

# Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai  
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai  
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.  
Phone : 04285 - 265199 Fax : 04285 - 266133  
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



## CIRCULAR

Date: 19.05.2023

We are pleased to inform you that the management and principal are keenly interested in fostering a conducive academic environment within our institution. To achieve this goal, various committees are being formed to address different aspects of student welfare and organizational governance in the upcoming academic year (2023-2024).

### Meeting Details:

**Date:** 22.05.2023

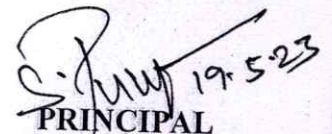
**Time:** 3.30pm

**Venue:** Auditorium

### Agenda

#### 1. Formation of committees and appointment of members

- \* Anti Ragging Committee.
- \* Anti Ragging Squad.
- \* Internal Complaint Committee.
- \* Grievance Redressal Committee.
- \* SC/ST Committee.
- \* Equal Opportunity Cell.
- \* Student Discipline Committee.
- \* Student Counselling Committee.
- \* Internal Quality Assurance Cell.
- \* Industry Institute Interaction Cell.

  
PRINCIPAL

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Ref.No:SVHPC/GRC/01/2023-24

22.05.2023

## ORDER

Sub:Shree Venkateshwara Hi-Tech Polytechnic College - Establishment -  
Constitution of Grievance Redressal Committee – Members List - Orders  
Issued- Reg

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The Grievance Redressal Committee is constituted with the following members for the  
academic Year 2023- 24 [01.06.2023 – 31.05.2024].

S.No	Name	Designation	Position
1	Mr.S.Prakadeswaran	Principal	Chairperson
2	<b>Mr.M.Mohan</b>	<b>HOD / Civil</b>	<b>Coordinator</b>
3	Mr.P.Durkaiyan	Lecturer / EEE	Member
4	Mr.K.Arunkumar	Lecturer / Auto	Member
5	Mrs.N.Priyanka	Lecturer / EEE	Member
6	Ms.Thrni	Lecturer / Civil	Member
7	Ms.P.Lavanya	II-ECE Student	Member
8	Ms.C.Subashini	III-EEE Student	Member
9	Mr.L.Rooban	II-Civil Student	Member
10	Mr.S.Elangovan	III-Auto Student	Member

*SP*  
*P. Lavanya*  
*P. Subashini*  
*L. Rooban*  
*S. Elangovan*  
*SP*  
*22-5-23*  
Principal

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1.The Individuals – 10 Nos

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## GRIEVANCE REDRESSAL COMMITTEE

### CIRCULAR

Date: 02.06.2023

We are pleased to announce the formation of the Grievance Redressal Committee at our institution. In connection with a meeting has been arranged to discuss the formation of objectives, roles and responsibilities of this committee.

#### Meeting Details:

**Date:** 05.06.2023

**Time:** 3.30pm

**Venue:** Auditorium

#### Agenda

1. Framing objectives for committee
2. Review of Grievance Handling Procedures
3. To share the committee information and aim
4. Monitoring and Reporting

*S. P. R. V. 2.6.23*  
PRINCIPAL

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## MINUTES OF MEETING – I (AY 2023 - 24)

07.06.2023

The inaugural meeting of the Grievance Redressal Committee was convened on 05.06.2023 at 3.30pm in our Auditorium. The purpose of the meeting was to discuss the objectives and other pertinent matters related to the committee's mandate and the following members were present.

S. No	Name	Designation	Position	Sign	S. No	Name	Designation	Position	Sign
1	Mr.S.Prakadeswaran	Principal	Chairperson		8	Ms.C.Subashini	III-EEE Student	Member	
2	Mr.M.Mohan	HOD / Civil	Coordinator		9	Mr.L.Rooban	II-Civil Student	Member	
3	Mr.P.Durkaiyan	Lecturer EEE	Member		10	Mr.S.Elangovan	III-Auto Student	Member	
4	Mr.K.Arunkumar	Lecturer Auto	Member						
5	Mrs.N.Priyanka	Lecturer EEE	Member						
6	Ms.Thrni	Lecturer Civil	Member						
7	Ms.P.Lavanya	II-ECE Student	Member						

