# GRC – MINUTES OF MEETING [ACADEMIC YEAR 2021-22]



## PATTUKKOTTAI POLYTECHNIC COLLEGE Pattukkottai – 614 601

Thanjavur District, Tamil Nadu, India.

Dated: 06-11-2021

#### **CIRCULAR**

## **GRIEVANCE REDRESSAL COMMITTEE MEETING**

This is to inform that there will be a meeting of the Grievance Redressal Committee on  $11^{th}$  November 2021 at 11.00am. All the members are requested to attend the meeting. [Venue: Seminar Hall]

#### AGENDA:

- 1. Introduction of Committee members
- 2. Briefing roles and responsibilities
- 3. Appreciations / Highlights of College
- 4. Suggestions/ Requisitions/ Grievances from students [Both Academic & Non-Academic]
- 5. Action Taken report on the Grievances so far received.
- 6. Any other points to be discussed.

CHAIR PERSON

To

- 1. HoD
- 2. All the Grievance Redressal Committee members



### PATTUKKOTTAI POLYTECHNIC COLLEGE Pattukkottai - 614 601

Thanjavur District, Tamil Nadu, India.

## Minutes of the Grievance Redressal Committee Meeting

Date: 11.11.2021 Venue : Seminar Hall

Time: 11.00 pm

## Members present:

Sl.No	Name	Position	Designation	Sign
1	Mr.P SRINIVASAN	Chairman	Principal	Jpas - A
2	Mrs.A AMALORPAVA SELVI	Coordinator	HOD(i/c)/ECE	Ambrofonsch
3	Mrs.P SUGANYA	Member	HOD/CT	Org Gruy
4	Mr,.G RAMESH	Member	HOD(i/c)/CIVIL	lament
5	Mrs.T. SHEELA	Member	Lect/ECE	
6	Mr.T.K. GOVINDARAJ	Member	Ombudsperson	Mossel
7	R KISHORE	Member	Student/ECE	Rikishore

#### **POINTS DISCUSSED:**

The chair person welcomed all the members of the Committee and briefed on the roles and responsibilities of members of committee.

#### **Appreciations:**

- Precautions such as availability of sanitizer, thermal scanner etc is taken against Corona. Students are satisfactory in college.
- Availability of immediate medical facility whenever required.
- Transparency and positive approach of faculty members

## Suggestions/ Requisitions/ Grievances so far received:

- Increase tumbler/cup to drink water in pipe
- Checking printer/toner
- More NSS programmes.
- Mentor- Mentee scheme was so useful.. Staff members are encouraging their ward
- Bus timing- waiting time in bus stop need to be increased

## Actions taken on Suggestion & Grievance Redressal

- Electrical works are corrected
- Additional cups were bought and placed near pipe
- Due to covid-19, outdoor programs are cancelled. Planned for more camps and programs
- Toner refilled and printer was repaired
- Bus drivers are instructed to wait little bit time to pick up students

#### Other Points:

- The next meeting was planned to be in the month of April, 2022.
- The chair person thanked all the members of the committee for their active participation and suggestions.

**CHAIR PERSON** 



## Proceeding of the principal Pattukkottai Polytechnic College Pattukkottai- 614 601

Present: Mr P. Srinivasan, M.Tech, MISTE., Principal

Proceeding no:180/GRC-001 dated: 07-02-2022

Sub: Management- Pattukkottai Polytechnic College, Pattukkottai – Student Grievance

Redressal Committee-Order-Issued-Regarding

Ref: Regulation, 2019 vide F. No.1-101/PGRC/AICTE/ Regulation/2019, dated:

07.11.2019

#### Order:

Hereby, Grievance Redressal Committee has been reconstituted as follows in order to ensure compliance with the provisions of AICTE regulations, Grievances Redressal cell deals with all types of grievances, complaints and malpractices including those received from Students, Faculty and other Stakeholders.

