

REF: PRIST/REG/OFF/04-08/2023

Date: 05.08.2023

OFFICE ORDER

I am to inform that the Grievance Redressal Committee for students has been reconstituted as follows:

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Head of the Institution: Dr.T.V.CHRISTY, Vice –Chancellor

Name of the member	Position
Dr.L.Chinnappa Dean-Arts & Science	Chair-person
Dr.S.Ambiga Dean-Academic Affairs	Member
Dr.A.Sohna Chandra Packiyavathi Controller of Examinations	Member
Prof.R.Tamizhselvan Dean-Engineering & Technology	Member
Dr.R.Gunasekaran Dean-Education	Member
Dr.Smitha Elsa Peter Director -IQAC	Member
Dr.A.Usha Dean-Student Affairs	Member
Dr.R.Senthilkumar Assistant Professor-Agriculture	Member
Prof.K.Sathya Assistant Professor –Commerce	Member
Representatives of Students	
Thirumal S IV-Year B.Sc (Hons) Agriculture	Special Invitee
K.Keerthana III-Year B.Sc Biochemistry	Special Invitee

To
Members



[Signature]
REGISTRAR
05/08/2023

Ponnaiyah Ramajayam Institute of
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(Institution Deemed to be University
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THANJAVUR - 613 403, TAMIL NADU.



PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY (PRIST)

Declared as DEEMED-TO-BE-UNIVERSITY
U/s 3 of UGC Act 1956

Date: 13/02/2023

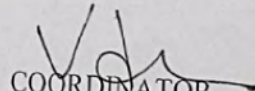
CIRCULAR

The meeting of the Grievance Redressal Committee is scheduled for February 16, 2023, at 12.30 PM in the office of the Dean of Student Affairs. The members are requested to attend the meeting.

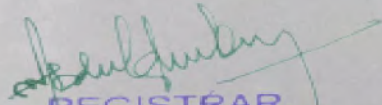


Copy to:

- Office of the Hon'ble Chancellor sir
- Office of the Hon'ble Pro-Chancellor madam
- Office of the Hon'ble Vice Chancellor sir
- Office of the Hon'ble Pro Vice Chancellor sir
- Registrar
- Members
- File (Dean & Office)


COORDINATOR

Ponnaiyah Ramajayam Institute of
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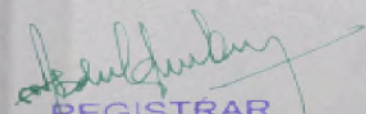
Minutes of the Students Grievance Redressal Committee held on 16-02-2023 at 12.30 pm in the Dean of Student Affairs office.

The following members were present.

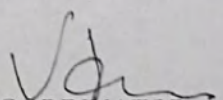
1. Dr.A.Udayakumar
2. Dr.L.Chinnappa
3. Dr.A.Sohna Chandra Packiavathi
4. Prof.P.Vijayakumar
5. Prof.T.Jeyakumar
6. Prof.R.Tamizhselvan
7. Dr.Smitha Elsa Peter
8. Dr.A.Usha
9. Dr.S.A.Ahamed Ibrahim
10. Prof.S.Gayathri

Dr. A. Udayakumar welcomed all the members. He expressed concern about the students' request for regular maintenance of classroom infrastructure, a shortage of water in the washrooms, and improper lighting in some of the classrooms. He asked Prof. S. Gayathri to keep a regular watch on the maintenance of the basic infrastructure of the institution. He said that students put up a request to organise a first aid workshop for students. He said that the health committee of the institution could organise a workshop on first aid. Prof. S. Gayathri said that an alumnus, Mr. V. Balamurugan, has been contacted and requested to provide first aid training to the students.

The meeting ended at 1.15 pm as there were no other points for discussion.


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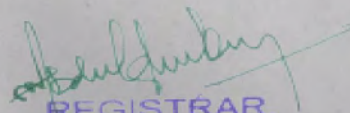
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Grievance Redressal Committee meeting held on 16th February 2023 at 12.30 PM in the office of
Dean Student Affairs.

