

ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



AEC/OFFICE/2024-25/007

10.09.2023

CIRCULAR

20:

This is to inform that “AEC STORES” timing has been extended till 6.30 pm during working days. And will remain open on Saturdays.

Timings:

On week days : 9.00 am to 6.30 pm

On Saturdays : 10.00 am to 5.00 pm

PRINCIPAL

PRINCIPAL
Annapoorana Engineering College,
Autonomous
NH-47, Sankari Main Road,
Periya Seeragapadi, Salem-636 308

Copy to:

1. Office
2. Director Administration
3. HoDs & All Faculty Members
4. Students Notice Board



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsale.edu.in



AEC/GRC/2023-2024/01

Date: 04.07.2023

CIRCULAR

A Complaints and Grievance Redressal committee formation meeting is arranged on 06.07.2023 in board room at 3.30 p.m.

AGENDA

- Welcome note
- Formation of members for Complaints and Grievance Redressal committee

PRINCIPAL

PRINCIPAL

**Annapoorana Engineering College,
Autonomous**

**NH-47, Sankari Main Road,
Periya Seeragapadi, Salem-636 3008.**

Copy To

- Principal
- All members Complaints and Grievance Redressal committee
- Notice board



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.accsalem.edu.in



07.07.2023

Minutes of Compliants and Grievance Redressal Committee

Meeting Agenda: Formation of Compliants and Grievance Redressal Committee

Meeting Schedule: 06.07.2023, 3.30 p.m

Convened by Dr.A.Anbuechezian, Principal

1. The meeting started with welcome note by Dr.A.Anbuechezian, Principal.
2. Compliants and Grievance Redressal Committee was formed and the members were introduced.
3. Prof.R.S.Gandhimathi, HoD of Civil Engineering was appointed as Chairperson.
4. Mrs.Juliet Daisy Rani, Teacher and Lion member was appointed as External member.
5. Dr.S.Subhashini, Director-Academics was appointed as Internal member.

The following are approved members of Compliants and Grievance Redressal Committee

S.No	Name	Category	Present Designation
1.	Prof.R.S.Gandhimathi	Chairperson	ASP& HoD/Civil
2.	Mrs.Juliet Daisy Rani	External Member	Teacher and Lion member
3.	Dr.S.Subhashini	Internal Member	Director-Academics

PRINCIPAL



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsalem.edu.in



AEC/GRC/2023-2024/02

Date: 22.08.2023

CIRCULAR

A Complaints and Grievance Redressal committee meeting is arranged on 25.08.2023 at board room at 1.10 p.m. All the members are informed to attend the meeting.

AGENDA

- Welcome note
- Discussion on the grievance collected during the period
- Submitting the grievance to the concerned department
- Discussion on the action to be taken

Copy To

- Principal
- All members Complaints and Grievance Redressal committee
- Notice board

PRINCIPAL

PRINCIPAL

**Annappoorana Engineering College,
Autonomous
NH-47, Sankari Main Road,
Periya Seeraganadi, Salem-636 3008.**



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)
2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsalem.edu.in



28.08.2023

Minutes of meeting of complaints and Grievance redressal committee conducted on 25.08.2023.

S.NO	Grievance discussed	Responsibility	Target date
		NIL	


PRINCIPAL

PRINCIPAL
Annapoorana Engineering College,
Autonomous
NH-47, Sankari Main Road,
Periya Seeragapadi, Salem-636 3008.



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

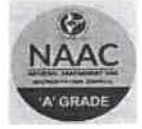
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsale.edu.in



AEC/GRC/2023-2024/03

Date: 06.11.2023

CIRCULAR

A Complaints and Grievance Redressal committee meeting is arranged on 10.11.2023 at board room at 11 a.m. All the members are informed to attend the meeting.

AGENDA

- Welcome note
- Discussion on the grievance collected during the period
- Submitting the grievance to the concerned department
- Discussion on the action to be taken

PRINCIPAL

Copy To

- Principal
- All members Complaints and Grievance Redressal committee
- Notice board



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.accsalem.edu.in



13.11.2023

Minutes of meeting of complaints and Grievance redressal committee conducted on
10.11.23

S.NO	Grievance discussed	Responsibility	Target date
1	Additional bus requested for specific routes	Bus Incharge/AO	Before December 2023
2	Changes in mess menu	Mess incharge / Hostel Warden	Before 21.11.23


PRINCIPAL



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



19.12.23

Action taken in complaints and Grievance redressal committee conducted on 10.11.23

S.NO	Grievance discussed	Action taken
1	Additional bus requested for specific routes	3 buses were bought and covered routes of old bus stand, Edapadi and Omalur from 12.12.23
2	Changes in mess menu	From 20.11.23, changed menu in mess is followed

PRINCIPAL



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



AEC/GRC/2023-2024/04

Date: 19.02.2024

CIRCULAR

A Complaints and Grievance Redressal committee meeting is arranged on 23.02.24 at board room at 10.30 a.m. All the members are informed to attend the meeting.

