

**Sri Sankara Arts and Science College, Autonomous**

**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

30/06/2016

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : June 30<sup>th</sup> 2016  
**Agenda** : To discuss the grievances reported by the students for redressal measures

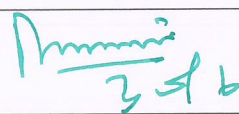



Proceedings of the Grievance redressal committee held on 30<sup>th</sup> June 2016 at 10AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh, M.Sc., M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A., Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that the electrical appliances were repaired in the J-11 classroom. She also put forth students' grievances before committee members for their suggestions. The grievances reported by the students were discussed and the following redressal measures were suggested for the betterment of the students' community.

Date of meeting	Students' Grievances	Action taken
30.06.2016	To paint all blackboards in J-block	Decided to paint all blackboards in J-block within a week.
	To increase number of taps in boys restroom	Recommended to increase the number of taps in boys restroom.

The committee member proposed vote of thanks and the meeting came to an end at 11.15 AM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	

**Sri Sankara Arts and Science College, Autonomous**

**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

28/07/2016

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : July 28<sup>th</sup> 2016  
**Agenda** : To discuss the grievances reported by the students for redressal measures

Proceedings of the Grievance redressal committee held on 28<sup>th</sup> July 2016 at 10AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

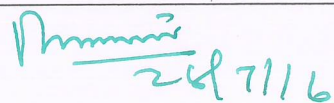

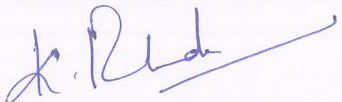
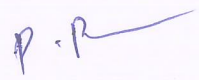
1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A.,M.Phil., Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that all the blackboards in the J-block were painted and the number of taps was increased in the boys' restroom. She conveyed students' grievances before committee members for their suggestions. The grievances reported by the students' had conversed and the following redressal measures were suggested for the betterment of the students' community.



Date of meeting	Students' Grievances	Action taken
28.07.2016	To increase tumblers for drinking purpose	Decided to keep more number of Stainless steel tumblers
	To replace torn sports materials	Recommended to replace with new cricket balls and shuttle corks

The committee member proposed vote of thanks and the meeting came to an end at 11 AM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	

**Sri Sankara Arts and Science College, Autonomous**

**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

30/08/2016

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : August 30<sup>th</sup> 2016  
**Agenda** : To discuss the grievances reported by the students for redressal measures

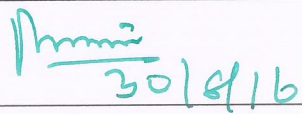

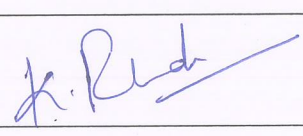
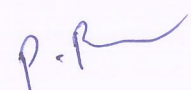
Proceedings of the Grievance redressal committee held on 30<sup>th</sup> August 2016 at 11AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A., Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that the number of tumblers for drinking purposes was increased and new sports materials (cricket balls and shuttle corks) were replaced. She also conveyed students' grievances before committee members for their suggestions. The grievances reported by the students' had conversed and the following redressal measures were suggested for the betterment of the students' community.

Date of meeting	Students' Grievances	Action taken
30.08.2016	To repair electrical appliances i.e tube lights and fans in L-11 class room	Decided and recommended electrician to repair tube lights and fans in L-11 class room
	To replace 2 broken sitting and writing benches in L-14 class room	Recommended to replace new sitting and writing benches in L-14 class room

The committee member proposed vote of thanks and the meeting came to an end at 12.15 PM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	 30/8/16
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	



**Sri Sankara Arts and Science College, Autonomous**

**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

28/09/2016

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : September 28<sup>th</sup> 2016  
**Agenda** : To discuss the grievances reported by the students for redressal measures

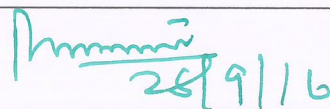

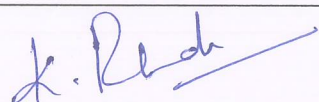

Proceedings of the Grievance redressal committee held on 28<sup>th</sup> September 2016 at 10AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A., Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that the electrical appliances i.e., tube lights and fans were repaired in the L-11 classroom and new benches were replaced in the L-14 classroom. She also conveyed students' grievances before committee members for their suggestions. The grievances reported by the students' had been discussed and the following redressal measures were suggested for the betterment of the students' community.

Date of meeting	Students' Grievances	Action taken
28.09.2016	To provide first –Aid kit in campus	Decided and recommended to keep first-Aid kit with all items in the campus for managing emergency situations
	To provide bus facility to remote areas	Chairman considered in providing bus facility up to Arakkonam

The committee member proposed vote of thanks and the meeting came to an end at 11AM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	 28/9/16
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	



**Sri Sankara Arts and Science College, Autonomous**

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**GRIEVANCE REDRESSAL COMMITTEE**

19/10/2016

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : October 19<sup>th</sup> 2016  
**Agenda** : To discuss the grievances reported by the students for redressal measures

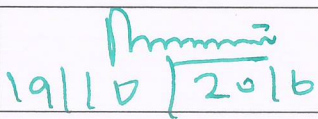

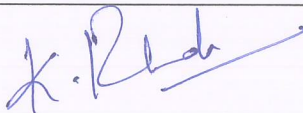

Proceedings of the Grievance redressal committee held on 19<sup>th</sup> October 2016 at 10AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A.,M.Phil, Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that the first-aid kit was kept in college campus premises and transportation up to Arakkonam with boarding points in remote areas was also started. She also conveyed students' grievances before committee members for their suggestions. The grievances reported by the students' had been discussed and the following redressal measures were suggested for the betterment of the students' community.

