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TITTAGUDI SENGUNTHAR ENGINEERING COLLEGE

Raja Nagar, Vaithiyanathapuram, Tholudur - 606 303, Cuddalore Dt., Tamil Nadu, India.
E.mail: info@tsecollege.com, principal@tsecollege.com web site: www.tsecollege.com

ACADEMIC YEAR: 2025-2026

GRIEVANCE REDRESSAL COMMITTEE

Ref: TSEC/GRC/2025-2026/01

Date: 27/12/2025

CIRCULAR

The Grievance Redressal Committee has scheduled a meeting on 30/12/2025 at 03.00 PM to 04.05 PM at the Conference Hall. All committee members are requested to attend the meeting without fail.

P. Lakshmi
27/12/25

PRINCIPAL
TITTAGUDI SENGUNTHAR
ENGINEERING COLLEGE
THOLUDUR-606 303

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GRIEVANCE REDRESSAL COMMITTEE

Date : 30.12.2025

Functions and Responsibilities

- Necessary step must be taken in time for all the grievances referred by the students and the staff members to the committee.
- Committee must uphold the dignity of the college by ensuring the strive free environment.
- Provide and accurate solution for the grievances received from the students.
- Advising the students to improve their academic knowledge and act sincerely.

Members

S.NO.	NAME	DESIGNATION	POSITION
1	Dr.R.Latha	Principal	Chairman
2	Mrs.K.Bhaveena	HOD/IT	Convener
3	Mr.M.Karunamoorthy	Administrative Officer	Member
4	Mrs.R.Devi	HOD/AI&DS	Member
5	Mr.T.S.Raja	HOD/CSE	Member
6	Mr.J.Sathish	HOD/CIVIL	Member

Minutes of Meeting

- Grievance Redressal Committee Minutes - 30 Dec 2025



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Grievance and Redressal Committee

REF : TSEC / GRC / 2025-2026 / 01

Minutes of Grievance and Redressal Committee (GRC) held on 30.12.2025

1. Agenda:

- ✓ To confirm the minutes of the previous meeting and review the action taken.
 - ✓ To uphold fairness and equity in addressing student concerns.
 - ✓ To evaluate the status of unresolved grievances discussed in the previous meeting.
 - ✓ To propose and discuss enhanced grievance redressal mechanisms.
- Any other relevant matters with the permission of the chair.

II. List of Members Attended:

The Grievance Redressal Committee for the Academic Year 2025-2026 was held on 30.12.2025 under the chairmanship of Dr.R.Latha, Principal of the college at conference room at 03.00 p.m. The Following members attended the meeting:

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.R.Latha	Principal	Chairman	R. Latha 30/12/25
2	Mrs.K.Bhaveena	HOD/IT	Convener	Shan 30/12/25
3	Mr.M.Karunamoorthy	Administrative Officer	Member	Mr. M. Karunamoorthy 30/12/25
4	Mrs.R.Devi	HOD/AI&DS	Member	R. Devi 30/12/25
5	Mr.T.S.Raja	HOD/CSE	Member	T. S. Raja 30/12/25
6	Mr.J.Sathish	HOD/CIVIL	Member	J. Sathish 30/12/25



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III. Minutes of the Meeting:

Dr.R.Latha, Chairman of the Grievance Redressal Committee, extended a warm welcome to all the members of the committee. The agenda points were then addressed for discussion, and after thorough deliberation, the following resolutions were collectively agreed upon by the committee members.

6.1 To confirm the minutes of the previous meeting and review the action taken.

The Grievance Redressal Committee was unanimously confirmed by the members of the committee. Action taken report of the previous meeting:

S. No.	Suggestions/Requisition/Grievance	Action Taken
1.	Students suggested that the requirement to submit an admit slip could be waived for those who clear all dues before the commencement of classes. Instead, the implementations of an online admit slip system was proposed to streamline the process.	The proposal has been accepted and the online admit slip system is under implementation. The process is currently in progress.
2.	Students reported to maintain Cleanliness in all areas by frequent cleaning.	Frequent cleaning and monitoring have been implemented across classrooms, laboratories, corridors, restrooms and common areas to ensure a clean and hygienic campus environment

6.2 To up hold fairness and equity in addressing student concerns.

It was resolved to ensure that all students are treated equitably and provided with fair opportunities to address their concerns.

Subsequently the students presented the following issue to the committee.

- Students requested additional seating and shade facilities in common areas.