





DATE: 23.03.2019

GRIEVANCES REDRESSAL COMMITTEE

Sub: Reconstitution of Grievances Redressal Committee for the academic year 2019-2020 as per AICTE and UGC norms.

1. Dr.T.Meenakshi - Professor, Faculty Member 
2. Dr.S.Supriya - Professor, Faculty Member 
3. Mr.R.Darshan Kumar - Assistant Professor, Faculty Member
4. Mr.V.P.Segottuvel - Advocate, External Member

In continuation of the proceedings of Governing council, the Grievances Redressal Committee for the academic year 2019-2020 is reconstituted and the above mentioned members are appointed in the Grievances Redressal Committee.




Principal

PRINCIPAL
JANSONS INSTITUTE OF TECHNOLOGY
KARUMATHAMPATTI
COIMBATORE - 641 659.

JANSONS INSTITUTE OF TECHNOLOGY

Approved by AICTE & Affiliated to Anna University, Chennai.

An ISO 9001:2015 Certified Institution

Karumathampatti, Coimbatore - 641 659 Tamil Nadu, INDIA

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Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

JIT/GRC/2019-20/02

31.05.2019

CIRCULAR

I am herewith intimating that we have a meeting on 4.6.2019 at 10 am (Venue - Board room), for the actions to be planned regarding redressal of Grievances for this academic year 2019- 2020. All the members of the committee are hereby requested to make your presence without fail.



(Dr. T. Meenakshi)

Copy to :

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



Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

Name of the Meeting :Grievance Redressal Committee

Review Period :5.02.2019 – 04.06.2019

Venue :Board Room, Office

Date :04.06.2019

Chairperson of the meeting (Name and designation): Dr.T.Meenakshi, Chairperson

Members Present:

Name	Designation	Name	Designation
Dr.T.Meenakshi	Faculty member Assistant Professor	Mr.Darshan kumar R	Faculty member Assistant Professor
Dr.S.Supriya	Faculty member Assistant Professor	Mr.Sengottuvel, 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	4.06.2019	All members	Continuous follow up
2.	Discussion and approval of the introduction of online submission of grievance linked with the college website	Approved and steps should be taken its reach to students	5.6.2019	All members, All faculty members	Continuous follow up
3.	Reports of grievances for the past 4 months 1. Students requested for Bus	1. Bus was arranged as requested, one to tiruppur and	Continuous	Office	Continuous follow up

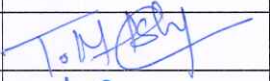





Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

	facility after special class 2. Some drivers complained that there are issues in fasttag 3. Reports of maintenance register, available in Hostel, both boys and girls from concerned incharges. 4. Reports of maintenance register, available in office	one to gandhipuram 2. Fasttag problem has been taken care of. 3. Problems has been sorted out and no pending grievances in Hostel 4. Problems has been sorted out and no pending grievances in office	Continuous Continuous Continuous	Office Office Office	Continuous follow up Achieved Achieved
4.	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.T.Meenakshi	
			Approved by	Dr.V. Nagarajan	

Date: 05.06.2019



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Karumathampatti, Coimbatore – 641 659

JIT/GRC/2019-20/03

27.09.2019

CIRCULAR

I am herewith intimating that we have a meeting on 1.10.2019 at 10 am (Venue - Board room), for the follow up actions to be planned regarding redressal of grievances for this academic year 2019- 2020. All the members of the committee are hereby requested to make your presence without fail.



(Dr. T. Meenakshi)

Copy to :

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



Jansons Institute of Technology

Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

Name of the Meeting :Grievance Redressal Committee

Review Period :5.06.2019 – 01.10.2019

Venue :Board Room, Office

Date :01.10.2019

Chairperson of the meeting (Name and designation): Dr.T.Meenakshi, Chairperson

Members Present:

Name	Designation	Name	Designation
Dr.T.Meenakshi	Faculty member Assistant Professor	Mr.Darshan kumar R	Faculty member Assistant Professor
Dr.S.Supriya	Faculty member Assistant Professor	Mr.Sengottuvel, 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	1.10.2019	All members	Continuous follow up
2.	Reports of online grievance submission system	No grievances has been filed through online system till date	Continuous	All members	Continuous follow up
2.	Reports of grievances for the past 4 months		Continuous		





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Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

