

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

**Enathur, Kanchipuram- 631561**

**GRIEVANCE REDRESSAL COMMITTEE**

26/02/2021

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : February 26<sup>th</sup> 2021  
**Agenda** : To discuss the grievances reported by the students for redressal measures

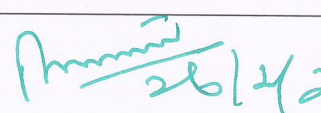
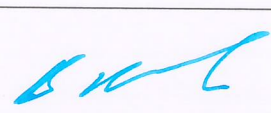
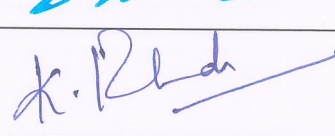

Proceedings of the Grievance redressal committee held on 26<sup>th</sup> February 2021 at 10.30 AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

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 an awareness programme on Covid-19 was arranged. 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
26.02.2021	To upload study materials and question bank for examination purpose	Chairman decided and recommended all subject-incharges to upload study materials and question bank for the preparation of End semester examinations
	To improve food quality in hostel	Chairman decided and appointed new canteen supervisor for hostel

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	
Mrs.P.Banu Priya	Member	

**Sri Sankara Arts and Science College, Autonomous**  
**Enathur, Kanchipuram- 631561**  
**GRIEVANCE REDRESSAL COMMITTEE**

17/03/2021

**MINUTES OF MEETING**

**Venue** : Bharadwajar seminar hall  
**Date** : March 17<sup>th</sup> 2021  
**Agenda** : To discuss the grievances reported by the students for redressal measures

Proceedings of the Grievance redressal committee held on 17<sup>th</sup> March 2021 at 11AM in Bharadwajar Seminar Hall under the presidentship of Chairman. The following members were present in the meeting:

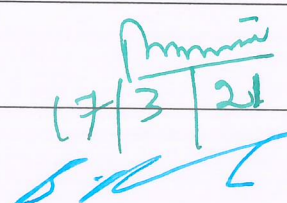

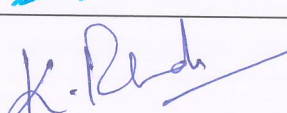
1. Dr.K.R.Venkatesan, M.A., M.Phil., Ph.D., Principal,  
Sri Sankara Arts and Science College, Enathur, Kanchipuram – Chairman
2. Dr.B.Ramesh, M.Sc., M.Phil., Ph.D., Professor and Head, Department of Biotechnology, Sri Sankara Arts and Science College, Enathur, Kanchipuram – Dean of Academics
3. Mrs.K.Porkodi, 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 study materials and question bank were uploaded in google classroom for the preparation of end semester examinations. 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
17.03.2021	To sanitize classrooms due to covid crisis	Decided and recommended for sanitization of classrooms and laboratories and also to provide face masks to students
	To provide healthy snacks and drinks for hostel students	Recommended supervisor of hostel canteen to provide healthy and nutritious snacks and drinks everyday

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	
Mrs.P.Banu Priya	Member	