SANKARA POLYTECHNIC COLLEGE, COIMBATORE 641035
MINUTES OF MEETING

NAME OF THE MEETING : Student Grievance Redressal Committee
DATE & TIME OF MEETING: 23.06.2023 & 3.30pm

MINUTES OF MEETING :

1. Open action items were discussed and status update
2. Updating Committee Members
3. To discuss about the grievance in the previous academic year if any
4. Grievance facilities such as Website access, Suggestion box, Students feedback form to be informed to the students
5. Students also represent their issues if any through Students representative meeting and Class committee meeting.
6. Class committee meeting reports has to be consolidated and the actions to be taken within 10 days
7. To display committee members details in the campus
8. The above points will be shared to the new batch (I year and Lateral) students also.

S.NO	Task	Responsible Staff	Planned End Date	Remarks
1	Committee members update(ANURADHA M), (VENKATARAMAN AN R)	VP	30.06.23	
2	Decimation of grievance facilities	Hod's	03.07.23	
3	Analyzing the feedback form .	Hod's	Monthly once	
4	Committee members display	FDM / EME	15.07.23	

MEMBERS PRESENT AT THE MEETING

S.No	Name of the HOD/Staff	Designation	Signature
1	Prof. GANESH S	PRINCIPAL	
2	Mr. BALASUBRAMANIAN A	VICE PRINCIPAL	
3	Ms. NITHYA S	HOD-IC/STUDENT AFFAIRS	
4	Mr. VIJAYALAKSHMI N	HOD / CIVIL	
5	Ms. JAYALAKSHMI S	SR.LECT/ MECH	
6	Ms. JAYAMATHI K	HOD /CSE	
7	Ms. KALAIVANI M	HOD / PHY	
8	Ms. ANURADHA M (Special Invitee)	HOD / ECE	
9	Mr. VENKATARAMANAN R (Special Invitee)	OM / OFFICE	

UPDATED COMMITTEE MEMBERS

S.No	Name of the HOD/Staff	Designation	Signature
1	Prof. GANESH S PRINCIPAL	CHAIRMAN	
2	Mr. BALASUBRAMANIAN A VICE PRINCIPAL	CO-ORDINATOR	
3	Ms. NITHYA S HOD-IC/STUDENT AFFAIRS	MEMBER	
4	Ms. VIJAYALAKSHMI N HOD / CIVIL	MEMBER	
5	Ms. JAYALAKSHMI S SR.LECT/ MECH	MEMBER	
6	Ms. JAYAMATHI K HOD /CSE	MEMBER	
7	Ms. KALAIVANI M HOD / PHY	MEMBER	
8	Ms. ANURADHA M HOD / ECE	MEMBER	
9	Mr. VENKATARAMANAN R OM / OFFICE	MEMBER	