	<ol style="list-style-type: none">1. Students complained that some bus drivers were coming earlier to stop and so they can't catch the bus2. Drivers complained that some buses have dynamo issue3. Housekeeping ladies informed that they are in need of extra persons in Hostel4. Boys requested for cleaning foot ball ground5. Reports of maintenance register, available in Hostel, both boys and girls from concerned incharges.6. Reports of maintenance register, available in office	<ol style="list-style-type: none">1. Drivers were instructed to be in time to stop.2. Concerned buses will be sent for service3. Extra persons are allotted4. Request has been forwarded to office <ol style="list-style-type: none">1. Problems has been sorted out and no pending grievances in Hostel2. Problems has been sorted out and no pending grievances in office	Continuous 3.10.19 Continuous Continuous Continuous	All drivers Office Office Office, PD Office Office	Continuous follow up Continuous follow up Achieved Continuous follow up Achieved 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 : <ol style="list-style-type: none">1. Notice board2. All HoDs3. All members			Prepared by	Dr.T.Meenakshi	
			Approved by	Dr.V. Nagarajan	



Date: 3.10.2019



Jansons Institute of Technology


Karumathampatti, Coimbatore – 641 659

JIT/GRC/2019-20/04

29.1.2020

CIRCULAR

I am herewith intimating that we have a meeting on 4.2.2020 at 10 am (Venue - Board room), for the follow up actions to be planned regarding redressal of grievances for this academic year 2019- 2020. All the members of the committee are hereby requested to make your presence without fail.


(Dr. T. Meenakshi)

Copy to :

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





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Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

Name of the Meeting :Grievance Redressal Committee

Review Period :2.10.2019 – 04.02.2020

Venue :Board Room, Office

Date :04.02.2020

Chairperson of the meeting (Name and designation): Dr.T.Meenakshi,Chairperson

Members Present:

Name	Designation	Name	Designation
Dr.T.Meenakshi	Faculty member Assistant Professor	Mr.Darshan kumar R	Faculty member Assistant Professor
Dr.S.Supriya	Faculty member Assistant Professor	Mr.Sengottuvel, 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	4.2.2020	All members	Continuous follow up
2.	Reports of grievances for the past 4 months 1. Housekeeping ladies informed that they are in need of more persons during semester exams for	1. Additional persons were allotted	Continuous	Office	Continuous follow up







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Karumathampatti, Coimbatore – 641 659

Minutes off Meeting

Form No: QA07

	arrangement. 2. Students requested that they need to go for extra matches other than zonal 3. Reports of maintenance register, available in Hostel, both boys and girls from concerned incharges. 4. Reports of maintenance register, available in office	2. Students will be permitted for 2 more tournaments per semester 3. Problems has been sorted out and no pending grievances in Hostel 4. Problems has been sorted out and no pending grievances in office	Continuous Continuous Continuous	All staff and students Office Office	Continuous follow up Achieved 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.T.Meenakshi	
			Approved by	Dr.V.Nagarajan	

Date: 05.02.2020

2/19 17. Grievance Redressal Committee meeting

Review period 5/6/2019 - 1/10/2019

The 17th Grievance redressal committee meeting for the period 5/6/2019 to 1/10/2019 was held at board room with chairperson Dr T. Meenakshi heading the meeting.

Members present:

1. Dr. T. Meenakshi chair/Professor T. Meenakshi
2. Dr. S. Supriya, Professor S. Supriya
3. Mr. Darshan Kumar R Assistant Professor Darshan
4. Mr. Sengottuvel. VP Advocate VP

Members absent : NIL

The chairperson welcomed the members and called to order the meeting. The review of the previous minutes and the action taken was presented by the chairperson.

1. The chairperson said that no online grievances was received

2. The chairperson reviewed the grievance of the students that buses are coming earlier to stop and students could not catch the college bus. It was decided to instruct the drivers to take off the bus in a stop after the allotted time.

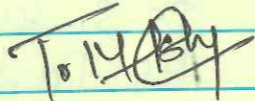
3. The complaint from transport section was reviewed by Mr. Darshan Kumar. The issue was about the malfunction

No grievance related to harassment was recorded and all the problems were addressed.

The chairperson concluded the meeting by proposing the vote of thanks.

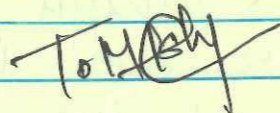
Minutes of meeting prepared by Dr. Supriya.