S.NO	Name	Signature
1.	Dr.A.Udayakumar	
2.	Dr.L.Chinnappa	
3.	Dr.A.Sohna Chandra Packiavathi	
4.	Prof.P.Vijayakumar	
5.	Prof.T.Jeyakumar	
6.	Prof.R.Tamizhselvan	
7.	Dr.Smitha Elsa Peter	
8.	Dr.A.Usha	
9.	Dr.S.A.Ahamed Ibrahim	
10.	Prof.S.Gayathri	




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Minutes of the Students Grievance Redressal Committee held on 10-08-2022
at 2.30 pm in the Dean of Student Affairs office.

The following members were present.

1. Dr.A.Udayakumar
2. Dr.L.Chinnappa
3. Dr.A.Sohna Chandra Packiavathi
4. Prof.P.Vijayakumar
5. Prof.T.Jeyakumar
6. Prof.R.Tamizhselvan
7. Dr.Smitha Elsa Peter
8. Dr.A.Usha
9. Dr.S.A.Ahamed Ibrahim
10. Prof.S.Gayathri

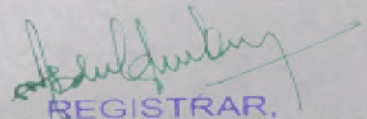
Dr. A. Udayakumar welcomed all the members, and then the agenda was taken into consideration.

To consider the grievances of students and recommend to the authorities the steps to be taken regarding the following

Grievance 1: Proper maintenance of tape at restrooms

Recommended: caring for and doing plumbing work within a week.

Grievance 2: To improve the canteen infrastructure.


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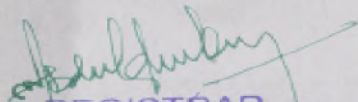


Recommended: To consider and discuss proposals with the manager of the canteen as early as possible.

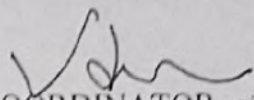
Grievance 3: Prefer PET hours

Recommended: Based on the discussion with the authorities of the physical education director, it is recommended to make priority for PET hours in the coming years.

The meeting ended at 3.15 pm, as there were no other points for discussion.



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**PONNAIYAH RAMAJAYAM INSTITUTE OF
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Grievance Redressal Committee meeting held on 10th August 2022 at 2.30 PM in the office of
Dean Student Affairs.

S.NO	Name	Signature
1.	Dr.A.Udayakumar	
2.	Dr.L.Chinnappa	
3.	Dr.A.Sohna Chandra Packiavathi	
4.	Prof.P.Vijayakumar	
5.	Prof.T.Jeyakumar	
6.	Prof.R.Tamizhselvan	
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Date: 11-02-2022

CIRCULAR

By direction it is informed that next meeting of Student's Grievances and Redressal committee meet will held on February 14th, 2022, at 10.00 AM in the C-Block Seminar Hall within office of Dean of Student Affairs. All members are requested to attend the meeting to discuss student's Grievances.

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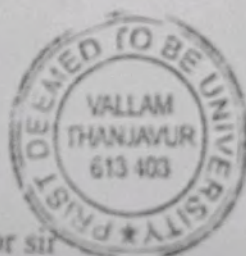
Office of the Hon'ble chancellor sir

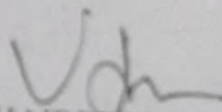
Office of the Vice Chancellor sir

Registrar

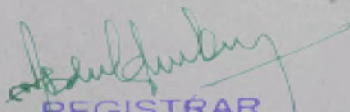
Member

File (Dean & Office)




CHAIRPERSON

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Date of Meeting: February 14, 2022

Time: [10.00 AM]

Venue: C-Block Seminar Hall

MINUTES OF THE STUDENTS GRIEVANCES REDRESSAL COMMITTEE

The meeting of the committee was held on February 14th, 2022, at 10.00 AM in C-Block Seminar Hall, chaired by Dr.A.Udayakumar.

Attendance:

S.NO	NAME OF THE MEMBERS	SIGNATURE
1.	Dr.A. Udayakumar	
2.	Dr.L. Chinnappa	
3.	Dr. Shona Chandra Packiyavathi	
4.	Prof.P.Vijakumar	
5.	Prof.T.Jayakumar	
6.	Mr.R.Tamizhselvan	
7.	Dr.Smitha Elsa Peter	
8.	Dr.A.Usha	
9.	Dr.S.A.Ahamed Ibrahim	
10.	Prof.S.Gayathri	

The member secretary Dr.L. Chinnappa welcomed the members and then agenda has taken for consideration items by items.



