

ACADEMIC YEAR

2020-2021



HINDUSTHAN INSTITUTE OF TECHNOLOGY

COIMBATORE- 641032

GRIEVANCE REDRESSAL CELL



CIRCULAR

HITECH/GRC/CC/01

DATE : 21.08.2020

The Grievance Redressal Cell meeting will be conducted on 24.08.2020 at 2.30 P.M in principal office. All the cell members are informed to attend the meeting without fail. If any member is willing to attend the meeting through online mode kindly inform to coordinator for technical arrangements.


Chairman

Copy To:

1. The Principal
2. All Redressal Cell Members
3. File Copy



HINDUSTHAN INSTITUTE OF TECHNOLOGY

COIMBATORE- 641032

GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING



DATE : 24.08.2020

Venue : Principal Office

Time : 2.30 PM

The Grievance Redressal committee meeting was conducted 23.10.2020.at 2.30pm. The following members of the grievance Redressal committee were participated in the meeting. Some of the important grievance represented by the students is furnished below in the Redressal cell meeting.

S.No	Name of the Member	Position	Designation
1.	Dr. C.Natarajan,	Chairman	Principal
2.	Dr. B.Paulchamy	Coordinator	Professor & Head / ECE
3.	Dr. A. Jameer Basha	Member	Professor & Head / CSE
4.	Dr.K.P.Dhanabalakrishnan	Member	Professor & Head / AERO
5.	Dr.S.R.Rajabalayanan	Member	Professor & Head / MECH
6.	Dr.P.T.Saravanakumar	Member	Professor & Head / AUTO
7.	Dr.Sujatha	Member	Professor & Head / IT
8.	Dr.S.K.Latha	Member	Professor & Head / S&H
9.	Dr.L.Vijayakumar	Member	Professor & Head / Pharma
10.	Mrs.K.Krishnapriya	Member	Judicial Magistrate

The following points were discussed

1. Few students have experience the network connectivity issues to attend the online classes and they have requested for the recorded video lecture and power point slides for their reference
2. Students have insisted a problem that faculty members handle the classes in various teaching platforms which is very difficult to follow their schedules.

3. Students have requested to provide the text books and study materials in PDF formats.
4. A request is made by the students towards the College fee payment and Exam fee payment to make it as an online payment system by providing a common account number
5. Due to Covid Situation, the students have insisted that the filled in scholarship forms will be sent through courier to the institution for progress of the application


Coordinator

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COIMBATORE – 641 032

GRIEVANCE REDRESSAL CELL



The following members are attended the **First Grievance Redressal Cell** for the academic year **2020-2021** held on **24.08.2020** at **2.30 pm** at Board Room

Sl.No.	Name	Position	Signature
1	Dr. C.Natarajan,	Chairman	C.N.
2	Dr. B.Paulchamy	Coordinator	B.P.
3	Dr. A. Jameer Basha	Member	A. Jameer Basha
4	Dr.K.P.Dhanabalakrishnan	Member	K.P. Dhanabalan
5	Dr.S.R.Rajabalayanan	Member	S.R. Rajabalan
6	Dr.P.T.Saravanakumar	Member	P.T. Saravanan
7	Dr.Sujatha	Member	Sujatha
8	Dr.L.Vijayakumar	Member	L. Vijayakumar
9	Dr.D.M.Navarasu	Member	D.M. Navarasu
10	Dr.S.Jeyabharathi	Member	S. Jeyabharathi
11	Mrs.K.Krishnapriya	Member	K. Krishnapriya



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GRIEVANCE REDRESSAL CELL

ACTION TAKEN REPORT



DATE : 24.08.2020

The following actions were taken by the grievance redressal cell committee with the knowledge of authority.

1. The committee members insisted all the HoDs to send the video lectures of the faculty members along with the power point slides to the students.
2. Google meet is made as a common platform for online teaching and the faculty members are insisted to follow the same.
3. Learning materials and books are provided to the students in PDF format for their learning.
4. Online payment facility is ensured to the students for any money transfers towards fee payment
5. Tutors and advisors are insisted to collect the scholarship formats and to inform the progress periodically to the students


Principal

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1. The Managing Trustee, For Kind information
2. Concerned Authorities
3. File Copy