



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956

**TIMELY REDRESSAL OF THE GRIEVANCES
THROUGH APPROPRIATE COMMITTEES**



RAAK ARTS AND SCIENCE COLLEGE

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ANTI RAGGING COMMITTEE



PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-605 110
PERAMBAL.



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Anti-Ragging Committee [2022-23]

Committee Members:

NAME OF THE FACULTY	DESIGNATION	POSITION	CONTACT NUMBER	E-mail ID
DR. V.RAMNATH	PRINCIPAL	CONVENOR	8659475621	raakartsprincipal@gmail.com
MR.T.MURUGAN	REPORTER,DAI LYTHANTHI	MEMBER	8796512365	tnandrt@gmail.com
MR. KRISHNASAMY	POLICE INSPECTOR	VICE CHAIRMAN	879654123	prabha@gmail.com
DR.G.SENTHILNATHAN	HOD- CHEMISTRY	MEMBER	8524168741	senthilche@gmail.com
MR.R.PRADAP	HOD-BBA	MEMBER	8220914587	pradappdy04@gmail.com
DR.P.BARATHI	AP-TAMIL	MEMBER	7584625431	barathi@gmail.com
MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	8775421069	devakipdy@gmail.com
MR.B.JEGAN	STUDENT	MEMBER	8754236981	jeganb@gmail.com
MR.MOHANRAJ	STUDENT	MEMBER	9544475862	mohan126@gmail.com
MRS.RADHA	PARENT	MEMBER	7542368574	radha@gmail.com
MRS.MALARVIZHI	NON TEACHING STAFF	MEMBER	854632178	malarvizhi123@gmail.com



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Anti-ragging squad:

NAME OF THE FACULTY	DESIGNATION	CONTACT NUMBER	E-MAIL ID
MR.A.SARAVANAN	HOD-MATHS	87542145632	thangamsaravanan@gmail.com
MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	8521436698	sakthijo954@gmail.com
MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	7584625431	akgowthem@gmail.com



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RAAK/CIRCULAR/2022-2023/ANTI 005

Date: 06.04.2023

CIRCULAR (EVEN SEMESTER 2022-2023)

All the members of Anu Ragging Committee are here by informed that there will be a meeting on 11.04.2023 at 1.30 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
2	MR.R.PRADAP	HOD-BBA	MEMBER	
3	DR.P.BARATHI	AP-TAMIL	MEMBER	
4	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
5	MR.B.JEGAN	STUDENT	MEMBER	
6	MR.MOHANRAJ	STUDENT	MEMBER	

Anti ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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2. All department HODs and committee members



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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE (EVEN SEMESTER 2022-2023)

Date of Meeting: 11.04.2023

Venue: Seminar Hall

Ragging is strictly prohibited in this institution as per Government order. Anti-Ragging Committee meeting was conducted on 11.04.2023 at 1.30 pm.

The following points as been discussed during the meeting.

- 1) As per the directions of AICTE/UGC regulations anti ragging flex boards were printed and displayed in every floor.
- 2) Discipline during morning and evening break time and lunch time.
- 3) During break hours faculty members should around each floors to watch the activities of the student. If any incident of fighting assault notice any of the faculty members or even by the not teaching staff, it should be immediately brought to the notice of the committee member
- 4) No single complaint was filed during the academic year (even semester) 2022-2023; RAAK stands as a ragging free campus.




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The following member were present in the meeting:

Sl.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
2	MR.R.PRADAP	HOD-BBA	MEMBER	
3	DR.P.BARATHI	AP-TAMIL	MEMBER	
4	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
5	MR.B.JEGAN	STUDENT	MEMBER	
6	MR.MOHANRAJ	STUDENT	MEMBER	

Anti ragging squad:

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1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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RAAK/CIRCULAR/2022-2023/ANTI 007

Date: 07.11.2022

CIRCULAR (ODD SEMESTER 2022-2023)

All the members of Anti Ragging Committee are here by informed that there will be a meeting on 09.11.2022 at 2.30 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
2	MR.R.PRADAP	HOD-BBA	MEMBER	
3	DR.P.BARATHI	AP-TAMIL	MEMBER	
4	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
5	MR.B.JEGAN	STUDENT	MEMBER	
6	MR.MOHANRAJ	STUDENT	MEMBER	

Anti-ragging squad:

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1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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Principal

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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE (ODD SEMESTER 2022-2023)

Date of Meeting: 09.11.2022

Venue: Seminar hall.

The meeting of the Anti-Ragging Committee for the academic year 2022-2023 held on 09.11.2022 at 2.30 pm in the seminar hall

The following were discussed in the meeting.

1. Interactions of HOD's with students and committee members It was decided that all HOD's will interact with the students and their staff to review the status of discipline on a regular basis. Essential points should be brought to the notice of the secretary member of the committee immediately which shall discussed in the nearest anti ragging committee meeting.
2. All the heads appointed should conduct meetings in their respective departments to explain the responsibilities of the anti-ragging committee to the subjects.
3. The revised anti ragging committee members list and their contact numbers were given to all the departments.
4. Since there is no single complaint of the matter during the year 2022-2023 odd semester RAAK stands as a ragging free campus.



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The following members were present in the meeting:

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	<i>Geeji</i>
2	MR.R.PRADAP	HOD-BBA	MEMBER	<i>Pradap</i>
3	DR.P.BARATHI	AP-TAMIL	MEMBER	<i>P. Ungar</i>
4	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	<i>R. Devaki</i>
5	MR.B.JEGAN	STUDENT	MEMBER	<i>Jegan</i>
6	MR.MOHANRAJ	STUDENT	MEMBER	<i>Mohanraj</i>

Anti-ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	MR.A.SARAVANAN	HOD-MATHS	<i>A. Saravanan</i>
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	<i>R. Sakthidevi</i>
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	<i>A.K. Gowthemraj</i>

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Anti-Ragging Committee [2021-2022]

Committee Members:

NAME OF THE FACULTY	DESIGNATION	POSITION	CONTACT NUMBER	E-mail ID
DR. G.MOHAMED NAZER	PRINCIPAL	CONVENOR	8659475621	raakartsprincipal@gmail.com
MR.T.MURUGAN	REPORTER, DAILY THANTHI	MEMBER	8796512365	tnandrt@gmail.com
MR. KRISHNASAMY	POLICE INSPECTOR	VICE CHAIRMAN	879654123	prabha@gmail.com
DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	8524168741	senthilche@gmail.com
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RAAK/CIRCULAR/2021-2022/ANTI 012.

