

### Minutes of the Meeting

Grievance Cell Meeting was conducted on 10.08.2019 (Saturday) in Conference Hall at 11.00 a.m.

The following members were present

S.No	Name of the faculty member	Designation	Position	Signature
1.	Dr. V. Venkatachalam	Principal	Chairman	
2.	Prof. Solomon V Anbuchelvan	HoD/English	Convener	
3.	Dr. K.T. Kalaiselvi	Associate Professor/ Doms	Co-Convener	
4.	Dr. S. Malathi	Assistant Professor/Chemistry	Member	
5.	Mr.M.Balaji	Assistant Professor/ Civil	Member	
6	Mr. D. Hariharasayee	Assistant Professor/ Mechanical	Member	

The following points were discussed in the meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1.	Framing Grievance Redressal system was discussed and informed to all the members	All Members	-	
2.	It was resolved to keep vinyl board in all the blocks and in hostels	All Members	-	
3.	It is decided to get prior permission from Principal	Prof.Solomon	13.08.19	
4	It is resolved to design the board properly with relevant size	Dr. K.T. Kalaiselvi Dr. S. Malathi	14.08.19	
5	It is resolved to print and fix the boards in College campus	Mr.M.Balaji Mr. .Hariharasayee	17.08.19	