AGENDA

- Welcome note
- Discussion on the grievance collected during the period
- Submitting the grievance to the concerned department
- Discussion on the action to be taken

PRINCIPAL

Copy To

- Principal
- All members Complaints and Grievance Redressal committee
- Notice board



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



26.02.2024

Minutes of meeting of complaints and Grievance redressal committee conducted on
23.02.24

S.NO	Grievance discussed	Responsibility	Target date
1	More stationery items in store	Civil Department	Before 8.3.24
2	Extra dustbins in hostel	Hostel warden	Before 5.3.24
3	Evening timing of Canteen to prolong	Canteen Incharge/AO	On or before 11.3.24


PRINCIPAL



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



12.3.24

Action taken in complaints and Grievance redressal committee conducted on 23.02.24

S.NO	Grievance discussed	Action taken
1	More stationery items in store	List of items required will be collected every week and sold from 7.3.24
2	Extra dustbins in hostel	Purchased and handed over to warden on 4.3.24
3	Evening timing of Canteen to prolong	Considered and prolonged till 6 p.m


PRINCIPAL



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



AEC/GRC/2023-2024/05

Date: 13.05.2024

CIRCULAR

A Complaints and Grievance Redressal committee meeting is arranged on 17.03.24 at board room at 2 p.m. All the members are informed to attend the meeting.

AGENDA

- Welcome note
- Discussion on the grievance collected during the period
- Submitting the grievance to the concerned department
- Discussion on the action to be taken

PRINCIPAL

Copy To

- Principal
- All members Complaints and Grievance Redressal committee
- Notice board



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsale.edu.in



20.05.2024

Minutes of meeting of complaints and Grievance redressal committee conducted on
17.03.2024

S.NO	Grievance discussed	Responsibility	Target date
1	Hot water supply in RO	AO	Before 27.05.2024

PRINCIPAL



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsale.edu.in



31.05.24

Action taken in complaints and Grievance redressal committee conducted on 17.03.2024

S.NO	Grievance discussed	Action taken
1	Hot water supply in RO	Service provided from 22.05.2024

PRINCIPAL

From

Dr.R.S.Gandhimathi
HoD/Civil & Chairperson-CGRC,
Annapoorana Engineering College,
Salem.

To

The Principal,
Annapoorana Engineering College,
Salem.

Respected Sir,

Sub: Requisition to conduct awareness talk-regarding

An awareness talk on sexual harassment prevention at workplace will be conducted on 27.12.2023 at 2 P.M in Dr.Shanmugasundaram seminar hall. Dr.S.Durgalakshmi, Principal, Government law College will be the guest speaker. In this regard, Kindly permit us to conduct this event and sanction Rs.5000 as remuneration for the guest speaker.

Thanking You,

Yours faithfully,

R.S. Gandhimathi

Date: 19.12.2023

Place: Salem



ANNAPOORANA ENGINEERING COLLEGE

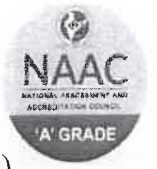
(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)
2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsalem.edu.in



CIRCULAR

AEC/CGRC /EVENTS/2023-2024/01

DATE: 20.12.2023

An awareness talk on sexual harassment prevention at workplace will be conducted on 27.12.2023. Dr.S.Durgalakshmi, Principal, Government law College will be the guest speaker. All teaching and non teaching faculty members are informed to attend the event.

Timing: 2 PM

A handwritten signature in blue ink, appearing to read 'D. Durga'.

Principal

PRINCIPAL
Annapoorana Engineering College
Autonomous
NH-47, Sankari Main Road,
Periya Seeragapadi, Salem-636308

Copy to:

1. Principal's office
2. Director Academics
3. Director – Administration
4. HOD's and Faculty In-charges
5. Department notice board



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
NAAC 'A' Grade Accredited Institution 2(f) & 12(B) Status as per UGC Act 1956
NBA accreditation for (Civil, CSE, EEE), ISO 9001:2015 Certified Institution
NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.



Department of Civil Engineering

in association with

**Sexual Harassment Prevention committee,
Women Empowerment Cell & Complaints and
Grievances Redressal committee,**

organizes

**An Awareness talk on "Sexual Harassment
Prevention at workplace"**

on 27.12.2023. from 2.00 P.M

Venue :

**Dr. A. Shanmugasundaram
Seminar Hall**

Convenor

Dr. A. ANBU CHEZIAN

Principal

Organizers

Mrs. T. Muthamil Dr. T. Buvaneswari

Chairperson - SHPC

Chairperson - WEC

Dr. R. S. Gandhimathi

Chairperson - CGRC

along with the faculty members of Civil Engineering



Dr. S. Durgalakshmi, M.L., Ph.D.