Date: 07.04.2022

CIRCULAR (ODD SEMESTER 2022-2023)

All the members of Anti Ragging Committee are here by informed that there will be a meeting on 08.04.2022 at 2.30 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
2	MR.R.PRADAP	HOD-BBA	MEMBER	
3	DR.P.BARATHI	AP-TAMIL	MEMBER	
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3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE (EVEN SEMESTER 2021-2022)

Date of Meeting: 08.04.2022

Venue: Seminar hall.

Ragging is strictly prohibited in this institution as per Government order. Anti- Ragging Committee meeting was conducted on 08.04.2022 at 2 pm.

The following items were discussed during the meeting.

1. Based on the previous meeting discussion the display all the places to create the awareness about ragging and punishment,
2. It is suggested to follow the regular practice of addressing all the senior student's your wise and sensitizing them regarding the need for total prevention of ragging, followed by presentation by the Nodal Officer, deserring the rules and regulations established by UGC, AICTE, University and other statutory bodies of the state and central government pertaining to ragging in educational institution.
3. Regular monitoring of discipline in the campus by all the HOD's anti ragging squad, campus monitoring and faculty members and staff.
4. The principal also mention that in view of the measures adopt over the years so far no incidents of ragging have occurred
5. During initiation day, the first year students are informed of the support systems including the officials to be contacted along with their email ids and phone numbers.



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The following members were present in the meeting:

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1	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
2	MR.R.PRADAP	HOD-BBA	MEMBER	
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RAAK/CIRCULAR/2021-2022/ANTI 011

Date: 26.11..2021

CIRCULAR (ODD SEMESTER 2021-2022)

All the members of Anti Ragging Committee are here by informed that there will be a meeting on 29.11.2021 at 1 pm in the Seminar hall.

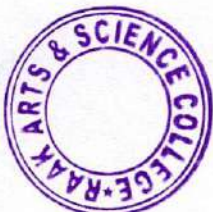
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1	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE (ODD SEMESTER 2021-2022)

Date of Meeting: 29.11.2021

Venue: Seminar hall

The meeting of the Anti-Ragging Committee for the academic year 2021-2022 started at on 29.11.2021 at 1 pm in the seminar hall.

The following were discussed in the meeting.

- 1) Affidavit of anti-ragging should be read out to the students and their parents/guideline the time of admission. All the students and parents should be made aware that it can be downloaded from the AICTEUGC website.
- 2) It was decided that the members of the anti-ragging committee will visit various places of campus for monitoring and supervision,
- 3) If a student is found indulging in ragging activities, any knowledge of the matter should be immediately brought to the notice of Principal of the anti-ragging committee.



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Anti-Ragging Committee [2020-2021]

Committee Members:

NAME OF THE FACULTY	DESIGNATION	POSITION	CONTACT NUMBER	E-mail ID
DR. G.MOHAMED NAZER	PRINCIPAL	CHAIR PERSON	8659475621	raakartsprincipal@gmail.com
MR.T.MURUGAN	REPORTER, DAILY LYTHANTHI	MEMBER	8796512365	tnandrt@gmail.com
MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	879654123	prabha@gmail.com
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MR.MOHANRAJ	STUDENT	MEMBER	9544475862	mohan126@gmail.com
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Anti-ragging squad:

Name of the faculty	designation	Contact number	E-mail ID
MR.A.SARAVANAN	HOD-MATHS	87542145632	thangamsaravanan@gmail.com
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RAAK/CIRCULAR/2020-2021/ANTI 017

Date: 26.04..2021

CIRCULAR (EVEN SEMESTER (2020-2021))

All the members of Anti Ragging Committee are here by informed that there will be a meeting on 28.04.2021 at 1 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MRS.SELVI	PARENT	MEMBER	

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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE (EVEN SEMESTER 2020-2021)

Date of Meeting: 28.04.2011

Venue: Seminar hall.

Ragging is strictly prohibited in this institution as per Government order. Anti-Ragging Committee meeting was conducted on 28.04.2021 at 1.30 pm

The following items were discussed during the meeting.

1. Ant ragging review committee has been formed
2. All the members of committee visited to all hostels and campus, guided students regarding the issue.
3. There is a no case regarding ragging of student
4. Anti-ragging notices and flex has been displayed in notice boards and class rooms

The following members were present in the meeting.

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1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
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4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
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6	MRS.SELVI	PARENT	MEMBER	



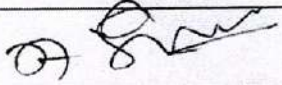
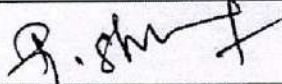
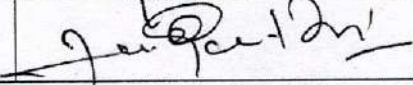
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Anti-ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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ANTI-RAGGING COMMITTEE [2019-2020]

Committee Members:

NAME OF THE FACULTY	DESIGNATION	POSITION	CONTACT NUMBER	E-MAIL ID
DR. G.MOHAMED NAZER	PRINCIPAL	CHAIR PERSON	8659475621	raakartsprincipal@gmail.com
MR.T.MURUGAN	REPORTER, DAILY LYTHANTHI	MEMBER	8796512365	tnandrt@gmail.com
MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	879654123	prabha@gmail.com
DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	8524168741	senthilche@gmail.com
MR.R.PRADAP	HOD-BBA	MEMBER	8220914587	pradappdy04@gmail.com
MR.S.SATHISH	HOD-TAMIL	MEMBER	9884625431	puduvaisathish@gmail.com
MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	8775421069	devakipdy@gmail.com
MR.AKASH	STUDENT	MEMBER	9875236981	akashp@gmail.com
MS.HEMA	STUDENT	MEMBER	9745368520	hema123@gmail.com
MRS.SELVI	PARENT	MEMBER	7542368574	kuttys@gmail.com
MRS.USHA	NON TEACHING STAFF	MEMBER		



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RAAK/CIRCULAR/2019-2020/ANTI 012

Date: 08.01.2020

CIRCULAR (EVEN SEMESTER 2019-2020)

All the members of Anti Ragging Committee are here by informed that there will be a meeting on 10.01.2020 at 1.30 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	

Anti-ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
MR.A.SARAVANAN	HOD-MATHS	8754214563	
MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	8521436698	
MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	7584625431	

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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE

(EVEN SEMESTER 2019-2020)

Date of meeting: 10.01.2020

Venue: Seminar hall

Ragging is strictly prohibited in this institution as per Government order. Anti-Ragging Committee meeting was conducted on 10.01.2020 at 2.30 pm.

The following items were discussed during the meeting.

