

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

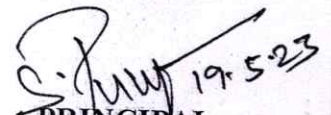
Time: 3.30pm

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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MINUTES OF MEETING – I (AY 2023 - 24)

24.05.2023

The meeting to form various committees has been conducted on 31.5.2023 at 3.30pm in our Auditorium with all staff members and stake holders and the following members were present.

S. No	Name	Designation	Sign	S. No	Name	Designation	Sign
1	Mr.S.Prakadeswaran	Principal		31	S.Ravindran	Lect/Auto	
2	Dr.P.Mani	Vice Principal		32	S.Gowtham	Lect/Auto	
3	K.Jayachandran	HOD/CSE		33	K.Kuppusamy	LT/Auto	
4	A.G.Janagarathinam	Sr.Lect/CSE		34	M.Mohan	Lect/Civil	
5	M.M.Mathiyazhagan	Lect/CSE		35	R.Thrni	Lect/Civil	
6	G.S Karmukilan	Lect/CSE		36	M.Ruckshana	Lect/Civil	
7	M Janaki	Lect/CSE		37	P.Soundarrajan	Instructor/Civil	
8	K.Jeeva	LT/CSE		38	M.Jeevanantham	Sr.Lect/English	
9	G.S.Sriram	LT / CSE		39	K.Pavithra	Lect/English	
10	R.Saranya	Lect/ECE		40	B.Santhi	Sr.Lect/Maths	
11	R.Murugan	Lect/ECE		41	S.Ranjitham	Lect/Maths	
12	A.Moorthi	Lect/ECE		42	P.Rajakumar	Sr.Lect/Physics	
13	S. Shobana	Lect/ECE		43	G.Naveenkumar	Lect/Physics	
14	S.Dhivya	LT/ECE		44	B.Sadhasivan	Lect/Chemistry	
15	P.Durkaiyan	Lect/EEE		45	A.Ayyammal	Lect/Chemistry	
16	N.Priyanka	Lect/EEE		46	M.Ganesan	Lect./Mech	
17	M.Vignesh	Lect/EEE		47	R.Yuvaraj	Lect./Mech	
18	V.Poongothai	Lect/EEE		48	V.Prabhakaran	Lect./Tamil	
19	S.Umesh	Lect/EEE		49	P.Manickam	LT/Chemistry	
20	S.Manoj	LT/EEE		50	D.Premkumar	LT/Wokshop	
21	E.Nallasivam	HOD/Mech		51	S.Anitha	LT/Physics	
22	P.Rajkumar	Lect/Mech		52	C.Ranjitha	Asst./ Office	
23	P.Gokulnath	Lect/Mech		53	S.Premadevi	Asst./ Office	
24	K.Balasubramaniyam	Lect/Mech		54	K.Arulmurugan	System Admin / CSE	
25	C. Mohankumar	Lect/Mech		55	Kirubananthan S	Cashier	
26	D.Ruthires	LT/Mech		56	N.Prabakaran	Physical Director	
27	M.Bharath	LT/Mech		57	E.Dhanalakshmi	Librarian	
28	P. Thirumoorthy	LT/Mech		58	S.Kannan	Deputy Warden	
29	K.K.Arumugam	HOD/Auto		59	K.Santhanalakshmi	Deputy Warden	
30	K.Arunkumar	Lect/Auto					

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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

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	Mr.M.Mohan	HOD / Civil	Coordinator
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

Copy to

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. Pruthi 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

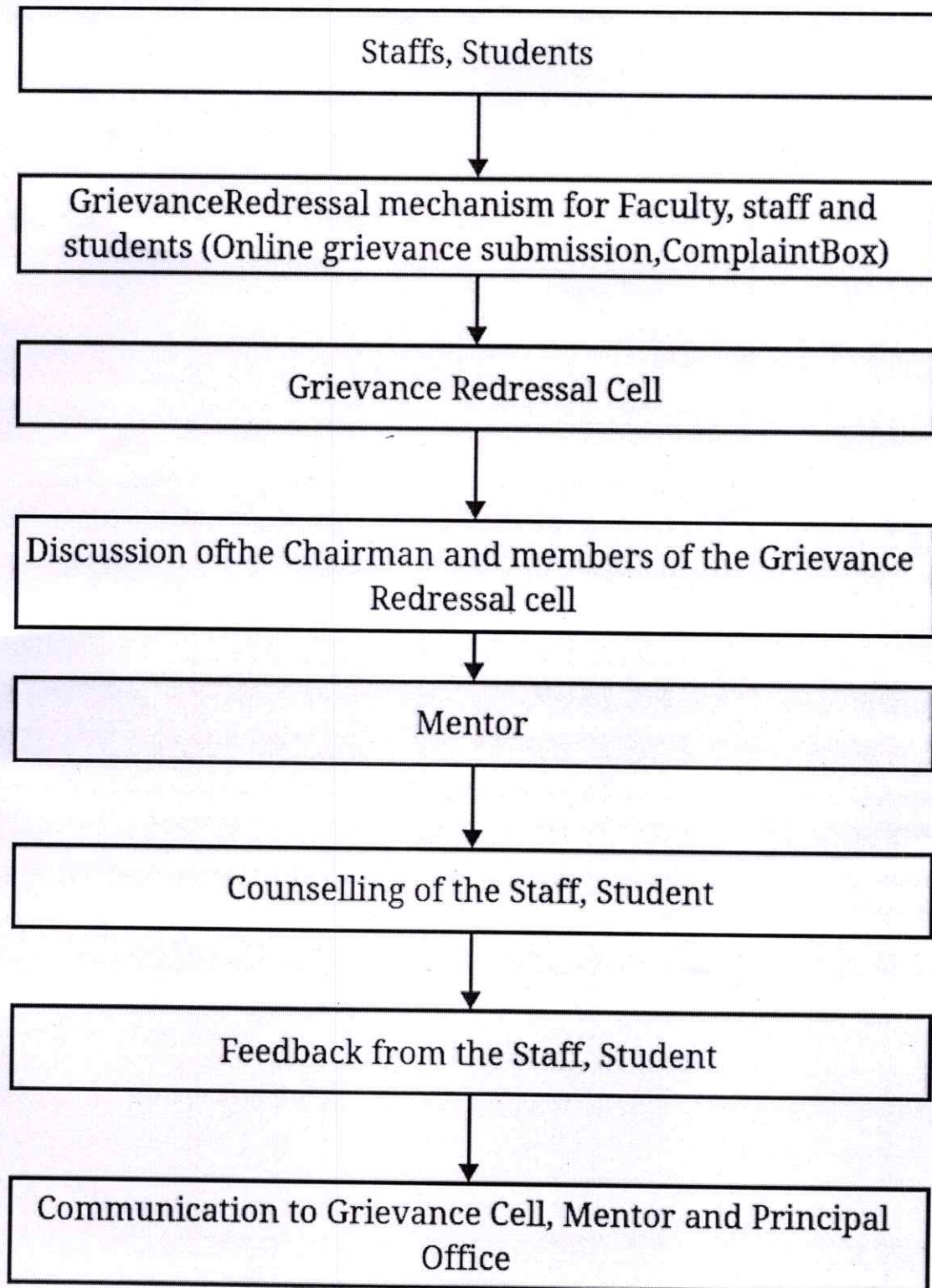
Transparency: Maintain transparency in the grievance redressal process by clearly communicating procedures, timelines, and outcomes to stakeholders, fostering trust and confidence in the system.

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. Pruthi 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	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						

1. 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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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 19.3.24

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