducted every month for all year students, details on the maintenance of infrastructure, issues related to water quality, lighting and breakage of desks are discussed. If any issues are escalated in the meetings they are rectified as and when they arise and documented as action taken report which will be presented in the subsequent meeting.
4. At the end of the meeting chairperson thanked all the members for their presence and sharing their views.


Convenor-Grievance Redressal Committee
(Dr. S. Anbumalar)


Head of the Institution
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