



SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai
Accredited by NAAC with 'A' Grade | NBA (CIVIL, CSE, EEE, ECE, MECH)
Gobichettipalayam – 638 455, Erode District, Tamilnadu
Website: www.svhec.com



CIRCULAR

Cir.No.:SVHEC/AU/SGRC/001/2025 – 26

Date : 02.03.2026

We are happy to inform that the Students 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 06.03.2026, 3.30 pm at smart class room. It is hereby the committee members are asked to make it convenient to attend the meeting on scheduled date.

AGENDA OF THE MEETING

1. Welcome address by the Chairperson.
2. Introduction of SGRC members and student representatives.
3. Collection of grievances from students related to various facilities.
4. Discussion on the grievances and possible solutions.
5. Action plan and follow-up procedures.
6. Any other matter with the permission of the Chair.
7. Vote of thanks.

COMMITTEE MEMBERS :

1. Dr.E.Mohankumar, Professor & HoD/Mechanical
2. Dr.S. Prakasam, Professor & Vice Principal
3. Dr.S. Mysamy, Professor & HoD/S&H
4. Ms.P.V.Jothikantham, HoD/AIML
5. Mr.N.Sukumar, Associate Professor/Chemistry
6. Mr.N.Dhanush, Special Invitee – Academic Topper
7. Ms.B.Dharshika, Special Invitee – Excellence in Co-Curricular Activities
8. Mr.C.Mohankumar, Special Invitee – Excellence in Sports

[Signature]
02/03/2026

Principal

Submitted to : The Secretary/Chairman
Copy to:

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



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FORMATION OF STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

Ref. – AICTE Regulation for Establishment of a Grievance Redressal Committee & appointment of Ombudsman, by the Technological & Affiliating Universities / AICTE approved Institutions. Letter from AICTE No.1 – 101/DPG/AICTE/ OMBUDSMAN/2012 Dated 9th July 2012 and Constitution of Grievance Redressal Committee for the Students in Higher Education Institutions -WP (CrI.) No. 793/2017 WP (CrI.) No. 793/2017.

With reference to above, Student Grievance Redressal Committee is being formed for this Institute for the academic year 2025-26. Members list are as follows:

S.No.	NAME, DESIGNATION AND MAIL ID	GRIEVANCE CELL DESIGNATION	CONTACT NUMBER
1	Dr.E.MOHANKUMAR Professor & HoD/MECHANICAL dremohankumar@gmail.com	CHAIRPERSON	9940941331
2	Dr. S. PRAKASAM Professor & Vice Principal sphodmech@gmail.com	MEMBER	9865066242
3	Dr. S. MYLSAMY Professor & HoD/S&H shankermylsamy@gmail.com	MEMBER	8610225863
4	Ms. P.V.JOTHIKANTHAM HoD/AIML hodaimlsvhec@gmail.com	MEMBER	9965791171
5	Mr. N. SUKUMAR ASP/CHEMISTRY jsukumar@gmail.com	MEMBER	9865752879
6	Mr. N.DHANUSH STUDENT nagarajdhanush88@gmail.com	SPECIAL INVITEE – ACADEMIC TOPPER	6381276460
7	Ms. B.DHARSHIKA STUDENT dharshikadharshika522@gmail.com	SPECIAL INVITEE – EXCELLENCE IN CO- CURRICULAR ACTIVITIES	9047005086
8	Mr. C.MOHANKUMAR STUDENT mk661547@gmail.com	SPECIAL INVITEE – EXCELLENCE IN SPORTS	9345634215



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MINUTES OF THE MEETING OF GRIEVANCE REDRESSAL COMMITTEE **HELD ON 06.03.2026**

The Students Grievance Redressal Committee (SGRC) meeting was held on 06.03.2026 at 3.00 pm. in the smart classroom. The meeting was presided over by Dr.E.Mohankumar, Chairperson. The committee discussed grievances received from student representatives regarding academic and campus facilities. Possible actions were recorded as follows:

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

S.NO.	POINTS DISCUSSED AND SUGGESTIONS GIVEN	ACTION TAKEN
1.	Improve the availability and maintenance of laboratory equipment and facilities for practical sessions.	The concerned laboratory incharge and subject staff were instructed to verify the availability and working condition of laboratory equipment. Necessary minor repairs and maintenance were attended to, and faculty members were advised to report any recurring issues to the concerned authority.
2.	Provide additional academic support and guidance to students who require improvement in their academic performance.	Mentors and subject faculty members were instructed to identify academically weak students and provide additional guidance, tutorials and academic support. The progress of such students was monitored periodically.
3.	Encourage students to participate in technical events, workshops, seminars and skill-development programmes.	Students were encouraged to participate in technical workshops, seminars, hackathons, paper presentations and other skill-development activities. Faculty members were advised to motivate students to actively participate in such programmes.



