



# Kovai Kalaimagal College of Arts and Science

Re- Accredited with 'A' Grade by NAAC

(An Autonomous Institute, Affiliated to Bharathiar University)

Vellimalaipattinam, Narasipuram Post, Thondamuthur Via, Coimbatore - 641 109.



## **Criterion V – Student Support and Progression**

### **Key Indicator 5.1- Student Support**

#### **Metric 5.1.5 Grievance Redressal Mechanism.**

Grievances Redressal Committee



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## Minutes of the Meeting for the Academic year 2018-2019

KOVAI KALIMAGAL COLLEGE OF ARTS AND SCIENCE

Grievances Redressal Cell (students) Members

2018- 2019

| Sl.No | Name of the member   | Designation                        |
|-------|----------------------|------------------------------------|
| 1     | Dr.N.Mala            | Principal                          |
| 2     | Dr.S.Mazhaisilambu   | HoD – Tamil                        |
| 3     | Mr.K.Noel Binny      | HoD – Computer Science             |
| 4     | Mrs. C.Senbagavalli  | HoD – Information Technology       |
| 5     | Ms.E.Karthika        | HoD. - Commerce                    |
| 6     | Mrs.K.Kowsalya       | HoD – Computer Application         |
| 7     | Dr. M.S.Ramesh Kumar | HoD – Business administration (CA) |

*N. Mala*  
*06.06.18*

**Principal**

Kovai Kalaimagal College of Arts and Science  
Narasipuram Post, Coimbatore - 641 109.

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## Grievance Redressal Committee

Date : 14.06.2018

Minutes of the meeting of the Grievance Redressal Committee held on 19.06.2018. The following members were present

- |                    |            |  |
|--------------------|------------|--|
| 1. Mrs S Kawsalya  | - Convenor |  |
| 2. Mrs N Madhubala | - Member   |   |
| 3. Mr G Shiva      | - Member   |   |

### Agenda

1. Awareness to be created among the students about the Grievance Redressal Committee.
2. Action to be taken in case any Grievance is represented by the students
3. Any other matter

### Minutes of the meeting

1. Resolved that the students may be made known about the existence and functions of Grievance Redressal Committee
2. If any grievance is brought to the notice of the committee by any student, it is resolved that a meeting of the members should immediately be convened to find out whether such grievance truly exist and if so a decision to be taken for redressing such grievance by representing the same to the concerned authorities or by taking a suitable action.
3. In addition if any grievance is represented in the class committee meeting by the students, it is resolved that such grievances should also be brought to the notice of this committee for redressal

Since there was no other matter to discussed the meeting came to close with the vote of thanks proposed by Mrs S Kawsalya, Convenor.

  
14.6.18

Principal

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Narasipuram Post, Coimbatore - 641 109.

Report of Grievances Redressal Cell (students) for 2018-19

Grievance if any is reported by the students in the meeting of the class committee conducted by the Principal . Such grievances are referred to the concerned HoD for their redressal. In case grievances represented by the students cannot be redressed by the concerned HoD, it will be referred to the Grievances Redressal Cell which conducts an enquiry and if found genuine it will be redressed immediately.

Thus the grievances expressed by the students by the class committee meeting and the action taken are given in the report on class committee meeting.

*N. Ilala*  
06.06.18

**Principal**  
Kovai Kalaimagal College of Arts and Science  
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