Date of meeting	Students' Grievances	Action taken
19.10.2016	To conduct health awareness camps	Decided and recommended to organize health awareness camps through NSS team
	To repair electrical switches in S-block	Chairman decided and recommended electrician to repair damaged switches in S-block

The committee member proposed vote of thanks and the meeting came to an end at 11.15 AM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	 19/10/2016
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	

**Sri Sankara Arts and Science College, Autonomous**

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**GRIEVANCE REDRESSAL COMMITTEE**

19/12/2016

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : December 19<sup>th</sup> 2016  
**Agenda** : To discuss the grievances reported by the students for redressal measures

Proceedings of the Grievance redressal committee held on 19<sup>th</sup> December 2016 at 11AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

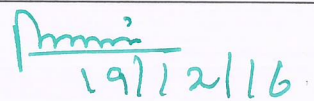

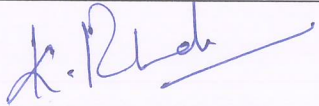

1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A.,M.Phil, Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting conveying that a health awareness camp was conducted through the NSS team for the benefit of students and electrical switches were repaired in S-Block. She also conveyed students' grievances before the committee members for their suggestions. The grievances reported by the students' were discussed and the following redressal measures were suggested for the betterment of the students' community.



Date of meeting	Students' Grievances	Action taken
19.12.2016	To replace broken benches in K-block	Decided and recommended to replace damaged sitting and writing benches in K-block
	To repair damaged doors in boys restroom	Decided and recommended to repair all damaged doors in boys restroom

The committee member proposed vote of thanks and the meeting came to an end at 12.15 PM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	

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**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

30/01/2017

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : January 30<sup>th</sup> 2017  
**Agenda** : To discuss the grievances reported by the students for redressal measures



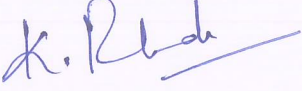

Proceedings of the Grievance redressal committee held on 30<sup>th</sup> January 2017 at 10AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry, Sri  
Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A.,M.Phil, Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that new sitting and writing benches were placed in the K-block and damaged doors were replaced in the boys' restroom. She also conveyed students' grievances before the committee members for their suggestions. The grievances reported by the students' were discussed and the following redressal measures were suggested for the betterment of the students' community.

Date of meeting	Students' Grievances	Action taken
30.01.2017	Requested to extend the building of boys restroom	Decided and recommended to extend boys restroom building within 6 months
	To provide transport for remote areas	Decided and recommended to provide transport up to Uthiramerur

The committee member proposed vote of thanks and the meeting came to an end at 11.15 AM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	



**Sri Sankara Arts and Science College, Autonomous**

**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

21/02/2017

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : February 21<sup>th</sup> 2017  
**Agenda** : To discuss the grievances reported by the students for redressal measures

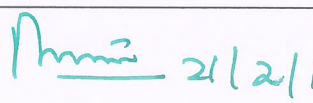



Proceedings of the Grievance redressal committee held on 21<sup>th</sup> February 2017 at 11AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry, Sri  
Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A.,M.Phil, Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that the construction for the extension of the boys' restroom was started and transportation up to Uthiramerur was initiated with all boarding points in remote areas. She also conveyed students' grievances before the committee members for their suggestions. The grievances reported by the students' were discussed and the following redressal measures were suggested for the betterment of the students' community.

Date of meeting	Students' Grievances	Action taken
21.02.2017	To repair lab instrument colorimeter	Decided to repair colorimetric instruments for practical examination
	To repair door latches in girls restroom	Recommended to repair all damaged door latches in girls restroom

The committee member proposed vote of thanks and the meeting came to an end at 11.45 AM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	

**Sri Sankara Arts and Science College, Autonomous**

**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

30/03/2017

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : March 30<sup>th</sup> 2017  
**Agenda** : To discuss the grievances reported by the students for redressal measures

Proceedings of the Grievance redressal committee held on 30<sup>th</sup> March 2017 at 11AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

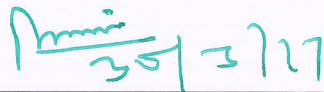

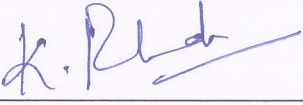
1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh,M.Sc.,M.Phil.,Ph.D., Professor and Head, Department of Biotechnology,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi,M.Sc.,M.Phil., Assistant Professor, Department of Biochemistry,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Convenor
4. Mrs.P.Banupriya, M.A., Assistant Professor, Department of English,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Member

The Principal welcomed all the members and the Convenor read the minutes of the previous meeting stating that the lab instrument colorimeters were repaired and damaged door latches were repaired. Then she conveyed students' grievances before the committee members for their suggestions. The grievances reported by the students' were discussed and the following redressal measures were suggested for the betterment of the students' community.



Date of meeting	Students' Grievances	Action taken
30.03.2017	To provide bus facility for students attending coaching class	Chairman decided to provide local bus facility for students attending coaching class

The committee member proposed vote of thanks and the meeting came to an end at 11.30 AM.

Names	Designation	Signature
Dr.K.R.Venkatesan	Principal / Chairman	
Dr. B.Ramesh	Dean of Academics	
Mrs.K.Porkodi	Convenor	
Ms.P.Banu Priya	Member	