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## Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas 1. Framing objectives for committee 2. Review of Grievance Handling Procedures 3. To share the committee information and aim 4. Monitoring and Reporting	
1	Committee's objectives were framed with inputs from all participants	All committee Members
2	Evaluation of the effectiveness of existing grievance handling procedures and identification of any areas for improvement.	All committee Members
3	The sharing of information and objectives regarding the committee to students.	All committee Members
4	Establishment of mechanisms for monitoring and reporting of grievance resolution outcomes.	All committee Members

  
Prepared by

  
Approved by

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## OBJECTIVES:

**Fairness and Equity:** Ensure that grievances are addressed impartially and that all parties involved are treated fairly, regardless of their position or status within the organization

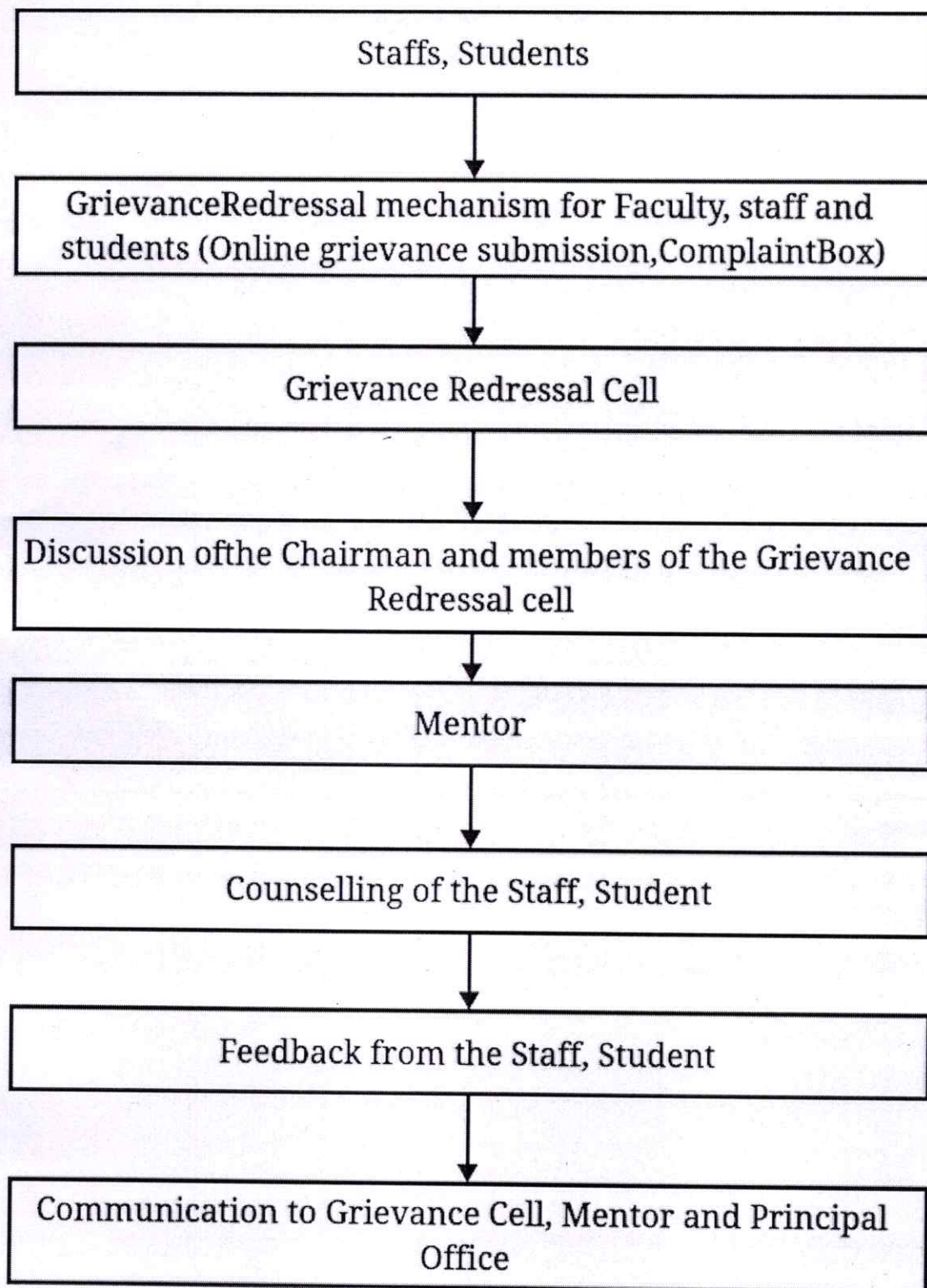
**Transparency:** Maintain transparency in the grievance redressal process by clearly communicating procedures, timelines, and outcomes to stakeholders, fostering trust and confidence in the system.