1. To review the case of ragging if any
2. Guidance to hostel students
3. Any other relevant discussion that arise in the meeting
4. Flying squad members have reported no incidents of ragging were observed so far in Hostels or in the campus
5. It was decided to keep a watch on visitors non students and strangers in the college Campus
6. The flying squad members created awareness among hostels students

The following members were present in the meeting.

Sl.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	



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Anti-ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
MR.A.SARAVANAN	HOD-MATHS	87542145632	
MRS.R.SAKTHIDEVI	AP- COMPUTER SCIENCE	8521436698	
MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	7584625431	

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RAAK/CIRCULAR/2019-2020/ANTI 015

Date: 11.01.2019

CIRCULAR (ODD SEMESTER 2019-2020)

All the members of Anti-Ragging Committee are here by informed that there will be a meeting on 16.07.2019 at 1.30 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	

Anti-ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
MR.A.SARAVANAN	HOD-MATHS	87542145632	
MRS.R.SAKTHIDEVI	AP -COMPUTER SCIENCE	8521436698	
MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	7584625431	

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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE

(ODD SEMESTER 2019-2020)

Date of Meeting: 16.07.2019

Venue: Seminar hall

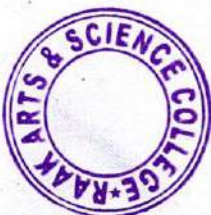
The meeting of the Anti-Ragging Committee for the academic year 2019-2020 started at on 16.07.2019 at 2 pm in the seminar hall

1. The following were discussed in the meeting.

1. The squad members reported that no issues of ragging were observed. So far either in hostel or in the campus.
2. It was decided to continue visit to the hostel every evening until last working day of the college.
3. The committee members were told to keep a watch on students in college bus also
4. The flying squad members were advised to visit the hostels without fail and put their signatures in the visitors book

The following members were present in the meeting.

Sl.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	



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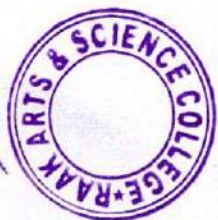
Anti-ragging squad:

Sl.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
MR.A.SARAVANAN	HOD-MATHS	87542145632	
MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	8521436698	
MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	7584625431	

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Anti-Ragging Committee [2018-2019]

Committee Members:

NAME OF THE FACULTY	DESIGNATION	POSITION	CONTACT NUMBER	E-MAIL ID
DR. G.MOHAMED NAZER	PRINCIPAL	CHAIR PERSON	8659475621	raakartsprincipal@gmail.com
MR.T.MURUGAN	REPORTER, DAILY THANTHI	MEMBER	8796512365	tnandrt@gmail.com
MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	879654123	prabha@gmail.com
DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	8524168741	senthilche@gmail.com
MR.R.PRADAP	HOD-BBA	MEMBER	8220914587	pradappdy04@gmail.com
MR.S.SATHISH	HOD-TAMIL	MEMBER	9884625431	puduvaisathish@gmail.com
MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	8775421069	devakipdy@gmail.com
MR.AKASH	STUDENT	MEMBER	9875236981	akashp@gmail.com
MS.HEMA	STUDENT	MEMBER	9745368520	hema123@gmail.com
MRS.SELVI	PARENT	MEMBER	7542368574	kuttys@gmail.com
MRS.USHA	NON TEACHING STAFF	MEMBER	8562554545	



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Anti -ragging squad:

NAME OF THE FACULTY	DESIGNATION	CONTACT NUMBER	E-MAIL ID
MR.A.SARAVANAN	HOD-MATHS	87542145632	thangamsaravanan@gmail.com
MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	8521436698	sakthijo@gmail.com
MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	7584625431	akgowthem@gmail.com



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RAAK/CIRCULAR/2018-2019/ANTI 016

Date: 22.01.2019

CIRCULAR (EVEN SEMESTER 2018-2019)

All the members of Anti Ragging Committee are here by informed that there will be a meeting on 25.01.2019 at 1.30 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	

Anti-ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE

(EVEN SEMESTER 2018-2019)

Date of Meeting: 23.01.2019

Venue: Seminar hall

Ragging is strictly prohibited in this institution as per Government order. Anti-Ragging Committee meeting was conducted on 23.01.2019 at 2.30 pm.

The following items were discussed during the meeting.

1. Anti-ragging is totally prohibited in the campus. If any student is found indulging in ragging, severe action will be taken against the student.
2. The committee was requested to organize meetings with students to make the campus ragging free zone.
3. The total eradication of the menace of ragging in our college was well specialized by all the members.
4. The committee reported that no complaints related to ragging were received

The following members were present in the meeting.

Sl.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	



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Anti-ragging squad:

Sl.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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RAAK/CIRCULAR/2018-2019/ANTI 008

Date: 03.09.2018

CIRCULAR (EVEN SEMESTER 2018-2019)

All the members of Anti Ragging Committee are here by informed that there will be a meeting on 05.09.2018 at 1.30 pm in the Seminar hall.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	

Anti-ragging squad:

SI.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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MINUTES OF THE MEETING-ANTI RAGGING COMMITTEE

(ODD SEMESTER 2018-2019)

Date of Meeting: 05.09.2018

Venue: Seminar hall

1. The meeting of the Anti-Ragging Committee for the academic year 2018-2019 started at on 05.09.2018 at 2.30 pm in the seminar hall.
2. Dr. S. Arumugam, Presided over the meeting and shared the following agenda for interaction with HOD's and committee members.

The following were discussed in the meeting.

1. The roles and responsibilities of anti-ragging committee.
2. The squad members were requested to patrol at different timings.
3. No complaints regarding ragging were received.
4. The total Eradication of the Menace of ragging in our campus was well appreciated by all the members.

The following members were present in the meeting.

