

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

**Grievance Redressal Committee Meeting-I, 2022-'23**

Date: 31-01-2023

Venue: Board room

Time: 3.30 pm

Members present: enclosed

**Agenda:**

1. To review the grievance redressal mechanism followed
2. To review the activities of Grievance redressal Committee
3. Other matters (General Discussion)

The Principal welcomed all the members

**Discussions & Decisions**

**1. Grievance redressal mechanism**

- Chair Person explained the mechanism adopted in our college in collecting the grievances and redressal procedure.
- Suggestion boxes present in various blocks are opened twice a month and periodically grievances are collected from College Automation Software and from college website (Online grievances) and properly redressed.
- Class committee meeting is conducted twice or thrice in a semester and students can represent their grievances.

The members noted down the mechanism.

**2. To review the activities of Grievance redressal committee**

- It is planned to conduct review meetings once in two months to discuss the various grievances raised by the students and action taken.
- A circular regarding the functioning of grievance cell with the details of members can be put in all the department notice boards.

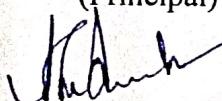
- All the grievances received in the previous semester are read in the meeting and discussed along with the suggestion and actions taken.

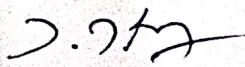
### 3. Other matters (General Discussion)

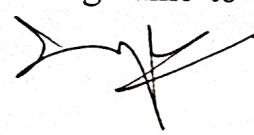
- Members from IT, MBA and MCA departments have requested for placing suggestion box in their departments also.
- Since the present uniform is comfortable for most of the female students, it can be continued.
- All the staff should follow the course delivery plan systematically in the class. Attendance should be taken at the start of the period. This should be informed in all faculty meeting.
- Staff should complete the observation and record work in the laboratory itself.
- The quality of uniform cloth of students is not up to the mark. Decided to inform the management.
- Filters available in the various blocks should be maintained periodically.
- Toilets should be cleaned daily after break timings.
- Bad odour is coming from the drainage near Albert Einstein block often. It should be cleared.
- Identification of gents and girls toilet is confusing since image given in the direction board is not clear.
- Action taken for a grievance is not known by the student because many grievances are anomalous.

The Principal thanked all the members and the meeting came to an end at 4.30pm.

  
Dr. J. Maheswaran,  
(Principal)

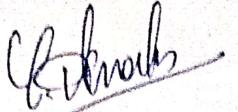
  
Mr. M.M. Anwar Rajesh  
(Convenor/ Mech Dept.)

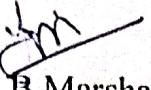
  
Dr. Jerlin Regin,  
(Member/Civil Dept.)

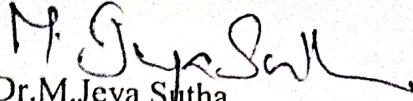
  
Dr. V. Christus Jeya Singh,  
(VP & Dean / Student Affairs)

  
Dr. A.M. Alice Margaret,  
(Convenor/H&Sc Dept.)

  
Mr. L.G.X. Agnel Livingston,  
(Member/ CSE Dept.)

  
Dr. C. Amala Prathiba Janet,  
(Member/H&Sc Dept.)

  
Dr. A. Jain B Marshall,  
(Member/EEE Dept.)

  
Dr. M. Jeya Sutha,  
(Member/MCA Dept.)

  
Dr. Y. Mary Reeja,  
(Member/ECE Dept.)

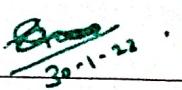
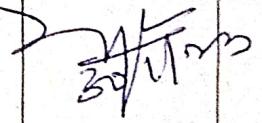
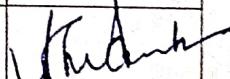
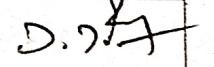
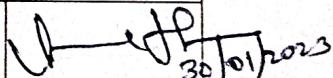
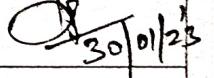
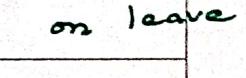
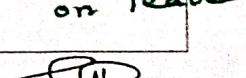
  
Mrs. G. Geo Jenefer  
(Member/IT Dept.)

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

Venue : Board Room

Time : 3 pm

Date:30/01/2023

Sl. No	Name	Designation and Dept.	Position	Signature
1	Dr.J.Maheswaran	Principal	Chair Person	 30-1-23
2	Dr.V.Christus Jaya Singh	Vice - Principal & Prof/Mech	Dean, Student Affairs	 30-1-23
3	Mr.M.M.Anwar Rajesh	AP/Mech	Convenor	 30-1-23
4	Dr.A.M.Alice Margret	AP/H&Sc	Convenor	 30-1-23
5	Dr.Jerlin Regin	Prof/Civil	Member	 30-1-23
6	Mr.L.G.Agnel Livingston	AP/CSE	Member	 30-1-23
7	Dr.C.Amala Prathiba Janet	AP/H&Sc	Member	 30-1-23
8	Dr.M.Jeya Sutha	AP/MCA	Member	 30-1-23
9	Dr.Jain B Marshall	AP/EEE	Member	 on leave
10	Dr.Y.Mary Reeja	AP/ECE	Member	 on leave

11. G. Geo Jenefer AP/IT Member 



# GPS Map Camera

Alur, Tamil Nadu, India  
59WM+3H9, St Xavier's College Rd,  
Chunkankadai, Alur, Tamil Nadu 629003, India  
Lat 8.194967°  
Long 77.384156°

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