



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

CIRCULAR

Ref. No.: SSEC/FAGRC/2025-26/01

Date: 11.07.2025

Sub: Constitution of Faculty Appraisal and Grievance Redressal Committee – Reg.

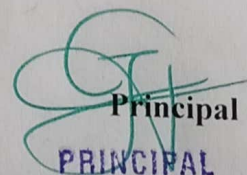
As per UGC/AICTE guidelines and institutional policy, the **Faculty Appraisal and Grievance Redressal Committee (FAGRC)** is hereby constituted with the following members:

Sl. No	Name	Designation	Role
1	Dr.G.Jayaprakash	Principal	Chairperson
2	Dr.N.Prasannan	Senior Professor (Mgmt Nominee)	Member
3	Mrs.P.Malarvizhi	Senior Faculty Member	Member
4	Dr.M.Karthikeyan	Senior Faculty Member	Member
5	Mr.R.Shivashankar	IQAC Coordinator	Member
6	Mrs.A.Kaviya	Woman Faculty Member	Member

The committee shall oversee faculty appraisal processes and address faculty grievances in a fair and confidential manner.

This order comes into force with immediate effect.




Principal

PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in
Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

MEETING CIRCULAR

Ref.No: SSEC/FAGRC/2025-26/02

Date: 05.08.2025

Sub: Faculty Appraisal and Grievance Redressal Committee (FAGRC) Meeting – Reg.

All the members of the Faculty Appraisal and Grievance Redressal Committee (FAGRC) are requested to attend the committee meeting as per the details below:

- Date: 08.08.2025
- Time: 3.00.p.m.
- Venue: Board Room

Agenda

1. Review of faculty appraisal framework
2. Discussion on received grievances (if any)
3. Recommendations and action plan
4. Any other matter with the permission of the Chair

All members are requested to be present on time.




Principal

PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Minutes of the Faculty Appraisal and Grievance Redressal Committee Meeting

- ❖ Meeting No: 1
- ❖ Date: 08.08.2025
- ❖ Time: 3.00 p.m.
- ❖ Venue: Board Room

Proceedings

The meeting commenced with the permission of the Chair.

Agenda 1: Review of Faculty Appraisal Process

- The existing faculty appraisal process was reviewed.
- Members discussed the effectiveness of the current system.
- Suggestions for improvement were invited.
- It was decided to make necessary modifications where required.

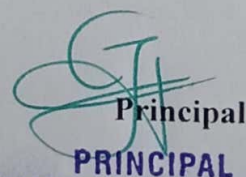
Agenda 2: Grievances Received

- The grievances received were placed before the Committee.
- Each grievance was discussed in brief.
- The Committee examined the matters as per institutional norms.
- Suitable action was recommended.

Agenda 3: Recommendations

- The Committee proposed general improvements to the appraisal system.
- Emphasis was laid on transparency and fairness.
- Proper documentation and timely communication were recommended.

The meeting concluded with a vote of thanks to the Chair.


Principal

PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



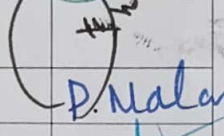
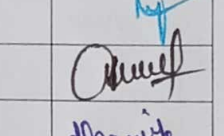
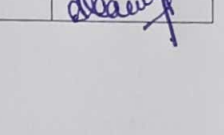
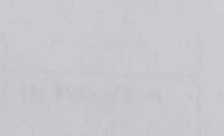
SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Members Present:

Sl. No	Name	Designation	Role	Signature
1	Dr.G.Jayaprakash	Principal	Chairperson	
2	Mr.N.Prasannan	Senior Professor (Mgmt Nominee)	Member	
3	Mrs.P.Malarvizhi	Senior Faculty Member	Member	
4	Dr.M.Karthikeyan	Senior Faculty Member	Member	
5	Mr.R.Shivashankar	IQAC Coordinator	Member	
6	Mrs.A.Kaviya	Woman Faculty Member	Member	


Principal
PRINCIPAL

SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in
Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Action Taken Report – Faculty Appraisal and Grievance Redressal Committee

