



Cell: 7867083630, 9962574849

# THITTAKUDI SENGUNTHAR POLYTECHNIC COLLEGE

Raja Nagar, Vaithyanathapuram, Tholudur - 606 303, Cuddalore Dt., Tamil Nadu, India.  
E.mail: principal@sapolytechniccollege.com web site: www.sapolytechniccollege.com

## GRIEVANCE REDRESSAL COMMITTEE

Date: 18.08.2025

### Functions and Responsibilities

- Necessary step must be taken in time for all the grievances referred by the students and the staff members to the committee.
- Committee must uphold the dignity of the college by ensuring the strive free environment.
- Provide and accurate solution for the grievances received from the students.
- Advising the students to improve their academic knowledge and act sincerely.

### Members

S.NO.	NAME	DESIGNATION	POSITION	PHONE NO.
1	A.Deenmohamed	Principal	Chairman	7867083630
2	C.Arputhamani	Administrative Officer	Convener	8012225492
3	P.Akalya	HOD/ECE	Member	7639962033
4	A.Babu	HOD/ MECH	Member	7867083678
5	K.Thaiheenbanu	HOD/CSE	Member	7418424073

### Minutes of Meeting

- Grievance Redressal Committee Minutes – 22.08.2025



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## Grievance and Redressal Committee




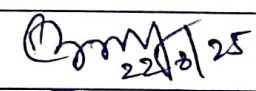
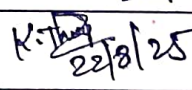
### Minutes of Grievance and Redressal Committee (GRC) held on 22.08.2025

#### I. Agenda:

- ✓ To confirm the minutes of the previous meeting and review the action taken.
- ✓ To uphold fairness and equity in addressing student concerns.
- ✓ To evaluate the status of unresolved grievances discussed in the previous meeting.
- ✓ To propose and discuss enhanced grievance redressal mechanisms. Any other relevant matters with the permission of the chair.

#### II. List of Members Attended:

The Grievance Redressal Committee for the Academic Year 2025-2026 was held on 22.08.2025 under the chairmanship of A.Deenmohamed, Principal of the college at conference room at 11.00 A.m. The Following members attended the meeting:

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	A.Deenmohamed	Principal	Chairman	 22/8/25
2	C.Arputhamani	HOD/IT	Convener	 22/8/25
3	P.Akalya	Administrative Officer	Member	 22/8/25
4	A.Babu	HOD/AI&DS	Member	 22/8/25
5	K.Thaiheenbanu	HOD/CSE	Member	 22/8/25



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### III. Minutes of the Meeting:

Dr.R.Latha, Chairman of the Grievance Redressal Committee, extended a warm welcome to all the members of the committee. The agenda points were then addressed for discussion, and after thorough deliberation, the following resolutions were collectively agreed upon by the committee members.

#### 6.1 To confirm the minutes of the previous meeting and review the action taken.

The Grievance Redressal Committee was unanimously confirmed by the members of the committee. Action taken report of the previous meeting:

S. No.	Suggestions/Requisition/Grievance	Action Taken
1.	Students suggested that the requirement to submit an admit slip could be waived for those who clear all dues before the commencement of classes. Instead, the implementations of an online admit slip system was proposed to streamline the process.	The proposal has been accepted and the online admit slip system is under implementation. The process is currently in progress.
2.	Students reported to maintain Cleanliness in all areas by frequent cleaning.	Frequent cleaning and monitoring have been implemented across classrooms, laboratories, corridors, restrooms and common areas to ensure a clean and hygienic campus environment

#### 6.2 To up hold fairness and equity in addressing student concerns.

It was resolved to ensure that all students are treated equitably and provided with fair opportunities to address their concerns.

Subsequently the students presented the following issue to the committee.

Students requested additional seating and shade facilities in common areas.



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### 6.3 To evaluate the status of unresolved grievances discussed in the previous meeting.

The committee reviewed the status of grievances discussed in the previous meeting and resolved that all grievances had been addressed promptly, ensuring fairness and transparency in the resolution process.

### 6.4 To propose and discuss enhanced grievance redressal mechanisms.

The committee deliberated measures to improve the effectiveness of the grievance redressal system. Suggestions included enhancing student awareness about grievance procedures, improving response time, and exploring digital grievance submission and tracking systems.

### 6.5 Any other points.

Nil

Students are encouraged to contact the committee at any time regarding issues related to their personal or campus life. The Chair assured that all valid concerns would be addressed promptly.

A.Deenmohamed, Chairman of the meeting proposed the vote of thanks to the Committee members of the Grievance and Redressal Committee. The meeting concluded at 01.05 p.m.

Convener

Copy to:

- 1.IQAC
- 2.File
- 3.Website co-ordinator

  
Chairman  
PRINCIPAL  
Thittakudi Sengunthar  
Polytechnic College  
Tholudur-606303