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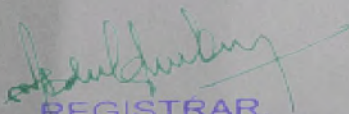
Review and Approval of Previous Meeting Minutes:

- To read and conform the minutes of the previous meeting of the student's grievances redressal committee held on 15-09-2021.

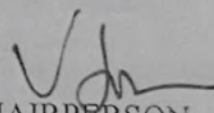
Review of Agenda

- The agenda was reviewed and approved. It was noted that there were no formal complaints to address at this meeting.

As there was no other subject, the meeting concluded with the coordinator thanking all the members for their active participation.


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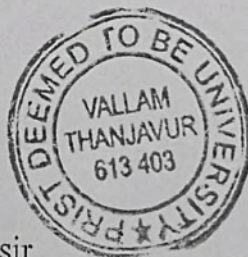
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Date:13-09-2021

CIRCULAR

In accordance with the direction of the Student's Grievances and Redressal committee, meeting will held on September 15th, 2021, at 10.00 AM in the C- Block Seminar Hall, within the office of Dean of Student Affairs. All members are requested to attend the meeting to discuss student's Grievances.

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CHAIRPERSON

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Office of the Vice Chancellor sir

Registrar

Member

File (Dean & Office)

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Date of Meeting: September 15, 2021

Time: [10.00 AM]

Venue: C-Block Seminar Hall

MINUTES OF THE STUDENTS GRIEVANCES REDRESSAL COMMITTEE

The meeting of the committee was held was on 15-09-2021 at 10.00 AM in C- Block Seminar Hall, chaired by .Dr.A. Udayakumar

Attendance:

S.NO	NAME OF THE MEMBERS	SIGNATURE
1.	Dr.A. Udayakumar	
2.	Dr.L. Chinnappa	
3.	Dr. Shona Chandra Packiyavathi	
4.	Prof.P.Vijakumar	
5.	Prof.T.Jayakumar	
6.	Mr.R.Tamizhselvan	
7.	Dr.Smitha Elsa Peter	
8.	Dr.A.Usha	
9.	Dr.S.A.Ahamed Ibrahim	
10.	Prof.S.Gayathri	

The member secretary Dr.L. Chinnappa, welcomed the members and then agenda has taken for consideration items by items

Review of Previous Meeting Minutes:

- The minutes of the previous meeting held on.03-03-2021 were reviewed.
- No amendments were proposed.
- The minutes were approved as recorded



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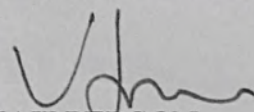
Discussion of Ongoing Issues:

- There were no new grievances or redressal issues reported.
- The committee discussed the general status of grievance handling and noted that no outstanding complaints were pending.

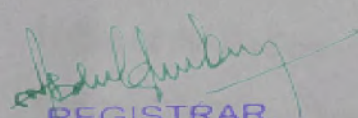
Review of Grievance and Redressal Policies:

- The committee reviewed the current grievance and redressal policies.
- No changes were deemed necessary at this time.
- The committee emphasized the importance of continuing to communicate the Grievance process to all employees.




CHAIRPERSON

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Date:01-03-2021

CIRCULAR

By direction it is informed that next meeting of student's Grievances and Redressal committee meet will held on March 3rd, 2021, at 10.00 am in committee office cabin. All members are requested to attend the meeting to discuss student's Grievances.

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Registrar

Member

File (Dean & Office)

CHAIRPERSON

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Date of Meeting: March 03, 2021

Time: [10.00 AM]

Venue: committee office cabin

MINUTES OF THE STUDENTS GRIEVANCES REDRESSAL COMMITTEE

The meeting of the committee was held on March 3rd, 2021, at 10.00 AM in the Committee Office Cabin. Chaired by Prof.T. Subhashini.

