

**Sri Sankara Arts and Science College
(Autonomous)
Enathur, Kanchipuram 631 561.**

Grievance Redressal Committee

(Academic Year: 2021-2022)

Proceedings of the meeting of the Grievance Redressal Committee held on 08.02.2022 at 11.00 AM in the Bharadwajar Hall of Sri Sankara Arts and Science College, (Autonomous) Enathur, Kanchipuram

Members Present:

S.No	Name	Designation	Address
1	Dr. K.R.Venkatesan	Principal/Chairman	Sri Sankara Arts & Science College, Enathur, Kancheepuram
2	Mrs.K.Porkodi	Convenor	Sri Sankara Arts & Science College, Enathur, Kancheepuram
3	Dr. B.Ramesh	Dean of Academics	Sri Sankara Arts & Science College, Enathur, Kancheepuram
4	Dr.S.Sivakumar	COE	Sri Sankara Arts & Science College, Enathur, Kancheepuram
5	Mrs.K.Lakshmi	Member	Sri Sankara Arts & Science College, Enathur, Kancheepuram
6	Mr.D.Jaisankar	Member	Sri Sankara Arts & Science College, Enathur, Kancheepuram
7	Mr.M.Seshagiri	Administrative Officer	Sri Sankara Arts & Science College, Enathur, Kancheepuram
8	Mr.S.Vijayaraghavan	Accountant	Sri Sankara Arts & Science College, Enathur, Kancheepuram

Agenda:

- To discuss the objectives and functions of the committee
- To discuss the measures to be taken for receiving students' grievances for redressal
- To discuss the procedure for handling grievances.





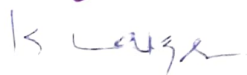

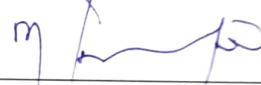
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Minutes:

- The convenor welcomed all the staff members and read the previous minutes, conveying that the sanitization of classrooms and laboratories and the provision of face masks had been carried out for students during the COVID crisis. She explained the objectives and functions of the committee.
- The Principal cum Chairman appointed Dr.S.Sivakumar (COE), Mrs.K.Lakshmi (Assistant Professor, Department of English), Mr.D.Jaisankar (Assistant Professor, Department of Commerce), Mr.M.Seshgiri (Administrative Officer) and Mr.S.Vijayaraghavan (Accountant) as new members for the effective functioning of this committee and welcomed them.
- He had instructed all the members to consider the areas in which the students might be afflicted. The chairman also asked the members to adopt the LSRW (Listen, Speak, Read, Write) policy, which states that listening to student issues would not result in grievances.
- All the grievances relating to conducting of examinations, issue of certificates will be resolved by the Controller of Examinations. The administrative officer will be handling the grievances relating to Scholarships, payment of fees, certificates etc.,
- It was resolved to install a Grievance redressal box. All the academic grievances relating to teaching quality and methodology will be resolved by Head of the concerned departments in consultation with class tutors. A meeting should be conducted by class tutors along with class representatives every month.
- All the other grievances relating to sanitation, infrastructure, electrical appliances, furnitures, medical facilities, transportation, canteen facilities, hostel facilities will be redressed by the Grievance redressal cell.
- The convenor should collect all the grievances posted in the Grievance Redressal box installed in the administrative block, analyse them and submit the action taken report to the chairman. The committee will discuss the unresolved pending grievances and make suitable action plans. Commencement of Online Grievance redressal cell is also discussed in the meeting.
- Dr.B.Ramesh suggested to submit the grievances relating to ragging and eve-teasing to the Principal for the immediate action. Dr.S.Sivakumar suggested to open the box everyday by the convenor as the actions relating to the above issues should be resolved within 48 hours.

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- With the approval of all the members, the meeting came to an end at 1.00PM with the vote of thanks proposed by Mrs.K.Lakshmi.

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1	Dr. K.R.Venkatesan	Principal/Chairman	
2	Mrs.K.Porkodi	Convenor	
3	Dr. B.Ramesh	Dean of Academics	
4	Dr.S.Sivakumar	COE	
5	Mrs.K.Lakshmi	Member	
6	Mr.D.Jaisankar	Member	
7	Mr.M.Seshagiri	Administrative Officer	
8	Mr.S.Vijayaraghavan	Accountant	