S.N o	Name	Position	Designatio n	Contact No	Email ID
1	Mr P.Srinivasan	Chairman	Principal	9443156562	ppcprincipal@yahoo.co
2	Mrs A. Amalorpava Selvi	Coordinator	Lecturer	8428404650	<u>m</u> Amalajohn73@gmail.co
3	Mrs P.Suganya	Member	Lecturer	8637657352	m kmptssugan@gmail.co m
4	Mr G.Ramesh	Member	Lecturer	8754645197	Rameshgd777@gmail.c
5	Mrs.T.Sheela	Member	Lecturer	9626273537	sheelathambusamy@gmail.
6	Mr.T.K.Govindaraj	Ombuds person	Advocate & Notary Public Commission er of oths	9443451567	ppcprincipal@yahoo.co m
7	Selvan.R.Kishore	Member	Student	9677031043	ppcprincipal@yahoo.co m



#### Copy to

- 1. Individuals
- 2. Notice Board
- 3. The Correspondent for kind information



# PATTUKKOTTAI POLYTECHNIC COLLEGE Pattukkottai – 614 601

Thanjavur District , Tamil Nadu, India.

Dated: 11-04-2022

## **CIRCULAR**

## GRIEVANCE REDRESSAL COMMITTEE MEETING

This is to inform that there will be a meeting of the Grievance Redressal Committee on 14<sup>th</sup> April 2022 at 10.40am. All the members are requested to attend the meeting. [Venue: Seminar Hall]

- 1. Welcoming Committee members
- 2. Appreciations / Highlights of College
- 3. Suggestions/ Requisitions/ Grievances from students [Both Academic & Non-Academic]
- 4. Action Taken report on the Grievances so far received.
- 5. Any other points to be discussed.

CHAIR PERSON

To

- 1. HoD
- 2. All the Grievance Redressal Committee members



## PATTUKKOTTAI POLYTECHNIC COLLEGE Pattukkottai – 614 601

Thanjavur District, Tamil Nadu, India.

## Minutes of the Grievance Redressal Committee Meeting

Venue : Seminar Hall Members present: Date: 14.04.2022 Time: 11.00 pm

Sl.No	Name	Position	Designation	Sign
1	Mr.P SRINIVASAN	Chairman	Principal	Joseph
2	Mrs.A AMALORPAVA SELVI	Coordinator	HOD(i/c)/ECE	Jume
3	Mrs.P SUGANYA	Member	HOD/CT	Dog Juy)
4	Mr,.G RAMESH	Member	HOD(i/c)/CIVIL	Parant
5	Mrs.T. SHEELA	Member	Lect/ECE	20
6	Mr.T.K. GOVINDARAJ	Member	Ombudsperson	Love
7	R KISHORE	Member	Student/ECE	R. Wishore

#### **POINTS DISCUSSED:**

• The chair person welcomed all the members of the Committee and briefed on the roles and responsibilities of members of committee.

#### **Appreciations:**

- Too good learning and conducive environment
- Precautions such as availability of sanitizer, thermal scanner etc is taken against Corona. Students are satisfactory both in hostel and college.
- Appreciation on staffs for resolving issues complained by students and staffs

## suggestions/ Requisitions/ Grievances so far received:

- More guidance for companies for internship through placement & Training
- More field Trip
- Tips to score high marks in off-line exams
- More placement programmes
- Need extra pipe provisions for drinking water
- Need fast wifi

## Actions taken on Suggestion & Grievance Redressal

- Efforts are taken to increase the speed of Wi-Fi
- Extra pipe was added
- More programmes/ webinars are arranged
- More NSS programmes/Camps are conducted to make the students socially responsible persons.
- Soft skills programs arranged
- Staffs requested to take special efforts for offline exmas
- HoD thanked all the faculty members for the effectiveness of Mentor- Mentee scheme and continues the same.
- As per the current need and requirements, Value Added Courses are designed and conducted for all students.

#### Other Points:

- The next meeting was planned to be in the month of November, 2022.
- The chair person thanked all the members of the committee for their active participation and suggestions.

CHAIR PERSON