Minutes of meeting approved by Dr. T. Meenakshi


(T. MEENAKSHI)


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The proceedings of the meeting was circulated on 12/6/19



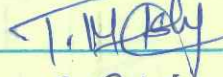

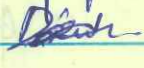

1/10/19

17. Grievance Redressal Committee meeting

Review period 5/6/2019 - 1/10/2019

The 17th Grievance redressal committee meeting for the period 5/6/2019 to 1/10/2019 was held at board room with chairperson Dr. T. Meenakshi heading the meeting.

Members present:

1. Dr. T. Meenakshi chair/Professor 
2. Dr. S. Supriya Professor 
3. Mr. Darshan Kumar R Assistant Professor 
4. Mr. Sengottuvel VP Advocate 

Members absent : NIL

The chairperson welcomed the members and called to order the meeting. The review of the previous minutes and the action taken was presented by the chairperson.

17.1

The chairperson said that no online grievances was received

17.2

The chairperson reviewed the grievance of the students that buses are coming earlier to stop and students could not catch the college bus. It was decided to instruct the drivers to take off the bus in a stop after the allotted time.

17.3

The complaint from transport section was reviewed by Mr. Darshan Kumar. The issue was about the malfunction of dynamo. It was decided that the concerned bus to be sent for service.

17.4 The request from house keeping staff was put forth in the meeting by Dr. S. Supriya. The request of addition members in hostel was accepted and allotment to be done by the incharge - Mr. Prakash.

17.5 The boys requested for cleaning of football ground. As it was rainy, many shrubs have been rooted out and cleaning is needed. The PD was directed to look into the cleaning process after consulting with office.

17.6 The reports of the registers were reviewed and no pending grievance was found except AMC.

The chairperson concluded the meeting with thank you note and the next meeting will be planned in February 2020.

Minutes of Meeting prepared by
Mr. Darshan Kumar

Minutes of meeting approved by
Dr. T. Meenakshi

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COIMBATORE - 641 659.

The proceeding circulated on 2/10/19

4/2/20 18. Grievance Redressal Committee meeting.

Review period: 2/10/2019 - 4/2/2020

The 18th grievance redressal meeting was conducted on 4/2/2020 at boardroom. The chairperson Dr. T. Meenakshi presided over the meeting.

Time: 2.00 pm

Members present:

1. Dr. T. Meenakshi chairperson/ Professor *TM*
2. Dr. S. Supriya Professor *S Supriya*
3. Mr. Darshan Kumar R Assistant Professor *Darshan*
4. Mr. Sengottivel VP Advocate *VP*

Members absent: NIL

The chairperson welcomed the members and called to order the meeting.

18.1 The review of the previous minutes was presented and confirmed by the members.

18.2 The grievance of the house keeping ladies was presented by Dr. S. Supriya. They requested for more persons to make arrangement for the desk in semester exams. The grievance was resolved by directing the incharge to allot more house keeping staff.

18.3 Mr. Darshan Kumar posted the grievance of students related to sports that they need to attend matches other than zonal. The chairperson suggested that additional of 2 matches shall be permitted. It was accepted by the members and resolution

18.4 forwarded to sports incharge.
 It was verified that all the grievances at the department was resolved. All the report of the maintenance, grievance at hostel was resolved verified for action.
 With no points to discuss, the meeting ended with a thank you note from chairperson.

Minutes of meeting prepared by Mr. Darshan Kumar } *[Signature]*

Minutes of meeting approved by Dr. T. Meenakshi } *[Signature]*

The proceedings circulated on 6/2/20

1/6/20

19. Grievance Redressal Meeting.

Review period : 4/2/20 - 1/6/20

The grievance redressal meeting for the review period 4/2/20 to 1/6/20 was concluded on 1/6/20 through web conferencing. The chairperson Dr. T. Meenakshi conducted the meeting.

Members present :

Dr. T. Meenakshi	Professor (chairperson)	<i>[Signature]</i>
Dr. S. Supriya	Professor	S. Supriya
Mr. Darshan Kumar R	Assistant professor	<i>[Signature]</i>
Mr. Sengottuvel	Advocate	<i>[Signature]</i>

Members absent: NIL

The previous meeting minutes was approved by the committee.

No grievances was represented by the students because of online classes and students at home due to lockdown.

The grievances related to online class or with JITEdu (moodle) should be addressed to LMS incharge for appropriate action.

For no points to discuss, the chairperson thanked the committee members.

Minutes of meeting prepared by Dr. T. Meenakshi & Approved by *[Signature]*