**Timeliness:** Resolve grievances in a timely manner to prevent escalation and minimize disruption to operations. Establish clear deadlines for acknowledging, investigating, and resolving grievances.

**Prevention of Recurrence:** Identify root causes of grievances and implement corrective actions to address underlying issues, thereby preventing recurrence and promoting a positive work environment.

**Education and Awareness:** Educate employees about their rights and responsibilities regarding grievance resolution, as well as the available channels for seeking redress, through training sessions, communication campaigns, and informational materials.

# Grievance Redressal Mechanism



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## CIRCULAR

Date: 16.03.2024

We would like to inform you that the End Semester Meeting of the Grievance Redressal Committee is scheduled to review the actions taken throughout the Academic Year.

Meeting Details:

**Date:** 18.03.2024

**Time:** 3.30pm

**Venue:** Auditorium

### Agenda

1. Review of Grievances for the Academic Year 2023-2024
2. Assessment of Grievance Handling Process
3. Recommendations for Improvement
4. Planning for the Next Academic Year

*S. Praveen* 16.3.24  
PRINCIPAL

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## MINUTES OF MEETING – II (AY 2023-24)

19.03.2024

The semester end meeting of the Grievance Redressal Committee was convened on 18.03.2024 at 3.30pm in our Auditorium. The purpose of the meeting was to review the entire actions undertaken throughout the academic year and the following members were present.

S. No	Name	Designation	Position	Sign	S. No	Name	Designation	Position	Sign
1	Mr.S.Prakadeswaran	Principal	Chairperson		8	Ms.C.Subashini	III-EEE Student	Member	
2	<b>Mr.M.Mohan</b>	<b>HOD / Civil</b>	<b>Coordinator</b>		9	Mr.L.Rooban	II-Civil Student	Member	
3	Mr.P.Durkaiyan	Lecturer / EEE	Member		10	Mr.S.Elangovan	III-Auto Student	Member	
4	Mr.K.Arunkumar	Lecturer / Auto	Member						
5	Mrs.N.Priyanka	Lecturer / EEE	Member						
6	Ms.Thrni	Lecturer / Civil	Member						
7	Ms.P.Lavanya	II-ECE Student	Member						

### I. Action Taken Report of the previous meeting

S.No	Points Discussed	Action Taken
1	Committee's objectives were framed with inputs from all participants	Objectives were successfully framed.
2	Evaluation of the effectiveness of existing grievance handling procedures and identification of any areas for improvement.	Existing procedures and improvement needed areas were discussed.
3	The sharing of information and objectives regarding the committee to students.	Shared objectives and information to students by conducting meeting
4	Establishment of mechanisms for monitoring and reporting of grievance resolution outcomes.	Reviewed various mechanisms and protocols used in committee

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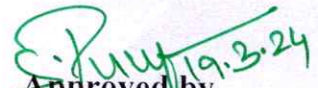
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## 2. Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas 1. Review of Grievances for the Academic Year 2023-2024 2. Assessment of Grievance Handling Process 3. Recommendations for Improvement 4. Planning for the Next Academic Year	
1	The committee reviewed the grievances received during the semester and noted progress on resolving pending cases.	All committee Members
2	An evaluation of the grievance handling process was conducted, including feedback from stakeholders and an assessment of effectiveness and efficiency.	All committee Members
3	Several recommendations were proposed to enhance the grievance handling process, including procedural enhancements and training needs for committee members or staff.	All committee Members
4	Goals and objectives for the next semester were discussed, along with the allocation of responsibilities to ensure effective grievance redressal.	All committee Members

  
Prepared by

  
Approved by

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