



SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

Dindigul – Palani Highway, Dindigul – 624 002.

Phone : 0451 – 2448800 – 99 (100 Lines)

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Email : ssmietdgl@gmail.com

Website : www.ssmiet.ac.in

C.No.063/SSMIET/2023

Date: 14.11.2023

CIRCULAR

The meeting of Grievances Redressal Cell during this academic year 2023-2024 is scheduled on **15.11.2023 at 4.00 p.m** in seminar hall 1. Non-Teaching Faculties, Office staff are instructed to attend the meeting.

The following will be the agenda of the meeting.

- Review on the previous grievances registered.
- Discussion on the latest grievances suggested by the faculty.

S. No	Name of the Faculty	Designation	S. No	Name of the Faculty	Designation
1	Mr.P.Loganathan	Office Assistant	18	Mrs.P.Soundra Pandiammal	Technical Assistant
2	Mrs.C.Banu	Office Assistant	19	Mr.R.John Baskaran	Technical Assistant
3	Mrs.P.Ilavarasi	Office Attender	20	Mr.G.Selvamani	PRO
4	Mr.S.Kailasam	ERP -Data Entry Operator	21	Mr.T.Vellaichamy	Warden
5	Mrs.A.W.Sophiya	Office Assistant	22	Mr.S.Vairamani	Technical Assistant
6	Ms.M.Amutha	Library Assistant	23	Mr.M.Balachandran	Technical Assistant
7	Mr.C.Velmurugan	Library Assistant	24	Mr.K.Seenivasa perumal	Technical Assistant
8	Mr.R.Dinesh	Technical Assistant	29	Mr.S.R.Karikalan	Technical Assistant
9	Mr.R.Thiruppathi	Technical Assistant	30	Mr.K.G.Murugan	Technical Assistant
10	Mr.D.Rex	System Admin	31	Mr.J.Christhu Raja	Technical Assistant
11	Mr.P.Rajesh	Technical Assistant	32	Mr.S.Sivachandiran	Technical Assistant
12	Mr.A.Issack	Technical Assistant	33	Mr.P.Kaliappan	Technical Assistant
13	Mr.M.M.Mayilvahanan	Technical Assistant	34	Mr.V.Nagaraj	Technical Assistant
14	Mr.J.Gopinath	Technical Assistant	35	Mr.V.Visva Rathinam	Technical Assistant



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15	Mr.P.Ilayaraj	Technical Assistant	36	Mr.V.Isac Devaraj	Technical Assistant
16	Mr.M.Antony Dass	Technical Assistant	37	Mr.C.Ragu ram	Garden Supervisor
17	Mr.S.Ram Vignesh	Technical Assistant	38	Mr.E.Prakash	Technical Assistant


Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil


PRINCIPAL

Copy to: Chairman for kind information

Administrative Officer

HoD's

CIVIL

CSE

ECE

EEE

MECH

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- Discussion on the latest grievances suggested by the faculty.

S.NO	NAME	DESIGNATION/ DEPARTMENT	S.NO	NAME	DESIGNATION/ DEPARTMENT
1	Mrs.DHANALAKSHMI J	AP/CSE	22	Mr.S.KANNAN	AP/ Civil
2	Mrs.MOOHAMBIKAI M	AP/CSE	23	Ms.M.MUTHULAKSHMI	AP/ Civil
3	Mrs.SUGANYA S	AP/CSE	24	Ms.P.RAKSHANA	AP/ Civil
4	Mr.MURUGAN G	AP/CSE	25	Mrs.A.PADMA PRIYA	AP / CSE
5	Mrs.ALDO TENIS .A	AP/CSE	26	Mrs.T.RANI MANGAMMAL	AP / CSE
6	Mrs.KEERTHANA S	AP/ECE	27	Mr.R.RAVI	AP / CSE
7	Mr.MANIKANDAN A	AP/ECE	28	Ms.V.SUDHARSANA	AP / CSE
8	Dr.GANAPRIYA K	AP/ECE	29	Mrs.S.DEVI BALA	AP/ CSE
9	Mrs.KARTHIKA P	AP/CSE	30	Mrs.S.DIVYA	AP/ CSE
10	Mrs.RAJARAJESHWARI G	AP/CSE	31	Mrs.R.SUDHA	AP / ECE
11	Mrs. MOHANA KARTHIGA P	AP/EEE	32	Mrs.K.MONIGA	AP / ECE
12	Ms.ROY CELESTINA J	AP/CIVIL	33	Mrs.R.ANITHA	AP/ CSE
13	Dr.KARTHICK M.P	AP/CIVIL	34	Mrs.G.SARANYA	AP / ECE



