



PRINCE Dr. K. VASUDEVAN COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by All India Council for Technical Education; Affiliated to Anna University)

Run by Prince Educational Society / Trust

MEDAVAKKAM - MAMBAKKAM ROAD, PONMAR, CHENNAI - 600 127.

Phone: 044-2749 7075, 044-2749 7651

PDKVCET/GRC/2021-2022/001

Date: 02.04.2022

CIRCULAR

This is to inform to all the Student Grievance Redressal Committee members will meet on 04.04.2022 at 2.00 pm at Auditorium, PDKVCET .All the committee members are requested to attend.

PRINCIPAL

PRINCE Dr. K. VASUDEVAN COLLEGE
OF ENGINEERING AND TECHNOLOGY
PONMAR, CHENNAI-600127

CONVENER

Copy to:

1. The Principal
2. All HOD's
3. IQAC
4. Office



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ACKNOWLEDGEMENT

NAME	DESIGNATION	SIGNATURE
DR. SUNDER SELWYN .T	Principal	
MRS. GEETHA BALA P	Convener	
MRS.EBENAZER ROSELIN S	Member	
MS.R.DEEPA	Member	
MS.GAYATHRI C	Member	
MS.KAVITHA N	Member	
MS.DHARSHINI.V	Student Member	
MR.PRANAV PRADEEP	Student Member	

P. GEETHA BALA

CONVENER



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Date: 11.04.22


Mrs. Geetha Bala P
Convener- GRC

Dear Sir/Madam,

Sub: Grievance and Redressal Committee meeting held on
04.04.2022 Forwarding of Minutes – Regarding

The minutes of GRC meeting held on 04.04.22 is attached herewith for your
reference and necessary action of the concerned.


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Geetha Bala P
Convener



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Grievance and Redressal Committee

Minutes of Meeting

Monday, 04th April 2022, 02.00 P.M., Conference Hall

Members present:

Mrs.P.GeethaBala - Convener

Grievance and Redressal Committee Members:

NAME	DESIGNATION
DR. SUNDER SELWYN .T	Principal
MRS. GEETHA BALA P	Convener
MRS.EBENAZER ROSELIN S	Member
MS. DEEPA R	Member
MS.GAYATHRI C	Member
MS.KAVITHA N	Member
MS.DHARSHINI.V	Student Member
MR.PRANAV PRADEEP	Student Member

Welcome Address:

The convener gave warm welcome to all the committee members and explained that solving the grievances on time will create a peaceful environment for students as well as staff members.

Meeting Agenda:

- To discuss the issues notices by GRC after the last meeting.
- To discuss the steps for minimizing the number of grievances.

Meeting Minutes

- The grievance received regarding the requirement of bus stop opposite to out college is not feasible as only limited number of students is using the bus and also the current bus stop is in walk able distance.



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- The student R.Naresh (IV CSE) has requested to provide leave on all Saturdays. The management has approved to provide two Saturdays holidays.
- The convener said that registered complaints must be solved immediately or within two or three days for minor grievances.
- The members said that the Grievances related to internal Assessment test was solved, and action was taken as quickly as possible.
- The Convener instructed the members to take special care to conduct Internal Assessment test, so that the grievances related to internal assessment should get reduce in future.
- The convener asked the members to inform the maintenance in charge to monitor the classroom, labs and hostels regularly for repair work before receiving the complaints from students.
- Finally Mrs.Geetha Bala.P thanked the members for their support and valuable suggestions.
- Date of next Meeting : To be announced
- Vote of Thanks: The meeting ended with Vote of Thanks to their chair at 3.30p.m.

ATTANDANCE

NAME	DESIGNATION	SIGNATURE
DR. SUNDER SELWYN .T	Principal	
MRS. GEETHA BALA P	Convener	
MRS.EBENAZER ROSELIN S	Member	
MS.DEEPA R	Member	
MS.GAYATHRI C	Member	
MS.KAVITHA N	Member	
MS.DHARSHINI.V	Student Member	
MR.PRANAV PRADEEP	Student Member	

[P. Geetha Bala]

CONVENER

PRINCIPAL

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GRIVENCE AND REDRESSAL COMMITTEE MINUTES OF THE MEETING - ACKNOWLEDGEMENT

Received the minutes of Grievance and Redressal Committee meeting held on 04.04.2022.

GRC Team Members:

NAME	DESIGNATION	SIGNATURE
DR. SUNDER SELWYN .T	Principal	
MRS. GEETHA BALA P	Convener	
MRS.EBENAZER ROSELIN S	Member	
MS.DEEPA R	Member	
MS.GAYATHRI C	Member	
MS.KAVITHA N	Member	
MS.DHARSHINI.V	Student Member	
MR.PRANAV PRADEEP	Student Member	

Geetha Bala P
Convener