



**PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE**

Gowrivakkam, Chennai-600073.

Affiliated to University of Madras, ISO-9001:2015 Certified Institution  
Recognized by UGC under section 2(f) of UGC Act:1956

PSVASC/GRC/2022-2023/002

DATE:20.07.2022

**CIRCULAR**

This is to inform to all the student Grievance Redressal Committee members will meet on 25-07-2022 at 10.30 a.m. at Conference Hall, PSVASC. All the committee members are requested to attend.

*N. Perathyl*  
**CONVENER**

**Copy to:**

- 1.The principal
- 2.All HODs
- 3.IQAC



*B. Kalpana*  
**PRINCIPAL**  
**PRINCE SHRI VENKATESHWARA**  
**ARTS AND SCIENCE COLLEGE**  
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### ATTENDANCE

NAME	DESIGNATION	SIGNATURE
Dr.M.Uma	Principal	<i>ly</i>
Mrs.Nehru Revathy	Convener	<i>N. Revathy</i>
Mrs.D.Sophia	Member	<i>D. Sophia</i>
Mrs.Jeevalatha	Member	<i>J. Jeevalatha</i>
Ms.K.Janaki	Member	<i>K. Janaki</i>
Mrs.V.Latha	Member	<i>V. Latha</i>
Mrs.P.Padmini	Member	<i>P. Padmini</i>
Mr.V.Ganesh [III-C.S.C]	Student Member	<i>V. Ganesh</i>
Ms.S.Deepika [III-BBA]	Student Member	<i>S. Deepika</i>

*N. Revathy*  
CONVENER



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PSVASC/GRC/2022-2023/03

Date:26.07.2022

**Convener-GRC**

Mrs.Nehru Revathy

Dear sir/Madam,

**Sub:** Grievance and redressal Committee meeting held on 25-07-2022 forwarding of Minutes-Regarding.

The minutes of GRC meeting held on 25-07-2022 is attached herewith for your reference and necessary action of the concerned.

*N. Revathy*  
CONVENER

To

1. All GRC members



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### Grievance and Redressal Committee

#### Minutes of the meeting

Monday, 25<sup>th</sup> July 2022, 10.30 a.m., Conference Hall

#### Members present:

Mrs. Nehru Revathy

Convener

#### Grievance and Redressal Committee members

NAME	DESIGNATION
Dr.M.Uma	Principal
Mrs.Nehru Revathy	Convener
Mrs.D.Sophia	Member
Mrs.Jeevalatha	Member
Ms.K.Janaki	Member
Mrs.V.Latha	Member
Mrs.P.Padmini	Member
Mr.V.Ganesh [III-C.S.C]	Student Member
Ms.S.Deepika [III-BBA]	Student Member

#### Welcome Address:

- ❖ All of the committee members were warmly welcomed by the convener, Mrs. Nehru Revathy, who also expressed appreciation for previous academic year programmes like "Orientation on Student Rights and Grievance Redressal: Understanding Legal Framework" and "Discussion on Empowering Student Advocacy: Strategies for Building Grievance Redressal Skills and Knowledge."



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She has highlighted that promptly resolving complaints will foster a calm environment for staff and students.

### Meeting Agenda:

- ❖ To talk about the concerns GRC raised after the previous meeting.
- ❖ To talk about the actions that should be taken to reduce the number of complaints.

### Meeting Minutes

- ❖ The convener stated that minor complaints should be resolved within two to three days, but all complaints must be resolved within one week of being filed.
- ❖ The members claimed that the complaints regarding the problem with the question papers for the internal assessment tests had been resolved. A quick course of action was then taken.
- ❖ The convener instructed the members to take special care to conduct Internal Assessment test, so that the grievances related to Internal Assessment should get reduce in future.
- ❖ The convener instructed the members to alert the maintenance supervisor to regularly check the labs and classrooms for maintenance needs before notifying the students of their complaints.
- ❖ Mrs.Nehru Revathy concluded by thanking the audience for their participation and insightful suggestions. She then urged her team to organise programmes like the "Guest lecture on Promoting Awareness of Grievance Redressal Procedures: Empowering Students to Seek Resolution" and the "Workshop on Conflict Resolution Skills: Navigating Interpersonal Grievances." She motivated the team members to execute their plans this academic year.

Date of next meeting: To be announced

Vote of thanks: The meeting ended with Vote of Thanks to their chair at 11.30 a.m.



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### ACKNOWLEDGEMENT SLIP

Acknowledgement for the receipt of minutes of meeting dated 25<sup>th</sup> July 2022

NAME	DESIGNATION	SIGNATURE
Dr.M.Uma	Principal	<i>U</i>
Mrs.Nehru Revathy	Convener	<i>N. Revathy</i>
Mrs.D.Sophia	Member	<i>D. Sophia</i>
Mrs.Jeevalatha	Member	<i>J. Latha</i>
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