



**SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE**  
(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)  
An ISO 9001:2015 Certified Institution  
Sri Kalaivani Nagar, Erode-Gobi Main Road, Othakuthirai,  
K.Mettupalayam Post, Gobichettipalayam – 638 455, Erode District, Tamilnadu  
Web: <http://www.svhec.com/>

**CIRCULAR**

**Cir. No: SVHEC/AU/GRC/002/2022 - 23**

**Dt. 10.07.2023**

We are happy to inform that the Grievance Redressal Committee in the college for the purpose of Redressal grievance of the students, parents and others with following members. The Redressal Committee meeting is scheduled to be held on **14.07.2023, 11.00 am** at board room. It is hereby the committee members are asked to make it convenient to attend the meeting on scheduled date.

**Committee members:**

1. Ms. O.S.Thenmozhi, AP/Maths
2. Dr. S.Prakasam, Professor/Mech
3. Dr. P.J.Anoop, NGO
4. Mr. K.C.Anandhan, AP/EEE
5. Mr. N.Sukumar, ASP/Chem
6. Ms. S.Selvi, AP/Maths
7. Ms. K.Indhumathi, AP/CSE

**Submitted to: The secretary / Chairman**

**Copy to:**

1. PPF
2. Student notice board
3. The Person concerned



*[Handwritten signature]*  
10/07/2023  
**Principal**  
**PRINCIPAL**  
**SHREE VENKATESHWARA**  
**HI - TECH ENGINEERING COLLEGE**  
**OTHAKUTHIRAI, GOBI - 638 455**



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**Dr. P.Thangavel ME MBA PhD**  
Principal

**Ref: SVHEC/Grievance Redressal/2022-23/075**

**Date: 10.07.2023**

To

**Dr. P.J.Anoop, BDS,**  
197, Gobi Dental Centre,  
Katcheri Street,  
Gobichettipalayam – 638 452

Dear Sir,

We are very happy to inform you that our college Grievance Redressal Committee meeting will be scheduled on **14.07.2023, 11.00 am** at board room. We request you to kindly participate the meeting and give your valuable suggestions.

Thanking you,

With regards

PRINCIPAL

SHREE VENKATESHWARA  
HI-TECH ENGINEERING COLLEGE  
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## MINUTES OF THE MEETING OF GRIEVANCE REDRESSAL COMMITTEE

HELD ON 14<sup>th</sup> JULY 2023

### 1. Action taken report of the points discussed in the previous meeting:

S. No.	POINTS DISCUSSED AND SUGGESTIONS GIVEN	ACTION TAKEN
1.	To create awareness on human values, motivational talk can be arranged to the students.	As per AICTE norms, Universal Human Values programme has been conducted on 15.02.23
2.	To make students physically and mentally fit, yoga and meditation can be conducted inside the college campus.	Yoga and meditation programme has been arranged between 04.05.23 and 10.05.23
3.	To develop hardware skills, hardware training programme can be arranged with expert.	Three days hardware training programme has been arranged between 27.06.23 and 30.06.23

### 2. Points discussed in this meeting:

- To create awareness on equality between men and women, gender equality awareness programme can be conducted.
- To update student's knowledge in their respective fields through their department symposium activities.
- Provide ample opportunities to students to develop their personality through various clubs and exhibit their talents.

### 3. Members Present:

S.No.	NAME	DESIGNATION	GRIEVANCE CELL DESIGNATION	CONTACT NUMBER	SIGN
1	Ms. O.S.Thenmozhi	HoD/S&H	Chairman	9790683347	<i>shem</i>
2	Dr.S.Prakasam	Professor	Member	9865066242	<i>shem</i>
3	Dr. P.J.Anoop	Doctor	NGO	9942755105	<i>P.J.Anoop</i>
4	Mr. K.C.Anandhan	AP/EEE	Member	9787468182	<i>shem</i>
5	Mr. N.Sukumar	ASP/S&H	Member	9865752879	<i>N. Sukumar</i>
6	Ms. S.Selvi	AP/S&H	Member	9443834202	<i>S. Selvi</i>
7	Ms. K.Indhumathi	AP/CSE	Member	6380009446	<i>K. Indhumathi</i>

*shem*  
14/07/23  
CHAIRMAN / GRC



*shem*  
14/07/2023  
PRINCIPAL  
PRINCIPAL

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