



Jansons Institute of Technology

Karumathampatti, Coimbatore - 641 659

JIT/GRC/2017-18/02

26.05.2017

CIRCULAR

I am herewith intimating that we have a meeting on 1.6.2017 at 10 am (Venue - Board room), for the actions to be planned regarding redressal of Grievances for this academic year 2017- 2018. All the members of the committee are hereby requested to make your presence without fail.

Copy to :

1. The Office
2. All HoDs
3. Committee members

Principal

PRINCIPAL
JANSONS INSTITUTE OF TECHNOLOGY
KARUMATHAMPATTI
COIMBATORE - 641 659.





Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

Name of the Meeting :Grievances Redressal Committee

Review Period :3.02.2017 – 01.06.2017

Venue :Board Room, Office

Date :01.06.2017

Chairman/ Chairperson of the meeting (Name and designation): Dr.V.Nagarajan, Principal, Chairperson

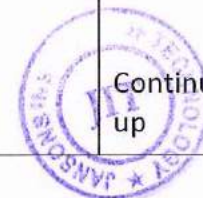
Members Present:

Name	Designation	Name	Designation
Mrs.P.Meena Sundari	Faculty member Assistant Professor	Mrs.T.Meenakshi	Faculty member Assistant Professor
Dr.P.Narayanasamy	Faculty member Professor	Mr. Segottuvel VP	External member Advocate

Members Absent:

Name	Designation	Name	Designation

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1.	Follow up decisions of previous meeting - Review the minutes of the previous meeting of Students' Grievances Redressal Committee	Confirmation	1.06.2017	All members	Continuous follow up
2.	Reports of grievances for the past 4 months 1. Mechanical staff said students are taking more time in the break time for drinking water 2. Some drivers complained that students are not standing before	1. A water doctor is placed near the mechanical lecture halls 2. Students were informed about the issue	Continuous Continuous	All students Office	Continuous follow up Continuous follow up





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Minutes off Meeting

	<p>their stop so they aren't sure about stopping the bus at that stop.</p> <p>3. Housekeeping ladies complained that they find difficult to attend their family functions since working continuously</p> <p>4. Reports of maintenance register, available in Hostel, both boys and girls from concerned incharges.</p> <p>5. Reports of maintenance register, available in office</p>	<p>3. If informed earlier, other persons will be allotted for the work and the concerned person will be given leave</p> <p>4. Problems has been sorted out and no pending grievances in Hostel</p> <p>5. Problems has been sorted out and no pending grievances in office</p> <p>6.</p>	<p>Continuous</p> <p>Continuous</p> <p>Continuous</p>	<p>Office</p> <p>Office</p> <p>Office</p>	<p>Continuous</p> <p>Achieved</p> <p>Achieved</p>
3.	Fresh Grievances	Students' Grievances Redressal Committee, to consider the fresh representations received from other students.	Continuous	All members	Continuous follow up
<p>Copy to :</p> <p>1. Notice board</p> <p>2. All HoDs</p> <p>3. All members</p>			Prepared by	Dr.V.Nagarajan	
			Approved by	Dr.V.Nagarajan	

Date: 02.06.2017




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Karumathampatti, Coimbatore – 641 659

JIT/GRC/2017-18/03

28.09.2017

CIRCULAR

I am herewith intimating that we have a meeting on 7.10.2017 at 10 am (Venue - Board room), for the follow up actions to be planned regarding redressal of grievances for this academic year 2017- 2018. All the members of the committee are hereby requested to make your presence without fail.

Copy to :

1. The Office
2. All HoDs
3. Committee members


Principal

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Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

Name of the Meeting :Grievances Redressal Committee

Review Period :2.06.2017 – 07.10.2017

Venue :Board Room, Office

Date :07.10.2017

Chairman/ Chairperson of the meeting (Name and designation): Dr.V.Nagarajan, Principal, Chairperson

Members Present:

Name	Designation	Name	Designation
Mrs.P.Meena Sundari	Faculty member Assistant Professor	Mrs.T.Meenakshi	Faculty member Assistant Professor
Dr.P.Narayanasamy	Faculty member Professor	Mr. Segottuvel VP	External member Advocate

Members Absent:

Name	Designation	Name	Designation
Nil			

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1.	Follow up decisions of previous meeting - Review the minutes of the previous meeting of Students' Grievances Redressal Committee	Confirmation	7.10.2017	All members	Continuous follow up
2.	Reports of grievances for the past 4 months 1. Students requested for Industrial Visit and cultural programme. 2. Drivers complained that if buses are not sent for FC in proper time, they are facing issues.	1. IV and Cultural events were planned 2. Drivers were informed that the buses will be sent for FC in proper time. 3. Housekeeping ladies were told	Continuous Continuous	All drivers All drivers	Continuous follow up Continuous follow up





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Minutes off Meeting

	<p>3. Housekeeping ladies informed that they couldn't eat in time during college events time</p> <p>4. Reports of maintenance register, available in Hostel, both boys and girls from concerned incharges.</p> <p>5. Reports of maintenance register, available in office</p>	<p>that if informed earlier necessary actions will be taken</p> <p>4. Problems has been sorted out and no pending grievances in Hostel</p> <p>5. Problems has been sorted out and no pending grievances in office</p>	Continuous		
			Continuous	Office	Continuous follow up
				Office	Achieved
			Continuous	Office	Achieved
3.	Fresh Grievances	Students' Grievances Redressal Committee, to consider the fresh representations received from other students.	Continuous	All members	Continuous follow up
Copy to : 1. Notice board 2. All HoDs 3. All members			Prepared by	Dr.V.Nagarajan	
			Approved by	Dr.V.Nagarajan	

Date: 07.10.2017




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JIT/GRC/2017-18/04

30.1.2018

CIRCULAR

I am herewith intimating that we have a meeting on 6.2.2018 at 10 am (Venue - Board room), for the follow up actions to be planned regarding redressal of grievances for this academic year 2017- 2018. All the members of the committee are hereby requested to make your presence without fail.

Copy to :

1. The Office
2. All HoDs
3. Committee members




Principal

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Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

Name of the Meeting :Grievances Redressal Committee

Review Period :8.10.2017 – 06.02.2018

Venue :Board Room, Office

Date :06.02.2018

Chairman/ Chairperson of the meeting (Name and designation): Dr.V.Nagarajan, Principal, Chairperson

Members Present:

Name	Designation	Name	Designation
Mrs.P.Meena Sundari	Faculty member Assistant Professor	Mrs.T.Meenakshi	Faculty member Assistant Professor
Dr.P.Narayanasamy	Faculty member Professor	Mr. Segottuvel VP	External member Advocate

Members Absent:

Name	Designation	Name	Designation
Nil			

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1.	Follow up decisions of previous meeting - Review the minutes of the previous meeting of Students' Grievances Redressal Committee	Confirmation	6.2.2018	All members	Continuous follow up
2.	Reports of grievances for the past 4 months 1. Staff complained that some students were late after morning break and lunch break.	1. Late comers and dress code monitoring duty was formed within the faculties	Continuous	All drivers	Continuous follow up





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Minutes off Meeting

	<p>2. Housekeeping ladies informed that they are in need of more persons in hostel due to more usage.</p> <p>3. Drivers complained that some students and faculties are not coming in time for bus.</p> <p>4. Reports of maintenance register, available in Hostel, both boys and girls from concerned incharges.</p> <p>5. Reports of maintenance register, available in office</p>	<p>2. Additional persons were allotted</p> <p>3. Staff and students were informed.</p> <p>4. Problems has been sorted out and no pending grievances in Hostel</p> <p>5. Problems has been sorted out and no pending grievances in office</p>	<p>Continuous</p> <p>continuous</p> <p>Continuous</p> <p>continuous</p>	<p>Office</p> <p>All staff and students</p> <p>Continuous</p> <p>Continuous</p>	<p>Continuous follow up</p> <p>Continuous follow up</p> <p>Achieved</p> <p>Achieved</p>
3.	Fresh Grievances	Students' Grievances Redressal Committee, to consider the fresh representations received from other students.	Continuous	All members	Continuous follow up
Copy to : 1. Notice board 2. All HoDs 3. All members			Prepared by	Dr.V.Nagarajan	
			Approved by	Dr.V.Nagarajan	



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Date: 06.02.2018