- Meeting No: 1
- Date: 08.08.2025
- Time: 3.00 p.m.
- Venue: Board Room

Sl. No	Issue / Recommendation	Action Taken	Authority	Status
1	Review of Faculty Appraisal Process	The appraisal format was reviewed and minor revisions were incorporated. Updated guidelines were circulated to all departments.	Principal / Committee Chair	Implemented
2	Grievances related to appraisal evaluation	The grievances were examined as per institutional norms. Clarifications were obtained and suitable resolutions were communicated to the concerned faculty members.	Grievance Redressal Committee	Resolved
3	Recommendation to improve transparency and timelines	A structured timeline for appraisal and grievance handling was established and communicated to faculty.	Management / Academic Council	In Progress

The above actions were taken based on the recommendations of the **FAGRC meeting held on 08.08.2025.**


Principal

PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

MEETING CIRCULAR

Ref.No: SSEC/FAGRC/2025-26/03

Date: 10.03.2026

Sub: Faculty Appraisal and Grievance Redressal Committee (FAGRC) Meeting – Reg.

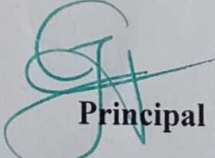
All the members of the **Faculty Appraisal and Grievance Redressal Committee (FAGRC)** are requested to attend the committee meeting as per the details below:

- **Date:** 13.03.2026
- **Time:** 3.00.p.m.
- **Venue:** Board Room

Agenda

1. Review of faculty appraisal framework
2. Discussion on received grievances (if any)
3. Recommendations and action plan
4. Any other matter with the permission of the Chair

All members are requested to be present on time.


Principal

**PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104**



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in
Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Minutes of the Faculty Appraisal and Grievance Redressal Committee Meeting

- ❖ Meeting No: 2
- ❖ Date: 13.03.2026
- ❖ Time: 3.00 p.m.
- ❖ Venue: Board Room

The meeting was chaired by the Principal. The members discussed the following points:

1. The committee reviewed the existing faculty appraisal process and discussed its effectiveness.
2. Members suggested improvements in the appraisal format to make the evaluation process more transparent and systematic.
3. Faculty appraisal records submitted by various departments were reviewed, and observations were discussed.
4. Grievances received from faculty members were placed before the committee and examined individually.
5. Suitable recommendations were made to resolve the grievances in accordance with institutional rules and regulations.
6. The committee emphasized maintaining confidentiality while handling faculty grievances.
7. It was recommended that all appraisal records and grievance documents be properly maintained for future reference.
8. The committee advised departments to communicate appraisal guidelines clearly to all faculty members.
9. It was resolved to review the implementation of the committee's recommendations in the next meeting.

There being no other business to transact, the meeting concluded with a vote of thanks to the Chair.


Principal

PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Members Present:

Sl. No	Name	Designation	Role	Signature
1	Dr.G.Jayaprakash	Principal	Chairperson	
2	Mr.N.Prasannan	Senior Professor (Mgmt Nominee)	Member	
3	Mrs.P.Malarvizhi	Senior Faculty Member	Member	
4	Dr.M.Karthikeyan	Senior Faculty Member	Member	
5	Mr.R.Shivashankar	IQAC Coordinator	Member	
6	Mrs.A.Kaviya	Woman Faculty Member	Member	

Principal
PRINCIPAL

SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, COIMBATORE - 641 104 | MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Action Taken Report – Faculty Appraisal and Grievance Redressal Committee

- Meeting No: 2
- Date: 13.03.2026
- Time: 3.00 p.m.
- Venue: Board Room

ACTION TAKEN REPORT (ATR):

Sl. No.	Decision Taken	Action Taken	Responsibility	Status
1	Reviewed the faculty appraisal process.	The existing appraisal process was evaluated and documented.	Faculty Appraisal Committee	Completed
2	Suggested improvements in the appraisal format.	Necessary modifications were incorporated into the appraisal format.	Committee Members / IQAC Coordinator	Completed
3	Reviewed faculty appraisal records.	Appraisal records were verified and observations were communicated to the departments.	Heads of Departments	Completed
4	Emphasized confidentiality in grievance handling.	Confidentiality was maintained throughout the grievance redressal process.	Committee Members	Ongoing
5	Advised communication of appraisal guidelines.	Revised appraisal guidelines were communicated to all departments and faculty members.	Heads of Departments	Completed

The above actions were taken based on the recommendations of the **FAGRC meeting held on 13.3.2026.**


Principal

PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104