SI.NO	NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
1	MRS.B. PRABADEVI	POLICE INSPECTOR	MEMBER	
2	DR.G.SENTHILNATHAN	HOD-CHEMISTRY	MEMBER	
3	MR.R.PRADAP	HOD-BBA	MEMBER	
4	MR.S.SATHISH	HOD-TAMIL	MEMBER	
5	MRS.R.DEVAKI	ASSISTANT PROFESSOR	MEMBER	
6	MR.AKASH	STUDENT	MEMBER	



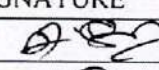
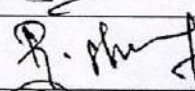

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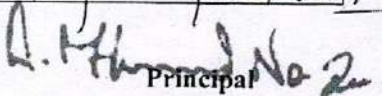
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Anti-ragging squad:

Sl.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	MR.A.SARAVANAN	HOD-MATHS	
2	MRS.R.SAKTHIDEVI	AP-COMPUTER SCIENCE	
3	MR.A.K.GOWTHEMRAJ	HOD-ENGLISH	

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STUDENT'S GRIEVANCES AND REDRESSEL COMMITTEE ACADEMIC YEAR (2022-23)

COMMITTEE MEMBERS

NAME OF THE FACULTY	DESIGNATION	POSITION	CONTACT NUMBER	Email.ID
DR.S.JAYAKUMAR	PRINCIPAL	Chairperson	9854215621	RAAKarts@gmail.com
Dr.G.SenthilNathan	HOD-Chemistry	Member	8885264891	senthiRAAK@gmail.co
Mr.R.Pradap	HOD-BBA	Member	8752146321	pradappdy@gmail.com
Mr.A.K.Gowthemraj	HOD-English	Member	7256845985	akgowtham@gmail.com
Mrs.R.Devaki	Assistant Professor		8549754236	devi123@gmail.com
Mr.B.Balaji	Student	Student's Representatives	7845632154	balu1256@gmail.com



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RAAK/CIRCULAR/2022-2023/GRC-11

Date: 16.05.2023

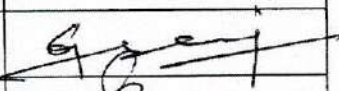
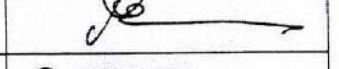
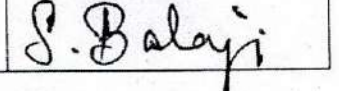
CIRCULAR

4 th GRC meeting (For Academic year 2022-2023 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 22.05.2023 at 2.30 pm in seminar hall. The following points will be discussed during meeting.

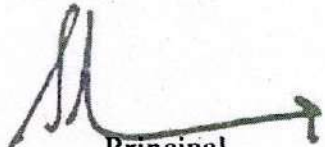
1. Identification of students/stall grievances
2. Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr.G.Senthilnathan	HOD-Chemistry	Member	
Mr.R.Pradap	HOD-BBA	Member	
Mr.B.Balaji	Student	Student's Representatives	

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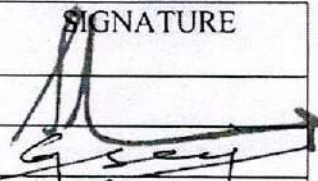
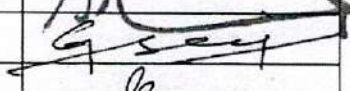
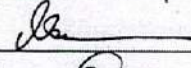
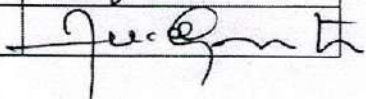
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Date: 22.05.2023

Minutes of the Meeting of Grievance Redressal Committee (Even Semester 2022-2023)

The following members were present in the Grievance Redressal Committee meeting held on 22.05.2023 at 2.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
DR.S.JAYAKUMAR	PRINCIPAL	Chairperson	
Dr.G.SenthilNathan	HOD-Chemistry	Member	
Mr.R.Pradap	HOD-BBA	Member	
Mr.A.K.Gowthemraj	HOD-English	Member	

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Suggested to provide more number of trash cans in several locations to maintain clean campus.

Actions taken:

Sufficient numbers of trash cans was kept in every floor.

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2. All department HOD's and the Committee Members



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RAAK/CIRCULAR/2022-2023/GRC 10

Date: 7.03.2023

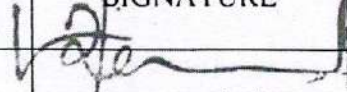
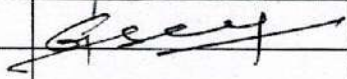


CIRCULAR

3rdGRC meeting (For Academic year 2022-2023 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 13.03.2023 at 1.30 pm in seminar hall. The following points will be discussed during meeting.

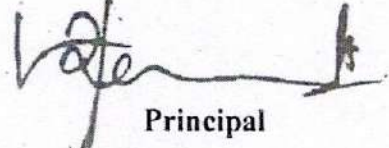
1. Identification of students/staff grievances
2. Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	PRINCIPAL	Chairperson	
Dr.G.SenthilNathan	HOD-Chemistry	Member	
Mr.R.Pradap	HOD-BBA	Member	
Mr.A.K.Gowthemraj	HOD-English	Member	

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Principal




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Minutes of the Meeting of Grievance Redressal Committee (Even Semester 2022-2023)

The following members were present in the Grievance Redressal Committee meeting held on 13.03.2023 at 2.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	PRINCIPAL	Chairperson	
Dr.G.SenthilNathan	HOD-Chemistry	Member	
Mr.R.Pradap	HOD-BBA	Member	
Mr.A.K.Gowthemraj	HOD-English	Member	

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Need for hand washing liquid dispensary in girl's toilet.
2. Requisition for increasing number of items available in general stores.

Actions taken:

1. Hand washing liquid has been kept in all rest rooms.
2. Number of items was increased in the general store.

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3. All department HOD's and the Committee Members

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RAAK/CIRCULAR/2022-2023/GRC 09

Date: 18.01.2023

CIRCULAR

2ndGRC meeting (For Academic year 2022-2023 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting 23.01.2023 at 2.30 pm in seminar hall. The following points will be discussed during meeting.

1. Identification of students/staff grievances
2. Grievance redressal procedures
3. Corrective actions

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	PRINCIPAL	Chairperson	
Dr.G.Senthilnathan	HOD-Chemistry	Member	
Mr.R.Pradap	HOD-BBA	Member	
Mr.A.K.Gowthemraj	HOD-English	Member	

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principal



Principal

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No. RAAK/CIRCULAR/2022-2023/GRC 08

Date: 9.11.2022

CIRCULAR

1st GRC meeting (For Academic year 2022-2023 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 10.11.2022 at 1.30 pm in seminar hall. The following points will be discussed during meeting.

1. Grievances received from students/teaching and non-teaching staffs/parents.
2. Grievance redressed/Action taken

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	PRINCIPAL	Chairperson	
Dr.G.SenthilNathan	HOD-Chemistry	Member	
Mr.R.Pradap	HOD-BBA	Member	
Mr.A.K.Gowthemraj	HOD-English	Member	

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Date.10.11.2022

Minutes of the Meeting of Grievance Redressal Committee (Odd Semester 2022-2023)

The following members were present in the Grievance Redressal Committee meeting held on 23.01.2023 at 2.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	PRINCIPAL	Chairperson	
Dr.G.SenthilNathan	HOD-Chemistry	Member	
Mr.R.Pradap	HOD-BBA	Member	
Mr.A.K.Gowthemraj	HOD-English	Member	

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Requested to increase the speed of Wi-Fi in certain areas within the campus.
2. Replace soft drinks with fresh drinks in the canteen.
3. Extend the genre of books available in the library.

