



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 2020-2021

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Vellimalaipattinam ,Narasipuram (post),Coimbatore-641109.

Grievance Redressal Committee

CIRCULAR

17.09.2020

There will be a Meeting on Grievance Redressal Committee on 21.09.2020(Monday)
at 3.00 am in Department of Tamil. All the Members of the Committee are requested to
attend without fail.

Dr. Lalitha
17/9/21

Principal

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Grievance Redressal Committee

Minutes of the meeting of the Grievance Redressal Committee held on 21.09.2020 (Monday). The following members were present.

Sl.No	Name of the member	Designation	Sinature
1	Dr N. Mala	Principal	N. Mala
2	Dr.S. Mazhalaisilambu	HoD – Tamil	Dr. S. Mazhalaisilambu 21.9.2021
3	Dr.V.Vijayalakshmi	Dean - Commerce	V. V. Vijayalakshmi 21/9/2020
4	Mrs.K. Lathamani	HoD – English	K. Lathamani
5	Ms. M. Muthukani	HoD - Mathematics (CA)	M. Muthukani
6	Ms.E.Karthika	HoD – Commerce	E. Karthika
7	Mrs.P.Pavithra	HoD – Commerce (PA)	P. Pavithra 21/09/2020
8	Dr. Mrs.N.Priyadharshini	HoD – Commerce (CA)	N. Priyadharshini
9	Mrs.D.Umanandhini	HoD – Computer Science	D. Umanandhini
10	Mrs.C.Senbagavalli	HoD – Information Technology	C. Senbagavalli
11	Mrs. Madhubala, N	HoD – Computer Application	M. Madhubala
12	Mrs. Bharathi	HoD – BBA (CA)	Bharathi

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. Resolve 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 Dr S. Mazhalaisilambu, Convenor.

Report of Grievances Redressal Cell (Students) for 2020 – 2021.

Grievance if any is reported by the students in the meeting of the class committee conducted by the principal. Such Grievances are refered to the concerned HoD for their Redressal. In case grievances represented by the students cannot be redressed by the concerned Hod, it will be refered 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.


Principal 21/9/20

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