

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



Ref.No:SVHPC/GRC/01/2024-25

24.05.2024

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 2024- 25 [01.06.2024 – 31.05.2025].

S.No	Name	Designation	Position	Contact Number
1	Mr.S.Prakadeswaran	Principal	Chairperson	9094567545
2	Mr.M.Mohan	HOD / Civil	Coordinator	9791578580
3	Mr.P.Durkaiyan	Lecturer / EEE	Member	7502958251
4	Mr.K.Arunkumar	Lecturer / Auto	Member	8760611280
5	Mrs.S.Lalithambika	Lecturer / Physics	Member	7708994585
6	Ms.Thrni	Lecturer / Civil	Member	9486643755
7	Ms.P.Lavanya	III-ECE Student	Member	9688835439
8	Ms.M.Keerthana	III-EEE Student	Member	9344698464
9	Mr.T.Kavibharathi	II-Civil Student	Member	7604887690
10	Mr. V.Poovarasana	II-Auto Student	Member	7550378957
11	Mr.K.Nishanth	I - CSE Student	Member	8877426393
12	Mr.M.Sujithpandi	I-Auto Student	Member	9843145452

S. Praveen
Principal
24.5.24

Copy to

1.The Individuals – 12 Nos

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GRIEVANCE REDRESSAL COMMITTEE

CIRCULAR

Date: 31-05-2024

The Grievance Redressal Committee has been constituted at our institution. In this regard, a meeting has been scheduled to discuss and define its objectives, roles, and responsibilities.

Meeting Details:

Date: 31.05.2024

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
5. Planning awareness initiatives for grievance redressal mechanisms

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Principal

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MINUTES OF MEETING – I (AY 2024 - 25)

01.06.2024

The inaugural meeting of the Grievance Redressal Committee was convened on 01.06.2024 at 3.30 PM in our Auditorium. The purpose of the meeting was to discuss the objectives and other pertinent matters related to the committees 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	Mr.N.Karthikeyan	II-EEE student	Member	
2	Mr.M.Mohan	HOD/civil	Coordinator		9	Ms.M.Sabitha	II-ECE student	Member	
3	MsM.Ruckshana	Lecturer/ civil	Member		10	Mr.V.Veerandhiran	II-CIVIL student	Member	
4	Mr.E.Nallasivam	HOD/ Mech	Member						
5	Mr.K.Arunkumar	Lecturer/ Auto	Member						
6	Mrs.S.Ranjitham	Lecturer/ Maths	Member						
7	Mrs.E.Poongothai	Lecturer/ EEE	Member						

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1. 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 5. Planning awareness initiatives for grievance redressal mechanisms.	
1	It was decided to retain the same objectives that were framed during the Academic Year 2023-24	All committee Members
2	The existing grievance redressal procedures were reviewed and found to be appropriate. Any necessary updates will be incorporated periodically.	All committee Members
3	To share the committee information and aim through circular.	All committee Members
4	The committee decided to monitor grievances on a weekly basis.	All committee Members
5.	Creating awareness about the Grievance Redressal Committee is essential to ensure that all stakeholders are informed and engaged.	All committee Members


Prepared by


Approved by 1.6.2024

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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

Staff, Students



Grievance Redressal Mechanism for Faculty, Staff, and Students
(Online grievance submission, Complaint Box)



Grievance Redressal Cell



Discussion of the Chairman and Members of the Grievance Redressal Cell



Mentor



Counselling of the Staff, Student



Feedback from the Staff, Student



Communication to Grievance Cell, Mentor, and Principal Office

+91 97155 45535 / 98651 47777
svhpcgobi@gmail.com

Online Fees Payment

E-Brochure



SHREE VENKATESHWARA HI-TECH POLYTECHNIC COLLEGE

Approved by AICTE, New Delhi and DOTE, Chennai

ADMISSION
Open
2023 - 24

Mandatory
Disclosure

AICTE Approval
Copy

Grievance

Committees

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Mr. K.C. Karupanan
Secretary

SHREE VENKATESHWARA EDUCATIONAL INSTITUTIONS

Gobichettipalayam, Erode (D.T), Tamilnadu.



Mr. P. Venkatachalam
Chairman



Shree Venkateshwara Hi-Tech Polytechnic College



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GRIEVANCE REDRESSAL COMMITTEE

CIRCULAR

Date: 18.03.2025

Kindly be informed that the End Semester Meeting of the Grievance Redressal Committee is scheduled for 18th March 2025 at 3:30 PM in the Auditorium.

Meeting Details:

Date: 18.03.2025

Time: 3.30pm

Venue: Auditorium

Agenda

1. Review of Grievances for the Academic Year 2024-2025
2. Assessment of Grievance Handling Process
3. Recommendations for Improvement
4. Planning for the Next Academic Year


Principal

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- 1) Circulation among all staff members
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MINUTES OF MEETING – II (AY 2024 - 25)

18.03.2025

The semester end meeting of the Grievance Redressal Committee was convened on 18.03.2025 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		6	Mrs.S.Ranjitham	Lecturer/ Maths	Member	
2	Mr.M.Mohan	HOD/civil	Coordinator		7	Mrs.E.Poongothai	Lecturer/ EEE	Member	
3	MsM.Ruckshana	Lecturer/ civil	Member		8	Mr.N.Karthikeyan	II-EEE student	Member	
4	Mr.E.Nallasivam	HOD/ Mech	Member		9	Ms.M.Sabitha	II-ECE student	Member	
5	Mr.K.Arunkumar	Lecturer/ Auto	Member		10	Mr.V.Veerandhiran	II-CIVIL 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 through circular
4	Establishment of mechanisms for monitoring and reporting of grievance resolution outcomes.	Reviewed various mechanisms and protocols used in committee
5	Creating awareness about the Grievance Redressal Committee is essential to ensure that all stakeholders are informed and engaged.	Informational emails sent to all students, and staff about the roles and functions.

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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 2024-2025 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 18.3.25

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