Actions taken:

1. The speed of Wi-Fi is increased
2. The arrangements will be made at college canteen following the monitoring of consumption of fresh juice by students.
3. More books have been provided in the library.

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STUDENT'S GRIEVANCES AND REDRESSEL COMMITTEE [2021-22]

Objective:

- The objective of a Student's Grievances and Redressal Committee typically revolves around providing a platform for students to address and resolve their concerns. Complaints or grievances within an educational institution.
- The primary purpose is to provide a formal mechanism for students to express their grievances related to academic, administrative, or personal issues within the institution.
- Ensuring that students are treated fairly and impartially in resolving their grievances. Irrespective of their background or status within the institution.

Functions of the committee:

- The committee receives complaints and grievances from students regarding academic, administrative, or personal issues within the institution.
- It investigates the complaints thoroughly, ensuring all relevant facts and details are gathered to understand the nature and extent of the grievance.

Responsibilities:

The committee should have a system in place to receive grievances from students regarding any issues they encounter within the educational institution.

Academic issues:

- Addressing grievances related to unfair grading practices, including incorrect grading. Subjective grading or bias in evaluation.
- Handling complaints regarding exam scheduling, conduct, invigilation, or irregularities during examinations.
- Resolving issues related to attendance policies, including discrepancies in attendance records or unfair penalties for absences.
- Addressing concerns regarding the quality of teaching, course material, or delivery Methods, including outdated or irrelevant caricaturing.
- Dealing with grievances related to assignment or project evaluations, such as unfair of feedback.



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STUDENT'S GRIEVANCES AND REDRESSAL COMMITTEE ACADEMIC YEAR (2021-22)

COMMITTEE MEMBERS

NAME OF THE FACULTY	DESIGNATION	POSITION	Email.ID	CONTACT NUMBER
Dr. V.RAMNATH	Chair Person	Chair Person	RAAKarts@gmail.com	9785326485
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	kamatchi@RAAK.co.in	9587456321
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	gowri188@gmail.com	8965423157
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	anbuk@gmail.com	6598745213
Ms.ANUPRIYA	II B.A TAMIL	Student's Representative	Anupriya@gmail.com	6687541258



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RAAK/CIRCULAR/2021-2022/GRC 07

Date: 8.06.2022

CIRCULAR

4 "GRC meeting (For Academic year 2021-2022 Even semester)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 13.06.2022 at 12.30 pm in seminar hall. The following points will be discussed during meeting.

1. Identification of students/staff grievances
2. Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	Chair Person	Chair Person	
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	
Ms.ANUPRIYA	II B.A TAMIL	Student's Representative	

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13.06.2022

Minutes of the Meeting of Grievance Redressal Committee (Even Semester 2021-2022)

The following members were present in the Grievance Redressal Committee meeting held on 13.06.2022 at 12.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	Chair Person	Chair Person	
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	
Ms. ANUPRIYA	II B.A. TAMIL	Student's Representative	

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting

Grievances of students:

1. Request to conduct additional training classes for C.C++ programming.
2. Additional coaching class is required for students having arrears in previous semesters.

Actions taken:

1. C, C++ training classes was conducted.
2. Arrear coaching class has been conducted before the university examinations.

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RAAK/CIRCULAR/2021-2022/GRC 06

Date: 5.04.2022

CIRCULAR

3 GRC meeting (For Academic year 2021-2022 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 8.04.2022 at 12.30 pm in seminar hall. The following points will be discussed during meeting.

- Identification of students/staff grievances
- Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	Chair Person	Chair Person	
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	
Ms.ANUPRIYA	II B.A TAMIL	Student's Representative	

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MOM (GRIEVANCE REDRESSAL) (2021-22)

The following members were present in the Grievance Redressal Committee meeting held on 8.04.2022 at 12.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. V.RAMNATH	Chair Person	Chair Person	
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	
Ms. ANUPRIYA	II B.A TAMIL	Student's Representative	

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting

Grievances of students:

1. Delays or lack of response in administrative processes.
2. Unfair grading or discrepancies in exam evaluation

Actions taken:

1. Streamlining administrative procedures, establishing clear communication channels, and ensuring timely responses to student queries.
2. Review of grading criteria, re-evaluation of exams if necessary, and providing avenues for students to challenge grades.

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RAAK | CIRCULAR | 2021-22 | GRC 05 CIRCULAR

DATE: 27.12.2021

2nd GRC meeting (For Academic year 2021-2022 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 30.12.2021 at 1.30 pm in seminar hall. The following points will be discussed during meeting

1. Identification of students/staff grievances
2. Grievance redressal procedures
3. Corrective actions

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G. MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed No 2</i>
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
Ms. ANUPRIYA	II B.A TAMIL	Student's Representative	<i>Anupriya</i>

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3. All department HOD's and the Committee Members



A. Mohamed No 2.
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Date: 30.12.2021

Minutes of the Meeting of Grievance Redressal Committee (Odd Semester 2021-2022)

The following members were present in the Grievance Redressal Committee meeting held on 30.12.2021 at 1.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>A. Mohamed Nazer</i>
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
Ms. ANUPRIYA	II B.A TAMIL	Student's Representative	<i>Anupriya</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Improve quality of food served in hostel mess,
2. Students of BME department requested to arrange

Actions taken:

1. Advised hostel mess in charge to provide good quality food.
2. Technical training sessions were conducted.

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4. All department HOD's and the Committee Members



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RAAK/CIRCULAR/2021-2022/GRC 04

Date: 5.10.2021

CIRCULAR

1st GRC meeting (For Academic year 2021-2022 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 8.10.2021 at 2.30 pm in seminar hall. The following points will be discussed during meeting.

1. Grievances received from students/teaching and non-teaching staffs/parents.
2. Grievance redressed/Action taken

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	A. M. Hameed No. 2
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Rajendiran
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	Priyadharshini
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	D. Rajalakshmi
Ms. ANUPRIYA	II B.A TAMIL	Student's Representative	Anupriya

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A. M. Hameed No. 2
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08.10.2021

Minutes of the Meeting of Grievance Redressal Committee (Odd Semester 2021-2022)

The following members were present in the Grievance Redressal Committee meeting held on 8.10.2021 at 2.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	A. Mohamed No. 2.
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Rajendiran
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	Priyadharshini
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	D. Rajalakshmi
Ms. ANUPRIYA	II B.A TAMIL	Student's Representative	Anupriya

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Students requested to provide entrepreneurship training programme.
2. They need additional water facilities during break and lunch time.

