



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

CIRCULAR

Ref.No: SSEC/SGRC/2025-2026/01

Date: 25.07.2025

Constitution of Students' Grievance Redressal Committee (SGRC)

In accordance with the UGC (Redressal of Grievances of Students) Regulations, 2023 (Gazette Notification CG-DL-E-11042023-245095 dated 11 April 2023), the Students' Grievance Redressal Committee (SGRC) of Sree Sakthi Engineering College is hereby constituted with the following members:

Sl. No	Name	Designation	Role
1	Mr.N.Prasannan	CEO	Chairperson
2	Mrs.P.Malarvizhi	Dean	Member
3	Dr.M.Vijayakumar	Professor	Member
4	Dr.M.Karthikeyan	Professor	Member
5	Dr.A.Vijayalakshmi	Professor	Member
6	Dr.S.Gokuldev	Professor	Member
7	Dr.S.Vignesh	Assistant Professor	Member
8	Mr.G.Dhileep	Student Representative	Member
9	Mr.S.Divya	Student Representative	Member

The Committee shall function as per the UGC Regulations, 2023, and handle student grievances in a fair, transparent, and time-bound manner.

This circular comes into effect immediately.



Principal
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MEETING CIRCULAR

Ref.No: SSEC/SGRC/2025-2026/02

Date: 14.10.2025

This is to inform all members of the **Students' Grievance Redressal Committee (SGRC)** that a meeting is scheduled as per the details given below:

Date: 17.10.2025

Time: 3.00.p.m.

Venue: COE Conference room

Agenda:

1. Confirmation of previous meeting minutes
2. Review of grievances received
3. Discussion and disposal of pending cases
4. Recommendations to the competent authority
5. Any other matter with the permission of the Chair

All members are requested to attend the meeting without fail.




Chairperson – SGRC



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Minutes of the Students' Grievance Redressal Committee (SGRC) Meeting

Meeting No.: 1

Date: 17.10.2025

Time: 3.00.p.m.

Venue: COE Conference room

Meeting minutes:

- ❖ The committee welcomed all members and emphasized the importance of prompt grievance resolution.

❖ Grievances Reviewed:

1. Issues with the availability of sports and recreational equipment.
2. Requests for better ventilation and lighting in certain classrooms.

- ❖ Recommended actions were proposed for each grievance, including departmental follow-ups and timelines.
- ❖ Pending grievances from previous meetings were reviewed, and responsibilities were assigned to the concerned departments.
- ❖ The committee stressed the importance of maintaining confidentiality, transparency, and fairness throughout the grievance redressal process.
- ❖ Suggestions were made to organize student awareness programs on grievance submission and tracking procedures.
- ❖ The meeting concluded with a vote of thanks to the Chairperson for leading the discussion.

Chairperson – SGRC

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Members Present:

Sl. No	Name	Designation	Signature
1	Mr.N.Prasannan	CEO	
2	Mrs.P.Malarvizhi	Dean	
3	Dr.M.Vijayakumar	Professor	
4	Dr.M.Karthikeyan	Professor	
5	Dr.A.Vijayalakshmi	Professor	
6	Dr.S.Gokuldev	Professor	
7	Dr.S.Vignesh	Assistant Professor	
8	Mr.G.Dhileep	Student Representative	
9	Mr.S.Divya	Student Representative	

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ACTION TAKEN REPORT - Students' Grievance Redressal Committee (SGRC)

Meeting No.: 1

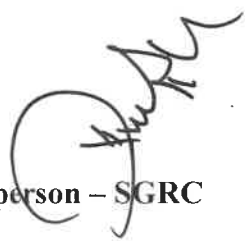
Date: 17.10.2025

Time: 3.00.p.m.

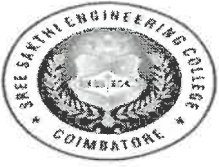
Venue: COE Conference room

Grievance Details

Sl. No	Grievance Type	SGRC Decision / Action Taken	Status
1	Sports & Recreational	Physical Education Dept. to check availability of all equipment and procure/replace items as required. Timeline: 15 days	In Progress
2	Classroom Facilities (Ventilation & Lighting)	Maintenance Dept. to inspect affected classrooms and improve lighting/ventilation, repair fans/AC units as needed. Timeline: 10 days	In Progress
3	Student Awareness	Student Affairs Dept. to organize sessions/workshops on grievance submission and tracking procedures. Timeline: within 1 month	In Progress
4	Pending Grievances from Previous Meetings	All concerned departments reminded to resolve pending issues as per earlier deadlines	In Progress


Chairperson – SGRC


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MEETING CIRCULAR

Ref.No: SSEC/SGRC/2025-2026/03

Date: 21.02.2026

This is to inform all members of the **Students' Grievance Redressal Committee (SGRC)** that a meeting is scheduled as per the details given below:

Date: 25.02.2026

Time: 3.00.p.m.

Venue: COE Conference room

Agenda:

1. Confirmation of previous meeting minutes
2. Review of grievances received
3. Discussion and disposal of pending cases
4. Recommendations to the competent authority
5. Any other matter with the permission of the Chair

All members are requested to attend the meeting without fail.




Chairperson – SGRC



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Minutes of the Students' Grievance Redressal Committee (SGRC) Meeting

Meeting No.: 2

Date: 25.02.2026

Time: 3.00.p.m.

Venue: COE Conference room

Meeting minutes:

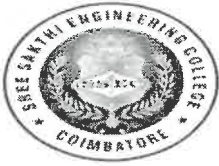
- ❖ The Chairperson welcomed all members and emphasized the importance of prompt and fair grievance resolution.
- ❖ The committee reviewed newly received grievances from students during the period.

Grievances Discussed:

1. Complaints regarding delays in issuing student ID cards and library cards.
 2. Requests for extended timings of library and computer labs during exams.
- ❖ For each grievance, recommendations and corrective actions were proposed with timelines.
 - ❖ Pending grievances from previous meetings were reviewed and responsibilities were reassigned to the concerned departments.
 - ❖ The committee stressed the importance of maintaining confidentiality, transparency, and impartiality during grievance handling.
 - ❖ Suggestions were made to organize workshops and awareness sessions for students on grievance submission and tracking procedures.
 - ❖ The Chairperson appreciated the active participation of all members and concluded the meeting with a vote of thanks.


Chairperson - SGRC


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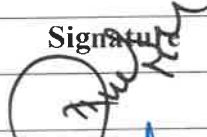
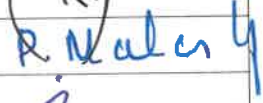
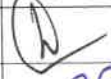
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ACTION TAKEN REPORT - Students' Grievance Redressal Committee (SGRC)

Meeting No.: 2

Date: 25.02.2026

Time: 3.00.p.m.

Venue: COE Conference room

Grievance Details

Sl. No	Grievance Type	SGRC Decision / Action Taken	Status
1	Student ID & Library Cards	Administration Department to expedite the issuance of all pending student ID cards and library cards.	Resolved
2	Library & Computer Lab Timings	Library and IT Departments to extend library and computer lab hours during exam periods and inform students of revised timings. Timeline	Resolved

Chairperson - SGRC

Principal

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