



SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Permanently Affiliated to Anna University, Chennai.)

(An ISO 9001:2015 Certified Institution)

Velankanni Road, Pappakovil, Anthanapettai - Post, Nagapattinam – 611 102.

Contact No. : 7373765117 | Mail ID : principalsincet@gmail.com | Web: www.sincet.ac.in



13-07-2022

SINCET/GRC/CIR/04

Circular

As part of our on-going efforts to ensure a safe and conducive environment for all students, faculty, and staff, we are convening a meeting of the Grievance Redressal Committee on 14-07-2023 at 11.30 a.m.. All the committee members are advised to attend the meeting without fail.

Agenda:

1. Opening Remarks and Introduction
2. Review of Previous Meeting Minutes
3. Discussion on Recent Incidents (if any)
4. Planning and Implementation of Preventive Measures


Principal
PRINCIPAL

Sir Issac Newton College
of Engineering and Technology
Pappakovil, Nagapattinam - 611 102



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Minutes of Meeting

Meeting Date: 14-07-2023

Meeting Time: 11.30 a.m.

Meeting Venue: Principal Room

The meeting of the Grievance Redressal Committee of the college was conducted on 14-07-2023 at 11.30 a.m. in the principal room. The meeting commenced with the principal welcoming the committee members.

Points discussed:

- It was suggested to place some more Feedback Boxes at frequently used places of all the floors. The chairman reviewed and approved.
- It was also discussed that the boxes should not be opened in the absence of Principal. The chairman reviewed and approved.
- It was discussed that the Grievance Redressal system must be clearly conveyed to the students. The chairman consented to conduct an awareness program shortly.

Members present:

S.no.	Name of the squad member	Profession	Associated with
01	Dr. A. KUMARAVADIVEL	Principal	Chairman
02	Mr. P. MALAISELVARAJA	HoD – Mechanical	Secretary
03	Mrs. J. SIVASANKARI	HOD - Science & Humanities	Member
04	Mr.P. NAVANEETHAKRISHNAN	HoD - ECE	Member
05	MR.N. RAGUVARAN	HoD - EEE	Member
06	Dr. G. GIFTSON SAMUEL	Research Director	Member


Principal

PRINCIPAL

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