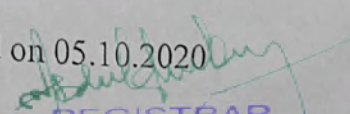
Attendance:

S.NO	NAME OF THE MEMBERS	SIGNATURE
1.	Prof.T.Subhashini	
2.	D.V.Ramadoss	
3.	Dr.K.Saravanan	
4.	Dr.Mukesh Goel	
5.	Prof.A Panneer Selvam	
6.	Dr.Smitha Elsa Peter	
7.	Prof.R.Tamizhselvan	
8.	Dr.A.Usha	
9.	Prof.K.Sathya	
10.	Dr.Gunasekaran	

The member secretary Dr.V. Ramadoss welcomed the members and then agenda has taken for consideration items by items

Review and Approval of Previous Minutes: To read and conform the minutes of the previous meeting of the student's grievances redressal committee held on 05.10.2020




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Current Status:

- Complaint Status: There are currently no new complaints filed with the committee.
- Pending Issues: No pending issues were reported or discussed

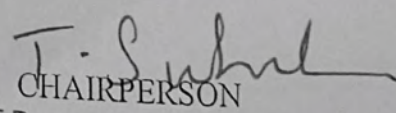
Discussion of General Procedures:

- Procedures Review: The committee reviewed the existing Grievance Redressal procedures. It was agreed that the procedures are effective, but a suggestion was made to review and update the grievance handling guidelines to reflect any recent changes in relevant laws or regulations.
- Training Needs: The committee discussed the need for periodic training for committee members to stay updated on best practices in Grievance management and legal requirements.

As there was no other subject, the meeting concluded with the coordinator thanking all the members for their active participation


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Date:01-10-2020

CIRCULAR

In accordance with the direction of the Student's Grievances and Redressal committee, a meeting will be held on October 5th, 2020 at 10.00 AM in Committee Office Cabin. All members are requested to attend the meeting to discuss Student's Grievances.



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Office of the Vice Chancellor sir

Registrar

Member

File (Dean & Office)

T. S. Subramanian
CHAIRPERSON

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[Signature]
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Date of Meeting: October 05, 2020

Time: [10.00 AM]

Venue: Committee Office Cabin

MINUTES OF THE STUDENTS GRIEVANCES REDRESSAL COMMITTEE

The meeting of the committee was held on October 5th, 2020, at 10.00 AM in the Committee Office Cabin, chaired by Prof.T. Subhashini.

Attendance:

S.NO	NAME OF THE MEMBERS	SIGNATURE
1.	Prof.T. Subhashini	
2.	Dr.V.Ramados	
3.	Dr.K.Saravanan	
4.	Dr.Mukesh Goel	
5.	Prof.A. Panner Selvam	
6.	Dr.Smitha Elsa Peter	
7.	Mr.R.Tamizhselvan	
8.	Prof.A.Usha	
9.	Prof.K.Sathya	
10.	Dr.Gunasekaran	

The member secretary Dr.V. Ramados welcomed the members and then agenda has taken for consideration items by items

Approval of Previous Meeting Minutes

- To read and conform the minutes of the previous meeting of the student's grievances redressal committee held on 05.02.2020



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Review of Complaints Received

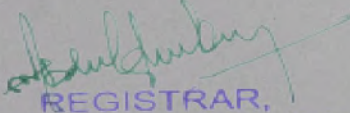
- The committee reviewed the record of complaints received since the last meeting.
- Outcome: No new complaints were received during this period.

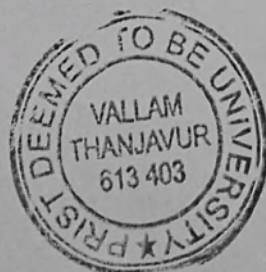
Discussion on Committee Procedures

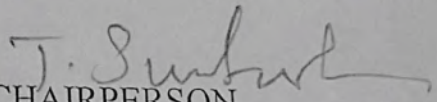
- The committee discussed current procedures for handling grievances.
- Outcome: It was agreed that the procedures are functioning effectively and no changes are necessary at this time.

Review of Pending Issues

- Since no new complaints were received, there were no pending issues to review.