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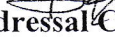
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14	Dr.A.KUMARESAN	AP/CHEMISTRY	35	Mr.M.KALIDASAN	AP/ EEE
15	Dr.K.GANESH	AP/CHEMISTRY	36	Mrs.R.RAMYA	AP/ EEE
16	Dr.S.NAGAMUTHU	AP/PHYSICS	37	Mrs.S.SUDHA	AP /MATHS
17	Dr.K.RAMACHANDRAN	AP/PHYSICS	38	Mrs.P.KARTHIKA RANI	AP /MATHS
18	Mrs.N.RATHI	PHYSICAL EDUCATION/APD	39	Ms.E.JASMINE	ACADEMIC INTERN /EEE
19	Dr.S.POSURIYA PRAKASH	AP/MECHANICAL	40	Ms.V.DHAARANI	ACADEMIC INTERN /EEE
20	Mr.D.THAMARAI SELVAN	AP/MECHANICAL	41	Mr.T.GANESAN	ACADEMIC INTERN/MECH
21	Mr.R.SANJEEVI	AP/MECHANICAL	42	Mr.P.V.SAMUEL DEVAKUMAR	ASSISTANT PROF / CSE


Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil


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Grievances Redressal Cell

15.11.2023

Attendance Sheet

The meeting of Grievances Redressal Cell during this academic year 2023-2024 held on **15.11.2023** at **4.00 p.m** in seminar hall 1.

S. No	Name of the Faculty	Designation	Signature
1	Mr.P.Loganathan	Office Assistant	P. Loganathan
2	Mrs.C.Banu	Office Assistant	C. Banu
3	Mrs.P.Ilavarasi	Office Attender	P. Ilavarasi
4	Mr.S.Kailasam	ERP -Data Entry Operator	S. Kailasam
5	Mrs.A.W.Sophiya	Office Assistant	A. W. Sophiya
6	Ms.M.Amutha	Library Assistant	M. Amutha
7	Mr.C.Velmurugan	Library Assistant	C. Velmurugan
8	Mr.R.Dinesh	Technical Assistant	R. Dinesh
9	Mr.R.Thiruppathi	Technical Assistant	R. Thiruppathi
10	Mr.D.Rex	System Admin	D. Rex
11	Mr.P.Rajesh	Technical Assistant	P. Rajesh
12	Mr.A.Issack	Technical Assistant	A. Issack
13	Mr.M.M.Mayilvahanan	Technical Assistant	M. M. Mayilvahanan
14	Mr.J.Gopinath	Technical Assistant	J. Gopinath
15	Mr.P.Ilayaraj	Technical Assistant	P. Ilayaraj
16	Mr.M.AntonyDass	Technical Assistant	M. Antony Dass
17	Mr.S.RamVignesh	Technical Assistant	S. Ram Vignesh
18	Mrs.P.SoundraPandiammal	Technical Assistant	P. Soundra Pandiammal
19	Mr.R.JohnBaskaran	Technical Assistant	R. John Baskaran
20	Mr.G.Selvamani	Technical Assistant	G. Selvamani
21	Mr.T.Vellaichamy	Technical Assistant	T. Vellaichamy
22	Mr.S.Vairamani	Technical Assistant	S. Vairamani



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23	Mr.M.Balachandran	Technical Assistant	M. Bal
24	Mr.K.Seenivasaperumal	Technical Assistant	K. Seenivasaperumal
29	Mr.S.R.Karikalan	Technical Assistant	AB
30	Mr.K.G.Murugan	Technical Assistant	Murugan K. G.
31	Mr.J.Christhu Raja	Technical Assistant	J. Christhu Raja
32	Mr.S.Sivachandiran	Technical Assistant	S. Sivachandiran
33	Mr.P.Kaliappan	Technical Assistant	P. Kaliappan
34	Mr.V.Nagaraj	Technical Assistant	V. Nagaraj
35	Mr.V.VisvaRathinam	Technical Assistant	V. VisvaRathinam
36	Mr.V.IsacDevaraj	Technical Assistant	V. IsacDevaraj
37	Mr.C.Ragu ram	Technical Assistant	AB
38	Mr.E.Prakash	Technical Assistant	E. Prakash


Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil


PRINCIPAL



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1	Mrs.DHANALAKSHMI J	AP/CSE	
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5	Mrs.ALDO TENIS .A	AP/CSE	
6	Mrs.KEERTHANA S	AP/ECE	
7	Mr.MANIKANDAN A	AP/ECE	
8	Dr.GANAPRIYA K	AP/ECE	
9	Mrs.KARTHIKA P	AP/CSE	
10	Mrs.RAJARAJESHWARI G	AP/ ^{ECE} CSE	
11	Mrs. MOHANA KARTHIGA P	AP/EEE	
12	Ms.ROY CELESTINA J	AP/CIVIL	
13	Dr.KARTHICK M.P	AP/CIVIL	
14	Dr.A.KUMARESAN	AP/CHEMISTRY	
15	Dr.K.GANESH	AP/CHEMISTRY	
16	Dr.S.NAGAMUTHU	AP/PHYSICS	
17	Dr.K.RAMACHANDRAN	AP/PHYSICS	
18	Mrs.N.RATHI	PHYSICAL EDUCATION/APD	
19	Dr.S. ^N OSURIYA PRAKASH	AP/MECHANICAL	