Actions taken:

1. Decided provide entrepreneurship training programme.
2. The additional water cans were installed in all floors

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STUDENT'S GRIEVANCES AND REDRESSAL COMMITTEE [2020-21]

Objective:

1. The objective of a Student's Grievances and Redressal Committee typically revolves around providing a platform for students to address and resolve their concerns, complaints, or grievances within an educational institution
2. The primary purpose is to provide a formal mechanism for students to express their
3. grievances related to academic, administrative, or personal issues within the institution Ensuring that students are treated fairly and impartially in resolving their grievances, irrespective of their background or status within the institution.

Functions of the committee:

1. The committee receives complaints and grievances from students regarding academic, administrative, or personal issues within the institution.
2. It investigates the complaints thoroughly, ensuring all relevant facts and details are gathered to understand the nature and extent of the grievance.

Responsibilities:

1. The committee should have a system in place to receive grievances from students regarding any issues they encounter within the educational institution.

Academic issues:

1. Addressing grievances related to unfair grading practices, including incorrect grading, subjective grading, or bias in evaluation.
2. Handling complaints regarding exam scheduling, conduct, invigilation, or irregularities
3. during examinations. Resolving issues related to attendance policies, including discrepancies in attendance records or unfair penalties for absences.
4. Addressing concerns regarding the quality of teaching, course material, or delivery methods, including outdated or irrelevant curriculum.
5. Dealing with grievances related to assignment or project evaluations, such as unfair marking criteria or lack of feedback.




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STUDENT'S GRIEVANCES AND REDRESSAL COMMITTEE ACADEMIC YEAR

(2020-21)

COMMITTEE MEMBERS

NAME OF THE FACULTY	DESIGNATION	POSITION	Email.ID	CONTACT NUMBER
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	RAAKarts@gmail.com	9785326485
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	kamatchi@RAAK.co.in	9587456321
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	gowri188@gmail.com	8965423157
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	anbuk@gmail.com	6598745213
Ms.ANUPRIYA	II B.A TAMIL	Student's Representative	Anupriya@gmail.com	6687541258




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RAAK/CIRCULAR/2020-2021/GRC 03

Date: 14.12.2020

CIRCULAR

GRC meeting (For Academic year 2020-2021 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 18.12.2020 at 1.30 pm in seminar hall. The following points will be discussed during meeting.

- o Identification of students/staff grievances
- o Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	A. Mohamed No 2.
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Rajendiran
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	Priya
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	D. Rajalakshmi
Ms.ANUPRIYA	I B.A TAMIL	Student's Representative	Anupriya

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2. All department HOD's and the Committee Members



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A. Mohamed No 2.

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Date: 18.12.2020

Minutes of the Meeting of Grievance Redressal Committee (Even Semester 2020-2021)

The following members were present in the Grievance Redressal Committee meeting held on 18.12.2020 at 1.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed No 2</i>
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>Rajalakshmi</i>
Ms. ANUPRIYA	I.B.A TAMIL	Student's Representative	<i>Anupriya</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Students requested to install mirrors in wash rooms.
2. They requested to increase the library hours to utilize subject knowledge.

Actions taken:

1. Installed mirrors in all washrooms.
2. Library closing time has been extended.

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2. All department HOD's and the Committee.



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STUDENT'S GRIEVANCES AND REDRESSAL COMMITTEE [2019-20]

Objective:

- The objective of a Student's Grievances and Redressal Committee typically revolves around providing a platform for students to address and resolve their concerns, complaints, or grievances within an educational institution.
- The primary purpose is to provide a formal mechanism for students to express their grievances related to academic, administrative, or personal issues within the institution.
- Ensuring that students are treated fairly and impartially in resolving their grievances, irrespective of their background or status within the institution.

Functions of the committee:

- The committee receives complaints and grievances from students regarding academic, administrative, or personal issues within the institution.
- It investigates the complaints thoroughly, ensuring all relevant facts and details are gathered to understand the nature and extent of the grievance.

Responsibilities:

- The committee should have a system in place to receive grievances from students regarding any issues they encounter within the educational institution.

Academic issues:

- Addressing grievances related to unfair grading practices, including incorrect grading, subjective grading, or bias in evaluation.
- Handling complaints regarding exam scheduling, conduct, invigilation, or irregularities during examinations.
- Resolving issues related to attendance policies, including discrepancies in attendance records or unfair penalties for absences.
- Addressing concerns regarding the quality of teaching, course material, or delivery methods, including outdated or irrelevant curriculum.
- Dealing with grievances related to assignment or project evaluations, such as unfair marking criteria or lack of feedback.




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STUDENT'S GRIEVANCES AND REDRESSEL COMMITTEE ACADEMIC YEAR (2019-20)

COMMITTEE MEMBERS

NAME OF THE FACULTY	DESIGNATION	POSITION	Email.ID	CONTACT NUMBER
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	raakartspricipal@gmail.com	9785326485
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Raj1289@gmail.com	9587456321
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	gowri188@gmail.com	8965423157
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	anbuk@gmail.com	6598745213
Ms.ANUPRIYA	II B.A TAMIL	Student's Representative	Anupriya@gmail.com	6687541258



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RAAK/CIRCULAR/2019-2020/GRC 02

Date: 19.03.2020

CIRCULAR

4GRC meeting (For Academic year 2019-2020 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 24.03.2020 at 2 pm in seminar hall. The following points will be discussed during meeting.

1. Identification of students/staff grievances
2. Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>Rajalakshmi</i>
Ms. PRIYA	II B.SC	Student's Representative	<i>Priya</i>

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Date: 24.03.2020

Minutes of the Meeting of Grievance Redressal Committee (Even Semester 2019-2020)

The following members were present in the Grievance Redressal Committee meeting held on 24.03.2020 at 2 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	
Ms. PRIYA	II B.SC	Student's Representative	

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Students requested for cleaning the lab and class room and frequent cleaning of toilet
2. Students requested more books for gaining knowledge.

Actions taken:

1. Principal Informed housekeeping supervisor to depute them and monitor that one.
2. Principal informed to make necessary arrangement for the purchase of the required books.

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RAAK/CIRCULAR/2019-2020/GRC 01

Date: 07.01.2020

CIRCULAR

3 GRC meeting (For Academic year 2019-2020 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 10.01.2020 at 12 pm in seminar hall. The following points will be discussed during meeting

- o Identification of students/staff grievances
- o Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
Ms.PRIYA	II B.SC	Student's Representative	<i>Priya</i>

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Minutes of the Meeting of Grievance Redressal Committee (Even Semester 2019-2020)

The following members were present in the Grievance Redressal Committee meeting held on 10.01.2020 at 12 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
Ms.PRIYA	II B.SC	Student's Representative	<i>Priya</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Need more training classes for Infosys. HCL placements.
2. Need to service mineral water plant.

