

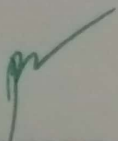
PAAVAI ENGINEERING COLLEGE, NAMAKKAL

(AUTONOMOUS)

CIRCULAR

Date: 15.10.2021

This is to inform you that the members of Grievance Redressal Committee are requested to attend the meeting on 22.10.2021 by 10.00 AM at Principal cabin, to discuss about the student's grievances.


PRINCIPAL

Copy to:

**The Chairman
The Director- Admin
Grievance Redressal Committee Members**

PAAVAI ENGINEERING COLLEGE, NAMAKKAL

MINUTES OF MEETING (2021-2022) ODD

Proceeds for the meeting:

A Grievance Redressal Committee meeting was held on 22.10.2021 by 10.00 a.m. at Principal's cabin, the following matters were discussed:

- **Welcome Address:** The meeting commenced with a warm welcome by the Chairperson, **Dr. M. Premkumar**, who appreciated the continued involvement of committee members in enhancing student services. He highlighted the importance of sustaining a transparent and accessible grievance redressal system.
- **Review of Previous Meeting:** The committee revisited the proceedings of the last meeting. All members unanimously approved the minutes, noting that prior concerns raised by students had been successfully addressed.
- **Student Concern: Request for Extended Library Hours during Exams:** Students requested the library to remain open till 09:00 PM during semester exams.
Corrective Measures Implemented: The Principal approved the request. A circular was subsequently issued to extend library hours throughout the examination period, ensuring students had access to academic resources after regular class hours.
- **Suggestions for Improved Communication:** Based on informal student feedback, the committee recommended the following improvements:
 - Revamp and regularly update grievance redressal information on campus notice boards.
 - Leverage digital platforms such as the official website and student forums to enhance visibility of the grievance process.
- The meeting concluded at 11:30 AM with a formal vote of thanks from the Chairperson. Members were commended for their collaborative approach and commitment to student welfare. The next meeting will be scheduled as needed based on grievance updates.

GRIEVANCE REDRESSAL COMMITTEE

S.No	Name of the Members	Designation	Signature
1	Dr. M. Premkumar, Principal	Chairperson	
2	Mr. M. Mohan, Head/ S&H	Member	
3	Dr. B. Murali Babu, COE	Member	
4	Mr. B. Venkatesan, Head/IT '	Member	
5	Mr. A.P. Sivasubramaniam, Head/MECH	Member	
6	Dr.M. Sudha, Head/ECE	Member	

PRINCIPAL



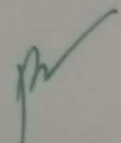
PAAVAI ENGINEERING COLLEGE, NAMAKKAL

(AUTONOMOUS)

CIRCULAR

Date: 21.04.2022

This is to inform you that the members of Grievance Redressal Committee are requested to attend the meeting on 25.04.2022 by 10.30 AM at Principal cabin, to discuss about the student's grievances.


PRINCIPAL

Copy to:

**The Chairman
The Director- Admin
Grievance Redressal Committee Members**

PAAVAI ENGINEERING COLLEGE, NAMAKKAL

MINUTES OF MEETING (2021-2022) EVEN

Meeting Proceedings:

- The Chairperson, Dr. M. Premkumar, opened the meeting with a warm welcome and acknowledged the proactive role played by the committee in upholding student support services. He emphasized the importance of a transparent grievance redressal mechanism that encourages students to voice concerns freely.
- The minutes from the previous meeting were reviewed and approved unanimously. All previously addressed grievances were resolved to the satisfaction of the committee and the student body.
- Several hostel students expressed interest in using the basketball and volleyball courts after 6:30 PM, but found them locked.
- **Action Taken:** The Physical Director agreed to extend facility access till 8:00 PM and assign a supervisor for evening slots.
- The meeting concluded at 11:30 AM with a formal vote of thanks extended by the Chairperson. The committee acknowledged the efforts of all members and reiterated the commitment to uphold a responsive and student-friendly academic atmosphere.
- The next meeting will be scheduled based on the emergence of new grievances or student feedback.

GRIEVANCE REDRESSAL COMMITTEE

S.No	Name of the Members	Designation	Signature
1	Dr. M. Premkumar, Principal	Chairperson	
2	Mr. M. Mohan, Head/S&H	Member	
3	Dr. B. Murali Babu, COE	Member	
4	Mr. B. Venkatesan, Head/IT	Member	
5	Dr. A.P. Sivasubramaniam, Head/MECH	Member	
6	Dr.M. Sudha, Head/ECE	Member	

PRINCIPAL

