



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

GRIEVANCE REDRESSAL COMMITTEE MINUTES OF MEETING (2022 – 2023)

REF. No.: SACET/CGRC/CIR/01

DATE: 19.08.2022

Minutes of Meeting of Grievance Redressal Committee held on 18.08.2022 at digital lab at 11.00 am.

Members present:

1. Mr. B.Arun Kumar -AP/ECE - Coordinator *BA*
2. Sr.Punita Jilt ,Vice Principal –Member
3. Mrs. Z. Asmathunnisa – AP/CSE -Member *ZA*
4. Mr.J.Ramesh – AP/EEE - Member *JR*
5. Mr.P.Murugan – AP/MECH. – Member *P.M*
6. Dr.G.Abiramasundari –AP/S&H -Member *GAS*
7. Sr.Jaya Prasilin – Cashier -Member *J.P*

Points discussed:

1. Keeping Suggestion box in office/department for posting complaints to the committee.
2. Displaying common email id sanctgrievancecell@gmail.com of grievance committee to students and staff for sending grievances.
3. The members were asked to maintain complaint register in each department and bring it to the committee meeting and to discuss about the same.
4. The members were asked to create awareness among students and staff about the facility of submitting the grievance in online through our college web portal using student's & staff's login.
5. If required, the emergency grievances received from students & staff can be taken to the notice of respective authorities or management immediately through the coordinator.

B. Arun Kumar
19/8/22
COORDINATOR

R. Aradiass
19.8.22
PRINCIPAL

Copy To:

1. The Secretary for his kind information.
2. The Principal for his kind information.
3. Vice Principal.
4. All HOD's to circulate among the members of the committee.
5. File

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