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Date: 02-02-2020

CIRCULAR

In accordance with the direction of the Student Grievances and Redressal Committee, a meeting will be held on February 5th, 2020, at 10:30 AM in the seminar hall of C Block, within the office of the Dean of Student Affairs. All members are requested to attend to discuss student grievances.

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Office of the Hon'ble Vice Chancellor sir
Registrar
Member
File (Dean & Office)



T. S. Subramanian
CHAIRPERSON

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[Signature]
REGISTRAR,

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THANJAVUR - 613 403, TAMIL NADU.



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Date of Meeting : February 05, 2020
Time : [10.30 AM]
Venue : C Block Seminar Hall

MINUTES OF THE STUDENTS GRIEVANCES REDRESSAL COMMITTEE

The committee meeting was held on February 5th, 2020, at 10:30 AM in the C Block Seminar Hall, chaired by Prof. T. Subhashini.

Attendance:

S.NO	NAME OF THE MEMBERS	SIGNATURE
1.	Prof.T. Subhashini	
2.	Dr.V.Ramados	
3.	Dr.K.Saravanan	
4.	Dr.Mukesh Goel	
5.	Prof.A. Panner Selvam	
6.	Dr.Smitha Elsa Peter	
7.	Mr.R.Tamizhselvan	
8.	Ms.A.Usha	
9.	Prof.K.Sathya	
10.	Dr.Gunasekaran	

The member secretary Dr.V. Ramados welcomed the members and then agenda has taken for consideration items by items

Agenda

The agenda for the meeting was reviewed and approved. The agenda included:

- Review of Committee Procedures
- Updates on Committee Activities
- Training and Development
- Open Discussion



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Review of Previous Meeting Minutes

- The minutes from the previous meeting held on 11-09-2019 were reviewed and approved.
- Follow-up actions from the last meeting were discussed and updates provided.

Review of Committee Procedures

The Chairperson presented a brief overview of the current grievance and redressal procedures. It was noted that there were no new procedures or changes required at this time.

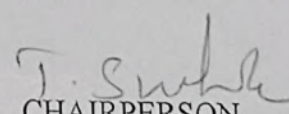
Updates on Committee Activities

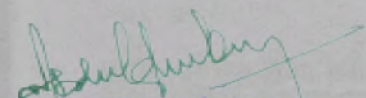
- **Pending Complaints:** The Committee reported that there are no pending complaints or grievances for review.
- **Recent Activities:** Recent activities related to grievance management were reviewed. It was highlighted that no new issues have arisen since the last meeting.
- **Training and Development**
- The Committee discussed potential training sessions for members to enhance their skills in grievance handling and conflict resolution. Suggestions were made for possible workshops or seminars.

Open Discussion

- **Future Planning:** The Committee members discussed future plans for outreach and awareness regarding the grievance redressal process to ensure that employees are aware of how to submit complaints if necessary.
- **Feedback Mechanism:** It was suggested that a feedback mechanism be implemented to gather insights from employees on how to improve the grievance handling process.




CHAIRPERSON
PRIST Deemed to be University
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Date: 09-09-2019

CIRCULAR

By direction it is informed that next meeting of student's Grievances and Redressal committee meet will held on September 11th, 2019 at 10.00 AM in the C- Block Seminar Hall, within the office of the Dean of Students Affairs. All the members are requested to attend the meeting to discuss student's grievances.

Copy to:

Office of the Hon'ble chancellor sir

Office of the Vice Chancellor sir

Registrar

Member

File (Dean & Office)



T. S. Srinivasan
CHAIRPERSON

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S. Subramanian
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Date of Meeting: September 11, 2019
Time: [10.00 AM]
Venue: C Block Seminar Hall

MINUTES OF THE STUDENTS GRIEVANCES REDRESSAL COMMITTEE

The meeting of the committee was held on September 11th, 2019, at 10.00 AM in the C Block Seminar Hall, chaired by Prof. T. Subhashini.

