

**ST.XAVIER'S CATHOLIC COLLEGE OF ENGINEERING  
(Autonomous)  
NAGERCOIL - 629 003**

SXCCE/CIR/PRL/G/50/2025

28.05.2025

**CIRCULAR**

Sub: SXCCE –Grievance Redressal Committee –meeting- Reg.

Grievance Redressal committee meeting is arranged on 3<sup>rd</sup> June, 2025 at 3:30 pm in Board room.

**Agenda:**

1. To present the minutes of previous meeting and action taken.
2. To review the Grievances received in this period & action taken.
3. Other matters (General Discussion)

All the members of the committee are requested to attend the meeting without fail.

 **PRINCIPAL**

To

Members

**St.Xavier's Catholic College of Engineering**  
**Grievance Cell Meeting**

Venue: Board Room

Time: 3.30pm

Date: 03-06-2025

S.No	Name	Designation / Department	Position	Signature
1.	Dr.J.Maheswaran	Principal	Chair person	<i>Dr. J. Maheswaran 3/6/25</i>
2.	Dr.V.Christus Jayasingh	Vice Principal	Dean, Student affairs	<i>Dr. V. Christus Jayasingh 3/6/25</i>
3.	Dr.A.Suhasini	AP/H&Sc	Secretary	<i>Dr. A. Suhasini</i>
4.	Dr.Jain B Marshal	AP/EEE	Secretary	<i>Jain</i>
5.	Dr.M.Jeyasutha	AP/MCA	Member	<i>Dr. M. Jeyasutha</i>
6.	Mrs.V.Femila Savio	AP/ECE	Member	<i>Mrs. V. Femila Savio</i>
7.	Mr.L.G.Agnel Livingston	AP/CSE	Member	<i>Mr. L.G. Agnel Livingston</i>
8.	Mrs.S.Shiela Balanta	AP/Civil	Member	<i>Mrs. S. Shiela Balanta</i>
9.	Mrs.G.GeoJenefer	AP/IT	Member	<i>Mrs. G. GeoJenefer</i>
10.	Dr. M.Anjan Augustine	AP/Mech	Member	<i>Dr. M. Anjan Augustine</i>
11.	Mrs.S.Josephin Kala	AP/MBA	Member	<i>Mrs. S. Josephin Kala</i>
12.	Mrs.Mary Jansi Rani Y	AP/AI&DS	Member	<i>Mrs. Mary Jansi Rani Y</i>

**St. Xavier's Catholic College of Engineering**  
**(AUTONOMOUS)**  
**Nagercoil- 629003**

**Grievance Redressal Committee Meeting-II, 2024-'25**

**Date:** 03-06-2025

**Venue:** Board Room

**Time:** 3.30 pm

**Members present:** Enclosed

**Agenda:**

1. To present the minutes of previous meeting and action taken.
2. To review the Grievances received in this period & action taken.
3. Other matters (General Discussion)

**Agenda 1: Review of previous committee meeting minutes:**

Six grievances were received from the boxes. One website complaint also received from July 2024 to till now.

<b>Sl.No</b>	<b>Grievances</b>	<b>Action taken</b>
1.	Long-distance students are requesting that the college hours can be from 9 am to 4 pm in order to get home early.	Now the college timing for students is 9 am to 12.15 pm and 1 pm to 4.15 pm. To fulfill the requirements of contact periods and credits, it is must to have the minimum working

		hours from 9am – 4.15pm for students.
2.	In order to catch the buses and reach home earlier, parents and students are asking that the improvement exam time can be from 4 pm to 5 pm.	<p>Coaching classes are conducted for failures in IAT.</p> <p>4.15 pm to 4.45 pm – coaching</p> <p>4.45 pm to 5.45pm - writing</p> <p>Once they complete the answers, they can leave.</p>
3.	Change the water filter in the college because recently there was a lizard inside the water filter. Being conscious on the students health, change the water filters and replace it with new water filter in each department.	<p>Location is not given.</p> <p>Discussed with Estate Officer, he told that entry of lizard is not possible into filter since it has tight cap. Change of filter and cleaning is done by the plumber periodically.</p>
4.	Requesting for no change in the bus in the existing routes rather upset.	<p>In order to reduce the strength and to cover few more areas, change in routes is made based on the representation of students &amp; parents.</p>
5.	Not all the systems in the Simulation lab are functioning.	<p>Out of 55 systems, 9 systems with i5 configuration, 15 with i3 and remaining with Dual/quad core specifications, Recently we procured 15 new i5 systems. III yr EEE students (32 number)</p>

		and IV yr EEE (49 number) are using this lab. In addition the students are permitted to use adjacent renewable energy lab, which is having 15 number of i5 systems.
6.	To wear chappals along with color dress on Friday.	Explained the girl student about the policy of dress code and the concerned girl convinced.

**Agenda: 2 Grievances received in this period& action taken:**

<b>Sl.No</b>	<b>Grievances</b>	<b>Discussion</b>
1.	It is recommended that grievances from the class committee be discussed at the GRC subcommittee meeting.	Members shared the representations of students during class committee meeting.
2.	It is advised to keep applying hand sanitizer in automated machines throughout the institution.	In every department, Hiltek supplied hand sanitizer. We can contact Hiltek to inspect the available units and to refill the same.
3.	It is observed that the waiting hall for girls is not kept clean properly; the windows are closed and there is no light coming in.	A new waiting hall for girls is ready.

4.	It is proposed that the ultrasonic devices aid in regulating monkeys' access to the campus.	Necessary action will be taken across the college.
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### **Website Grievance:**

Others 25-04-2025 14:01 Sub. Continuous rude behaviour of a security guard. I am Anu Priyadharsini. S, one of the regular research scholars of this institution and I come to college regularly. I write this to bring it to your notice about a rude behaviour of a security guard. I come to college daily by wearing my ID card before I enter the campus. Normally, when few securities see students especially Research scholars with ID card, they don't question as they know that we don't have any specific timings. But this pe

### Action

Estate officer was called and to inform the concerned security about his good behavior with students. During the securities meeting also, it was informed and advised them to be polite with students, visitors.

**Other Matters (General Discussion):**

1. Windows in IT department was not closing properly.
2. The MBA department has four classes, but there are only two restrooms and no waiting hall.
3. Issue of snakes, dogs and monkeys.
4. The mechanical department's EPL Lab does not have enough benches.
5. The process of obtaining approval for an internship is lengthy and requires modification.
6. Non- availability of fresh juice in the canteen.
7. To transport guests and ill people, an EV is required.

The Principal thanked all the members and the meeting came to an end at 4.15pm.

Dr.J.Maheswaran  
(Principal)

Dr.V.Christus Jayasingh  
(Vice Principal)

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(AP/H&Sc Secretary)

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