Actions taken:

1. These issues were discussed with placement officer and arranged the Infosys training program for students.
2. Mineral water plant was serviced.

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RAAK/CIRCULAR/2019-2020/GRC 05

Date: 04.09.2019

CIRCULAR

2GRC meeting (For Academic year 2019-2020 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 09.09.2019 at 1.30 pm in seminar hall. The following points will be discussed during meeting.

1. Identification of students/staff grievances
2. Grievance redressal procedures
3. Corrective actions

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	A. Mohamed No 2.
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Rajendiran
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	Priyadharshini
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	D Rajalakshmi
Ms.PRIYA	II B.SC	Student's Representative	Priya

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Date: 09.09.2019

Minutes of the Meeting of Grievance Redressal Committee (Odd Semester 2019-2020)

The following members were present in the Grievance Redressal Committee meeting held on 09.09.2019 at 1.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
Ms.ANUPRIYA	II B.A TAMIL	Student's Representative	<i>Anupriya</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Students requested to give Japanese language training.
2. Students asked for coaching classes in the evening

Actions taken:

1. Planned to give Japanese language training and placement to the students.
2. coaching classes was conducted in the evening.

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RAAK/CIRCULAR/2019-2020/GRC 02

Date: 08.07.2019

CIRCULAR

1^oGRC meeting (For Academic year 2019-2020 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 11.07.2019 at 2.30 pm in seminar hall. The following points will be discussed during meeting.

1. Grievances received from students/teaching and non-teaching staffs/parents.
2. Grievance redressed/Action taken

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed No 2.</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priya</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D Rajalaks</i>
Ms.PRIYA	I B.SC	Student's Representative	<i>Priya</i>

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G. Mohamed No 2.
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Date: 11.07.2019

Minutes of the Meeting of Grievance Redressal Committee (Odd Semester 2019-2020)

The following members were present in the Grievance Redressal Committee meeting held on 11.07.2019 at 2.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
Ms. PRIYA	I B.SC	Student's Representative	<i>Priya</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Students asked more MCQs (Multiple choice questions) for all subjects.
2. Girls students requested to organize women's day celebration.
3. Need TCS special training apart from regular training.

Actions taken:

1. MCQs conducted on every seminar hours.
2. Planned to celebrate in a grand manner.
3. The issue was discussed with placement officer.

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STUDENT'S GRIEVANCES AND REDRESSEL COMMITTEE [2018-19]

Objective:

- The objective of a Student's Grievances and Redressal Committee typically revolves around providing a platform for students to address and resolve their concerns, complaints, or grievances within an educational institution.
- The primary purpose is to provide a formal mechanism for students to express their grievances related to academic, administrative, or personal issues within the institution.
- Ensuring that students are treated fairly and impartially in resolving their grievances, irrespective of their background or status within the institution.

Functions of the committee:

- The committee receives complaints and grievances from students regarding academic, administrative, or personal issues within the institution.
- It investigates the complaints thoroughly, ensuring all relevant facts and details are gathered to understand the nature and extent of the grievance.

Responsibilities:

- The committee should have a system in place to receive grievances from students regarding any issues they encounter within the educational institution.

Academic issues:

- Addressing grievances related to unfair grading practices, including incorrect grading, Subjective grading, or bias in evaluation.
- Handling complaints regarding exam scheduling, conduct, invigilation, or irregularities during examinations.
- Resolving issues related to attendance policies, including discrepancies in attendance records or unfair penalties for absences.
- Addressing concerns regarding the quality of teaching, course material, or delivery methods, including outdated or irrelevant curriculum.
- Dealing with grievances related to assignment or project evaluations, such as unfair marking criteria or lack of feedback.



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STUDENT'S GRIEVANCES AND REDRESSEL COMMITTEE ACADEMIC YEAR (2018-19)

COMMITTEE MEMBERS

NAME OF THE FACULTY	DESIGNATION	POSITION	Email.ID	CONTACT NUMBER
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	raakartspricipal@gmail.com	9785326485
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Raj1289@gmail.com	9587456321
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	gowri188@gmail.com	8965423157
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	anbuk@gmail.com	6598745213
MR.JAGADISH	II B.A ENG	Student's Representative	<u>Jaga@gmail.com</u>	6257541258



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RAAK/CIRCULAR/2018-2019/GRC 013

Date: 11.03.2019

CIRCULAR

4th GRC meeting (For Academic year 2018-2019 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 15.03.2019 at 2 pm in seminar hall. The following points will be discussed during meeting.

1. Identification of students/staff grievances
2. Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	A. Mohamed No 2
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Rajendiran
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	Priyadharshini
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	Rajalakshmi
MR.JAGADISH	II B.A ENG	Student's Representative	Jagadish

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Principal



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Date: 15.03.2019

Minutes of the Meeting of Grievance Redressal Committee (Even Semester 2018-2019)

The following members were present in the Grievance Redressal Committee meeting held on 15.03.2019 at 2 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
MR.JAGADISH	II B.A ENG	Student's Representative	<i>Jagadish</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Students requested to conduct extra coaching class for arrears.
2. Need guidance program for higher education.

Actions taken:

1. Decided to conduct special coaching class for arrears.
2. Need a common secured room for keeping bags during examinations with CCTV surveillance.

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RAAK/CIRCULAR/2018-2019/GRC 018

Date: 25.01.2019

CIRCULAR

3rd GRC meeting (For Academic year 2018-2019 Even semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 15.03.2019 at 2 pm in seminar hall. The following points will be discussed during meeting.

- o Identification of students/staff grievances
- o Grievance redressal procedures

The respective heads of the departments and the members are requested to attend the meeting without fail.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	A. Mohamed No 2
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Rajendiran
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	G.P.
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	P. Rajalakshmi
MR.JAGADISH	II B.A ENG	Student's Representative	Jagadish

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Date: 30.01.2019

Minutes of the Meeting of Grievance Redressal Committee (EVEN Semester 2018-2019)

The following members were present in the Grievance Redressal Committee meeting held on 30.01.2019 at 2.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>D. Rajalakshmi</i>
MR.JAGADISH	II B.A ENG	Student's Representative	<i>Jagadish</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Griences of students:

1. Replace soft drinks with fresh drinks in the canteen.
2. Extend the genre of book available in the library.

Actions taken:

1. The fresh juice will be made at college canteen.
2. More books have been provided in the library

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RAAK/CIRCULAR/2018-2019/GRC 024

Date: 08.10.2018

CIRCULAR

2ndGRC meeting (For Academic year 2018-2019 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 12.10.2018 at 1.30 pm in seminar hall. The following points will be discussed during meeting.