Attendance:

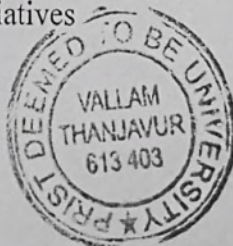
S.NO	NAME OF THE MEMBERS	SIGNATURE
1.	Prof.T.Subhashini	
2.	D.V.Ramadoss	
3.	Dr.K.Saravanan	
4.	Dr.Mukesh Goel	
5.	Prof.A Panneer Selvam	
6.	Dr.Smitha Elsa Peter	
7.	Prof.R.Tamizhselvan	
8.	Dr.A.Usha	
9.	Prof.K.Sathya	
10.	Dr.Gunasekaran	

The member secretary Dr.V. Ramadoss welcomed the members and then agenda has taken for consideration items by items

Agenda:

1. Review of Complaints Received
2. Discussion on Committee Procedures
3. Training and Awareness Initiatives
4. Review of Pending Issues

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Approval of Previous Meeting Minutes

The minutes from the previous meeting held on 23.02.2019 were reviewed and approved.

Review of Complaints Received

- The committee reviewed the record of complaints received since the last meeting.
- Outcome: No new complaints were received during this period.

Discussion on Committee Procedures

- The committee discussed current procedures for handling grievances.
- Outcome: It was agreed that the procedures are functioning effectively and no changes are necessary at this time.

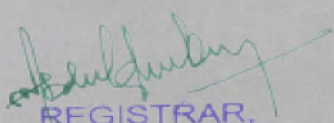
Training and Awareness Initiatives

- The committee discussed potential training sessions or awareness campaigns for staff regarding grievance reporting.
- Outcome: The committee decided to plan a training session for 25.09.24, aimed at increasing awareness and ensuring all staff is informed about the grievance redressal process.

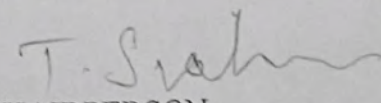
Review of Pending Issues

- Since no new complaints were received, there were no pending issues to review.

As there were no further topics to discuss, the meeting concluded with the coordinator expressing gratitude to all members for their active participation.


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CHAIRPERSON

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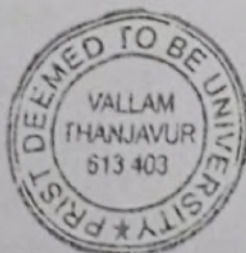
DATE- 20-02-2019

CIRCULAR

As per direction of the Student's Grievances and Redressal Committee meet (Non-academic) will on 23-02-2019 at 10.30 AM. In the office of the Director of Students Affairs. The members are requested to attend the meeting to discuss student's grievances.

MEMBERS

S.NO	NAME OF THE MEMBERS	SIGNATURE
1	Prof.T.Subhashini	
2	Dr. V. Ramadoss	
3	Dr. K. Saravanan	
4	Dr. Mukesh Goel	
5	Prof. A. Panneer Selvam	



Copy to

Hon'ble Chancellor

Pro Chancellor

Vice Chancellor

Registrar

Chairperson

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DATE- 23-02-2019

MINUTES OF THE STUDENT'S GRIEVANCES REDRESSAL COMMITTEE
(NON-ACADEMIC)

The meeting of the committee was held on 23-02-2019 at 10.00 am in committee office under the chairmanship of Prof.T.Subhashini

MEMBERS

S.NO	NAME OF THE MEMBERS	SIGNATURE
1	Prof.T.Subhashini	
2	Dr.V. Ramadoss	
3	Dr. K. Saravanan	
4	Dr. Mukesh Goel	
5	Prof. A. Panneer Selvam	

The member secretary Dr.V.Ramadoss welcomed the members and then agenda has taken for consideration items by item.

Item No.1: To approve the compliance report of the redressal of grievances discussed in the previous meeting held on 26.02.2018.

Item No.2: To consider the grievances of students and recommend to the authorities about the steps to be taken regarding the following.

Grievance 1: Proper maintenance of tape at rest rooms.

Recommended: recommended to caring and plumbing work within a week.

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Grievances 2: Improve the canteen infrastructure.

Recommended: To consider and the proposals discussed with the manager of the canteen as early as possible.

Grievance 3: Prefer for PET hours

Recommended: Based on the discussion with the authorities of the physical education director it is recommended to make priority for PET hours in the coming years.



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Pro Chancellor

Vice Chancellor

Registrar

Chairperson

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