Principal

Government Law College

Salem



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



ATTENDEES LIST ON "AN AWARENESS TALK ON SEXUAL HARASSMENT PREVENTION AT WORKPLACE"

S.NO	NAME	DESIG/DEPT
1.	Dr.S.Subhashini	Director-Academics
2.	Mr.M.Bharanikumar	AP/Auto
3.	Mr.K.Ramasamy	AP/Auto
4.	Prof.C.Arivazhagan	HoD/Auto
5.	Mr.P.Mahendran	AP/Auto
6.	Dr.R.S.Gandhimathi	HoD/Civil
7.	Dr.S.Dhipan Aravind	AP/Civil
8.	Mrs.T.Divya	AP/Civil
9.	Dr.R.A.Shivasakthivadivelan	AP/Civil
10.	Mrs.Silpa.N	AP/Civil
11.	Mr.B.Nandhagopal	AP/Civil
12.	Prof.K.Thangadurai	ASP/CSE
13.	Dr.T.Buvaneswari	HoD/CSE
14.	Mrs.R.Uma Mageshwari	AP/CSE
15.	Mrs.G.Suganya	AP/CSE
16.	Mrs.M.Saranya	AP/CSE
17.	Mrs.N.Radha	ASP/CSE
18.	Dr.B.Ramesh	HoD/ECE
19.	Mr.J.Jestin Joseph	AP/CSE
20.	Mrs.M.Suganya	AP/CSE
21.	Mr.S.Karthick	AP/CSE
22.	Mr.R.Arul Arumugam	AP/CSE
23.	Mrs.S.Devipriya	AP/CSE
24.	Mr.C.Santhoshkumar	AP/CSE
25.	Mr.A.Kumaravel	AP/CSE
26.	Dr.I.A.lagarasan	Prof/EEE
27.	Dr.S.M.Kamali	Prof/EEE
28.	Mr.S.Senthil Kumar	AP/EEE
29.	Mr.G.Vinothbabu	AP/EEE
30.	Mr.M.Sivaanath	AP/EEE
31.	Mrs.A.Sowmiya	AP/EEE
32.	Dr.K.Kannan	AP/EEE
33.	Dr.J.Sivakumar	HoD/Mech
34.	Mr.P.Sakthivel	AP/Mech
35.	Mr.M.Kumar	AP/Maths
36.	Mrs.V.Vennila	AP/Maths
37.	Mrs.B.Padmapriya	AP/Maths
38.	Mr.T.Anbalagan	Lab Assistant/EEE
39.	Mr.V.Praveenkumar	Lab Assistant/Civil
40.	Mr.P.Kaverigoundan	Lab Assistant/ECE

R.S. Jothi
27/12/23



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



REPORT ON “AN AWARENESS TALK ON SEXUAL HARASSMENT PREVENTION AT WORKPLACE”

30.12.2023

On 27.12.2023, an awareness talk on sexual harassment prevention at workplace was organized by the Department of Civil Engineering in association with Sexual harassment prevention cell, Women Empowerment cell and Complaints and Grievance redressal Committee at 2 p.m in Dr.A. Shanmugasundaram seminar hall. All the faculty members both teaching and non teaching were invited for this event. Dr.S.Durgalakshmi, Principal, Government Law College, Salem was the guest speaker. Dr.A.Anbuechian, Principal of Annapoorana Engineering College (Autonomous) proposed special address and highlighted the importance and necessity of discussion on the topic. Dr.R.S.Gandhimathi, Head of the Civil Engineering department introduced the guest speaker.

She started her presentation by defining Sexual harassment a type of harassment involving the use of explicit or implicit sexual overtones, including the unwelcome and inappropriate promises of rewards in exchange for sexual favors. Sexual harassment can be physical and/or verbal. Sexual harassment includes a range of actions from verbal transgressions to sexual abuse or assault. Harassment can occur in many different social settings such as the workplace, the home, school, or religious institutions. Harassers or victims can be of any gender.

The minute findings in handbook on Sexual harassment of Women at workplace were discussed well. Topics like aggrieved women, examples of behaviors and scenarios that constitute sexual harassment, forms of sexual harassment, and responsibilities of the aforementioned authorities, the sexual harassment complaint process, monitoring and global norms were highlighted in her prevention.

Feedback was received from participants and vote of thanks was proposed.



ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

2(f) & 12(B) Status as per UGC Act 1956

ISO 9001:2015 Certified Institution

NH-47, Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamil Nadu.

www.aecsaalem.edu.in



R.S. Jothi
Organizer 30/12/23


Principal