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2. Grievances received in this meeting :

Grievances	Action Taken
Students requested better coordination regarding college bus timings and route information.	The Transport Department was instructed to communicate the bus timings and route changes to students in advance and monitor adherence to the approved schedule from 01.04.2026
Students requested adequate maintenance of classroom/projector facilities for effective teaching and learning.	The concerned department was informed to inspect the projectors and classroom teaching facilities. Necessary servicing and repairs were arranged wherever required.
Students requested regular maintenance of classroom fans, lights and electrical facilities.	The maintenance department was informed and instructed to inspect the classrooms regularly. Necessary repairs were carried out and the concerned staff were instructed to report recurring issues immediately

Members Present :

S.No.	NAME	DESIGNATION	GRIEVANCE CELL DESIGNATION	CONTACT NUMBER	SIGN
1	Dr.E.Mohankumar	Professor & HoD/Mechanical	Chairperson	9940941331	<i>E. Mohankumar</i> 6/3/26
2	Dr.S.Prakasam	Professor & Vice Principal	Member	9865066242	<i>Dr. S. Prakasam</i> 6/3/26
3	Dr.S.Mylsamy	Professor & HoD/S&H	Member	8610225863	<i>Dr. S. Mysamy</i> 06/03/26
4	Ms.P.V.Jothikantham	Assistant Professor	Member	9965791171	<i>Ms. P.V. Jothikantham</i> 25/3/26
5	Mr.N.Sukumar	ASP/Chemistry	Member	9865752879	<i>Mr. N. Sukumar</i> 06/03/26
6	Mr.N.Dhanush	III AIDS	Special invitee – Academic Topper	8015504143	<i>Mr. N. Dhanush</i> 06/03/26
7	Ms.B.Dharshika	III ECE	Special invitee – Excellence in Co-Curricular activities	8807026465	<i>B. Dharshika</i> 6/3/26
8	Mr.C.Mohankumar	III EEE	Special invitee – Excellence in Sports	9442190532	<i>C. Mohankumar</i> 6/3/26

E. Mohankumar
6/3/26
CHAIR PERSON/SGRC

Dr. S. Prakasam
06/03/2026
PRINCIPAL



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CIRCULAR

Cir.No.:SVHEC/AU/SGRC/001/2025 – 26

Date : 03.10.2025

We are happy to inform that the Students 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 06.10.2025, 3.00 pm at smart class room. It is hereby the committee members are asked to make it convenient to attend the meeting on scheduled date.

AGENDA OF THE MEETING

1. Welcome address by the Chairperson.
2. Introduction of SGRC members and student representatives.
3. Collection of grievances from students related to various facilities.
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3. Dr. S. Mylsamy, Professor & HoD/S&H
4. Ms. P.V.Jothikantham, HoD/AIML
5. Mr. N. Sukumar, Associate Professor/Chemistry
6. Mr. A.Muthupandi, Special Invitee – Academic Topper
7. Ms. R.Gobika, Special Invitee – Excellence in Co-Curricular Activities
8. Mr. S.Haridharshan, Special Invitee – Excellence in Sports

Principal
03/10/2025

Principal

Principal

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(Autonomous)
Othakuthirai, Gobichettipalayam (Taluk),
Erode District - 638 455.TN.



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3	Dr. S. MYLSAMY Professor & HoD/S&H shankermylsamy@gmail.com	MEMBER	8610225863
4	Ms. P.V.JOTHIKANTHAM HoD/AIIML hodaimlsvhec@gmail.com	MEMBER	9965791171
5	Mr. N. SUKUMAR ASP/CHEMISTRY jsukumar@gmail.com	MEMBER	9865752879
6	Mr. A.MUTHUPANDI STUDENT muthupandi2k02@gmail.com	SPECIAL INVITEE – ACADEMIC TOPPER	8015504143
7	Ms. R.GOBICA STUDENT gobikagobika953@gmail.com	SPECIAL INVITEE – EXCELLENCE IN CO- CURRICULAR ACTIVITIES	8807026465
8	Mr. S.SHARIDHARSHAN STUDENT kavithaj8050@gmail.com	SPECIAL INVITEE – EXCELLENCE IN SPORTS	9442190532





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

S.NO.	POINTS DISCUSSED AND SUGGESTIONS GIVEN	ACTION TAKEN
1.	Organize orientation programme for students to create awareness about institutional policies and available support systems	The committee acknowledged to organize an orientation programme at the beginning of every academic year. The programme will include sessions on institutional policies, academic guidelines, and grievance redressal mechanisms.
2.	Conduct workshops and seminars on mental health and emotional well-being to support students overall department.	Sessions will be conducted in collaboration with professional counsellors and experts to provide guidance, stress management techniques, and psychological support to students.
3.	Conduct a meeting with students to create awareness about Outcome Based Education and its impact on their learning and career.	Faculty members and department coordinators will explain the importance of OBE, Programme Outcomes (POs), and Course Outcomes (COs), along with how students' performance contributes to achieving these outcomes and enhances career readiness.

2. Grievances received in this meeting :

Grievances	Action Taken
The students expressed that classroom cleaning is not being done properly and requested regular maintenance.	The housekeeping staff have been instructed to follow a daily cleaning schedule for all classrooms. The maintenance supervisor will monitor and ensure cleanliness on a regular basis from 08.10.2025





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The students reported that some switches and windows in the classroom are not functioning properly and need repair.	The electrical and maintenance departments were informed immediately, and necessary repairs of switches and windows have been completed on 10.10.2025
The students requested that the college bus service follow a standard and consistent timing schedule for both pickup and drop-off.	The Transport Department reviewed the existing bus schedule and finalized a standardized timetable from 08.10.2025
The students reported that there is an insufficient water supply during morning bathing hours in the hostel, causing inconvenience.	The hostel security has been instructed to monitor the water level daily and report any recurrence immediately.

Members Present :

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2	Dr. S. Prakasam	Professor & Vice Principal	Member	9865066242	<i>Dr. S. Prakasam</i>
3	Dr. S. Mysamy	Professor & HoD/S&H	Member	8610225863	<i>Dr. S. Mysamy</i> 06/10/25
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P. Mohan 6/10/25
CHAIR PERSON/SGRC



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