

GRIEVANCE REDRESSAL COMMITTEE MEMBERS

Year: I/II/III

SEM: II/IV/VI

Minutes of the Grievance Redressal Committee Meeting

Date: 05-January , 2024

Venue: Polytechnic College Conference Room

Agenda:

1. Review of previously raised grievances and their resolutions.
2. Discussion on any new grievances brought forth by students or staff.
3. Formulation of action plans for resolving current grievances.
4. Any other business.

Proceedings:

1. **Review of Previously Raised Grievances:** The committee reviewed the minutes of the last meeting held on December 15, 2023. It was noted that most of the previously raised grievances had been successfully resolved, including issues related to hostel facilities, academic schedules, and laboratory equipment.
2. **Discussion on New Grievances:** Two new grievances were brought forth by the student representatives: a. **Inadequate Library Resources:** Students expressed concerns about the limited availability of reference materials in the college library, particularly for advanced topics and research purposes. b. **Parking Facilities:** There were complaints about insufficient parking space for vehicles, leading to congestion and inconvenience for both students and staff.
3. **Action Plans for Resolving Current Grievances:** a. **Library Resources:** It was decided to allocate a budget for the purchase of new books and journals relevant to various disciplines. Additionally, efforts will be made to enhance digital resources and access to online databases. b. **Parking Facilities:** The committee agreed to explore the possibility of expanding the existing parking area or identifying alternative parking arrangements. Short-term solutions such as designated parking slots and better traffic management will also be implemented.
4. **Any Other Business:** a. **Feedback Mechanism:** It was suggested to establish a more structured feedback mechanism where students and staff can regularly submit their grievances and suggestions anonymously. This will facilitate continuous improvement and ensure timely resolution of issues. b. **Communication Strategy:** The importance of effective communication regarding grievance redressal

procedures and outcomes was emphasized. It was proposed to disseminate information through notice boards, college website, and social media platforms.

Conclusion:

The Grievance Redressal Committee meeting concluded with a commitment to addressing the newly raised grievances promptly and implementing measures to improve communication and feedback mechanisms. The next meeting was scheduled for May 10, 2024, to review the progress made on the action plans formulated during this session.

SI.NO	NAME	ROLE	DESIGNATION
1	MR.P.K.KABILAR	CHAIRMAN	PRINCIPAL
2	MR. R. RANJITHKUMAR	MEMBER	HOD/MECH (T&D)
3	MR. M. VIMALRAJ	MEMBER	HOD/MECH
4	MR.K. MANIKANDAN	MEMBER	HOD/EEE
5	MS. G. KANIMOZHI	Student Representative	HOD/ CIVIL
6	K. KALAIVANAN	Student Representative	HOD/ ECE
7	MS. S. SRIRANJANI	Administrative Staff	HOD/ COMP

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Grievance Redressal System

