



**SRI MANAKULA VINAYAGAR**  
ENGINEERING COLLEGE  
(AN AUTONOMOUS INSTITUTION)



**SMVEC / Academic/Circular/2024-25 /01**

**23.06.2024**

**Circular**

A Greivance redressal committee meeting is scheduled on 26.06.2024. 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. Welcome Address
2. Clarification on the committee roles and responsibilities
3. Any pending grievances
4. Suggestions for improvement of the committee
5. Concluding remarks
6. Any other matters

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

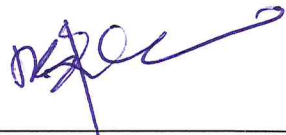


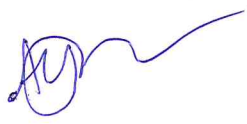
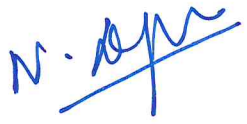
  
**Head of the Institution**  
**(Dr. V.S.K. Venkatachalapathy)**



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### ATTENDANCE SHEET

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



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**GREIVANCE REDRESSAL COMMITTEE**

**Minutes of Meeting**

**Date: 26.06.2024**

**Venue: Conference Hall**

**Time: 12.30 pm**

1. The meeting commenced at 12.30 pm with the Chairperson, welcomed all members present. The agenda for the meeting was reviewed and approved.
2. The members were apprised on the roles and responsibilities of the committee and the frequency of the meeting was finalised. It was emphasised that the committee will meet whenever any grievance arises.
3. There were no grievances reported till now. The provision of grievance redressal mechanism is disseminated to the students through academic calendar, and website
4. The provision of existing grievance redressal committee was clearly explained during the induction day of first year students and the same is printed and distributed to the students through instruction leaflet on that day.
5. The Chairperson thanked the members for their active participation.

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

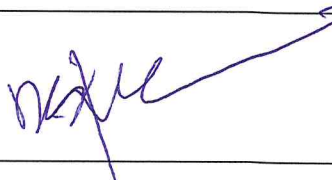




  
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**SMVEC / Academic/Circular/2024-25 /02**

**23.01.2025**

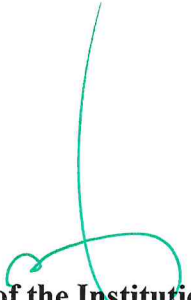
**Circular**

A Greivance redressal committee meeting is scheduled on 28.01.2025. All the committee members are requested to attend the meeting at 4.30 pm in the conference hall. The following will be the agenda of the meeting

**Agenda of the Meeting:**

1. Welcome address and review of last meeting
2. Digital payment of fees
3. Cleaning of water coolers
4. Clearing of filled dust bins
5. Concluding remarks

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

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





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**GREIVANCE REDRESSAL COMMITTEE**

**Minutes of Meeting**

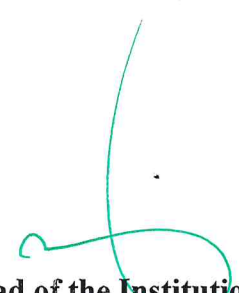
**Date: 28.01.2025**

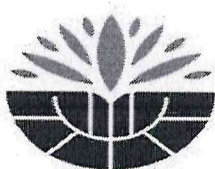
**Venue: Conference Hall**

**Time: 04.30 pm**

1. The chairperson welcomed all the members for the meeting and addressed the previous meeting minutes.
2. In order to avoid student crowd in the accounts section during payment of examination fees, students need to be reminded again on the digital payment facility available in the college web portal.
3. The water coolers installed in each floor needs a periodic maintenance as the college is supplying RO water at all the dispensing units. The house keeping manager need to maintain the log sheet of its cleaning maintenance.
4. The house keeping personnel is once again insisted to clear the dust bins once it is filled. The housekeeping manager to be instructed to go for rounds after the lunch break hours for the cleanliness and its surroundings.
5. Chairperson thanked all the members for their participation in the meeting and insisted to come with more valuable points in the next meeting to make the campus green and sustainable.

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

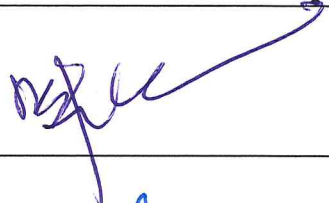



  
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