



# National College

(Autonomous)  
College with Potential for Excellence  
Nationally Re-accredited at 'A+' Grade by NAAC  
A Unit of Dr.V. Krishnamurthy Educational Foundation



Tiruchy - Dindigul Road, Karumandapam, Tiruchirappalli - 620 001

## Grievance Redressal Cell

### Minutes of the Meeting

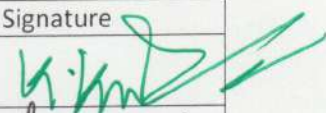
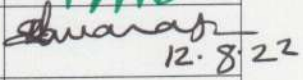
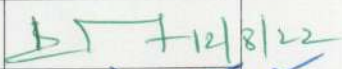
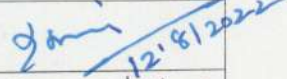

The Grievance Redressal Cell has been constituted to look into the grievances of students and their speedy redressal. There are four members apart from the Principal who periodically look into complains lodged by the students pertaining to the learning process, classroom climate, infrastructure, evaluation process, attendance maintenance, scholarship, payment of fees, registration for examination, issuance of certificates, gender and caste discrimination, sexual harassment, ragging etc.

The Grievance and Redressal Cell had its meeting in the Conference Hall of the Library on 12/08/2022.

The following decisions were taken by the members present after a long discussion:

1. To keep a complaint box in the principal's office
2. To make known the concerned class tutor's email ID to all the students
3. All complaints need to be redressed within a stipulated time. The office of the Controller of Examinations has to take a decision based on the nature of the complaint.
4. To request other cells and committees to mark a copy of the grievance and the redressal to the Grievance Redressal Cell.
5. Encourage students to report any 'on campus' issue to the class tutor first. Similarly, any grievance in the hostel to the warden first.
6. Students are to be informed that any lack of amenity is to be brought to the notice of the Administrative Officer in the form of a complaint slip.

The following members were present:

S. No.	Name	Designation	Department	Signature
1.	Dr. K.Kumar	Principal		
2.	Dr. R.Elavarasu	Coordinator	Associate Professor and Head, Department of English	 12.8.22
3.	Dr.B.Muthukumar	Member	Associate Professor and Head, Department of Botany	 12/8/22
4.	Dr.D. Prasanna Balaji	Member	Head & Director of Physical Education	 12.8/2022
5.	Dr. P.S.S. Akilashri	Member	Associate Professor and Head, Department of Computer Science	



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## Grievance Redressal Cell

### Action Taken Report

Grievance Redressal Cell annual closing meeting was held on 27/03/2023 in the Conference Hall of the Library.

The following actions were taken based on the recommendations given by the members of the cell.

1. The class tutor's email ID was made known to all the students of the respective class.
2. The office of the Controller of Examinations has decided to resolve all issues pertaining to their section within a single day. However, the problems related to the provisional certificate need 15 days' time to redress because they are to be referred to the Bharathidasan university.
3. The Administrative officer has printed and kept Inter Office Memo in the form of a requisition slip which ought to be signed by the Department Staff. So, students are asked to report any lack of amenity to the department staff.
4. The idea of keeping a complaint box was dropped as students were reluctant to make use of the drop box.

Principal

**Dr.K.KUMAR**  
Principal  
National College (Autonomous)  
Tiruchirappalli - 620 001