1. Identification of students/staff grievances
2. Grievance redressal procedures
3. Corrective actions

The respective heads of the departments and the members are requested to attend the meeting without fail.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>A. Mohamed No 2.</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>Rajalakshmi</i>
MR.JAGADISH	II B.A ENG	Student's Representative	<i>Jagadish</i>

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Date: 12.10.2018

Minutes of the Meeting of Grievance Redressal Committee (Odd Semester 2018-2019)

The following members were present in the Grievance Redressal Committee meeting held on 12.10.2018 at 1.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>Rajalakshmi</i>
MR.JAGADISH	II B.A ENG	Student's Representative	<i>Jagadish</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staffs/parents were discussed during the meeting.

Grievances of students:

1. Need TCS special training apart from regular training.
2. Additional coaching class is required for arrear students.

Actions taken:

1. The issue was discussed with placement officer and special TCS oriented program was conducted.
2. Arrear coaching class has been conducted before university exam.

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RAAK/CIRCULAR/2018-2019/GRC 013

Date: 13.08.2018

CIRCULAR

1st GRC meeting (For Academic year 2018-2019 Odd semesters)

All the members of the Grievances Redressal Committee are hereby informed that there will be a meeting on 17.08.2018 at 2.30 pm in seminar hall. The following points will be discussed during meeting.

1. Grievances received from students/teaching and non-teaching staffs/parents.
2. Grievance redressed/Action taken

The respective heads of the departments and the members are requested to attend the meeting without fail

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	A. Mohamed No 2
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Rajendiran
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	Priyadharshini
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	D. Rajalakshmi
MR. JAGADISH	II B.A ENG	Student's Representative	Jagadish

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2. All department HOD's and the Committee Members



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A. Mohamed No 2
Principal



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Date: 17.08.2018

Minutes of the Meeting of Grievance Redressal Committee (Odd Semester 2018-2019)

The following members were present in the Grievance Redressal Committee meeting held on 17.08.2018 at 2.30 pm in the seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Dr. G.MOHAMED NAZER	Chair Person	Chair Person	<i>G. Mohamed Nazer</i>
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	<i>Rajendiran</i>
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	<i>Priyadharshini</i>
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	<i>Rajalakshmi</i>
MR.JAGADISH	II B.A ENG	Student's Representative	<i>Jagadish</i>

The suggestions/Grievances posted by students/Teaching & Non-Teaching staff/parents were discussed during the meeting

Grievances of students:

1. Need more training classes for TCS placement.
2. Need for lift service in all floors
3. Require more coaching classes for top most company

Actions taken:

1. More training classes were conducted to upgrade their knowledge.
2. Servicing of lifts in all floors.
3. More training classes were conducted.

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INTERNAL COMPLAINT COMMITTEE



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INTERNAL COMPLAINT COMMITTEE [2022-23]

Objectives of ICC:

1. To prevent instances of sexual harassment within the organization by creating a safe and respectful work environment.
2. Ensuring compliance with laws and regulations related to sexual harassment in the workplace.
3. Conducting awareness programs and training sessions for employees to educate them about what constitutes sexual harassment, how to prevent it, and the procedures for reporting incidents.
4. Providing a platform for employees to report incidents of sexual harassment without fear of retaliation. The ICC is responsible for receiving complaints, conducting impartial inquiries, and taking appropriate action to address the issue.

Responsibilities of ICC:

1. Ensuring that the organization's policy on preventing sexual harassment is effectively implemented and communicated to all employees.
2. Providing a mechanism for employees to report incidents of sexual harassment in a safe and confidential manner.
3. Conducting impartial and thorough investigations into complaints of sexual harassment, respecting the principles of natural justice and ensuring confidentiality.
4. Documenting all complaints received, investigations conducted, and actions taken by the ICC for future reference and reporting purposes.
5. Offering support and guidance to complainants throughout the complaint handling process, including information on available resources and support services.



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INTERNAL COMPLAINT COMMITTEE [2022-23]

COMMITTEE MEMBERS

NAME OF THE FACULTY	DESIGNATION	POSITION	CONTACT NUMBER	Email.ID
Dr. V.RAMNATH	Chair Person	Chair Person	raakartspricipal@gmail.com	9785326485
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	Raj1289@gmail.com	9587456321
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	gowri188@gmail.com	8965423157
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	anbuk@gmail.com	6598745213
MR.JAGADISH	II B.A ENG	Student's Representative	jega21@gmail.com	6687541887



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RAAK/CIRCULAR/2022-2023/ICC 017

Date: 17.02.2023

CIRCULAR

All the members of Internal Complaint committee (ICC) are requested to attend the meeting on 28.02.2023 at 2.00 pm in seminar hall.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Mr.RAJENDIRAN	Assistant Professor Department of Mathematics	Member	
Mrs.PRIYADHARSHINI	Head, Department of chemistry	Member	
Mrs.RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	
MR.JAGADISH	II B.A ENG	Student's Representative	

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Principal



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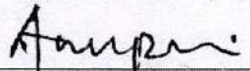
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MINUTES OF THE MEETING OF INTERNAL COMPLAINT COMMITTEE

(Academic Year 2022-2023)

The following members were presented during the internal complaints committee meeting held on 28.02.2023 at 2.00 pm in seminar hall. The following members were present in the meeting.

NAME OF THE FACULTY	DESIGNATION	POSITION	SIGNATURE
Mr. RAJENDIRAN	Assistant Professor Department of Mathematics	Member	
Mrs. PRIYADHARSHINI	Head, Department of chemistry	Member	
Mrs. RAJALAKSHMI	Assistant Professor Department of Computer Science	Member	
Ms. ANUPRIYA	III BA ENGLISH	Student's Representative	

1. Discuss the role and responsibility and function of ICC
2. Review safety protocols emergency response plans and measure to ensure a secure campus environment.
3. Promote diversity, equity and inclusion initiatives such as workshops on discrimination, bias, and cultural sensitivity.
4. Plan to celebrate Internal women's day
5. Plan to conduct an Awareness program by resources person of law for the students and faculty members.
6. The committee noted that no complaints of sexual harassment has been received from any girl students or women employee of the institution
7. ICC meetings will be held once in every year to review the situation and discussion any incidents that has been reported, preventive measure and action plan for the next semester.

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