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20	Mr.D.THAMARAI SELVAN	AP/MECHANICAL	D. Thascl
21	Mr.R.SANJEEVI	AP/MECHANICAL	R. Sanjeevi
22	Mr.S.KANNAN	AP/ Civil	S. Kannan 15/11/23
23	Ms.M.MUTHULAKSHMI	AP/ Civil	M. Muthulakshmi
24	Ms.P.RAKSHANA	AP/ Civil	P. Rakshana
29	Mrs.A.PADMA PRIYA	AP / CSE	A. Padma Priya 15/11/23
30	Mrs.T.RANI MANGAMMAL	AP / CSE	T. Rani Mangammal
31	Mr.R.RAVI	AP / CSE	R. Ravi 15/11/23
32	Ms.V.SUDHARSANA	AP / CSE	V. Sudharsana 15/11/23
33	Mrs.S.DEVI BALA	AP/ CSE	S. Devi Bala
34	Mrs.S.DIVYA	AP/ CSE	S. Divya 15/11/23
35	Mrs.R.SUDHA	AP / ECE	R. Sudha 15/11/23
36	Mrs.K.MONIGA	AP / ECE	K. Moniga
37	Mrs.R.ANITHA	AP/ CSE	R. Anitha 15/11/23
38	Mrs.G.SARANYA	AP / ECE	G. Saranya 15/11/23
39	Mr.M.KALIDASAN	AP/ EEE	M. Kalidasan 15/11/23
40	Mrs.R.RAMYA	AP/ EEE	R. Ramya 15/11/23
41	Mrs.S.SUDHA	AP /MATHS	S. Sudha 15/11/23
42	Mrs.P.KARTHIKA RANI	AP /MATHS	P. Kartika Rani 15/11/23
43	Ms.E.JASMINE	ACADEMIC INTERN /EEE	E. Jasmine 15/11/23
44	Ms.V.DHAARANI	ACADEMIC INTERN /EEE	V. Dhaarani 15/11/23
45	Mr.T.GANESAN	ACADEMIC INTERN/MECH	T. Ganesan
46	Mr.P.V.SAMUEL DEVAKUMAR	ASSISTANT PROF / CSE	P. Samuel Devakumar

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil

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Minutes of Grievance Redressal Meeting

Title: Grievance Redressal meeting	Date & Time: 15.11.2023 at 4.00 p.m..
Convened by: Dr.G. Selvabharathi, AsP/Civil Dr.M.Rameswari, Professor / Maths	Venue: Seminar Hall-1
Minute by : Dr.G.Selvabharathi, AsP/Civil	
AGENDA	
1. Introduction of Committee Members 2. New System (online portal entry) 3. Grievance Redressal mechanism 4. Process for effective redress of grievances	

S. No.	Description	Points of Discussion
1.	Introduction of Committee Members	<ul style="list-style-type: none">The grievance committee members are introduced.Their details are given to register grievances.
2.	Review on the previous grievance registered.	<ul style="list-style-type: none">General Awareness and importance about the grievance cell is discussed with the all newly joined faculty members and staff.
3.	Grievance Redressal system (Online Portal Facility)	<ul style="list-style-type: none">Students and faculty in the college may dropped their grievance letters in the suggestion boxes provided on our campus or they can register their grievances in online portal (Online Grievance Redressal System) in our website. https://forms.gle/xcM6E2rq91CrJRFR7Suggestions and complaints can be given in the mode of Google Form.This information will be circulated to all the mentors and their respective mentees.
4.	Grievance Redress Mechanism	<ul style="list-style-type: none">A box marked 'Grievance Box' is placed on the ground floor. Any student may put in their case/Concern with name, date and class in the grievance box.Confidentiality and privacy should be maintained.The grievances dropped in the suggestion boxes or registered online form were collected periodically and they are analysed by the committee and forwarded to the concerned department for remarks.After receiving the remarks, the committee discuss them and takes suitable actions to solve the grievances if found genuine.



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5.	Process for effective redress of grievances	<ul style="list-style-type: none">• The committee will meet at least once in a month to resolve the grievances, if any.• To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.• The number of grievances settled or pending will be report to the principal periodically.
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The convener thanked all the members and the meeting was concluded at 4.30 p.m.



Principal

Members present

- All Teaching Faculties
- Non-Teaching Faculties
- Office Staffs

ED and chairmen – for kind information

Copy.to

1) HoDs

a.AIDS/CSBS

b.Civil

c. CSE

d. ECE

e.EEE

f. Mechanical

g. English

h. Mathematics

i. Physics

j. Chemistry

2) Faculty Circulation through HoDs

3) Office

4) Library

5) Placement

6) Physical Education



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Grievance Redressal Meeting Photos

