



# 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](http://www.aecsaalem.edu.in)



AEC/GRC/2024-2025/01

Date: 19.07.2024

## CIRCULAR

A Complaints and Grievance Redressal committee meeting is arranged on 23.07.2024 at board room at 3 p.m. All the members are informed to attend the meeting.

### AGENDA

- Welcome note
- Formation of members

### Copy To

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

  
19/07  
PRINCIPAL

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

2024



# 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](http://www.aecsalem.edu.in)



26.07.2024

## Minutes of Complainants and Grievance Redressal Committee

Meeting Agenda: Formation of Complainants and Grievance Redressal Committee

Meeting Schedule: 23.07.2024, 3.00 p.m

Convened by Dr.A.Anbuchejian, Principal

1. The meeting started with welcome note by Dr.A.Anbuchejian, Principal.
2. Complainants and Grievance Redressal Committee was formed and the members were introduced.
3. Dr.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 Complainants and Grievance Redressal Committee

S.No	Name	Category	Present Designation
1.	Dr.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

PRINCIPAL

Annaapoorana Engineering College,  
Autonomous  
NH-47, Sankari Main Road,  
Periya Seeragapadi, Salem-636 308.



# 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](http://www.aecsalem.edu.in)



**AEC/GRC/2024-2025/02**

**Date: 23.08.2024**

## CIRCULAR

A Complaints and Grievance Redressal committee meeting is arranged on 26.08.2024 at board room at 11.10 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

### Copy To

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

**PRINCIPAL**

**PRINCIPAL**

**Annappoorana Engineering College,  
Autonomous  
NH-47, Sankari Main Road,  
Periyaseeragapadi, Salem-636 308.**



# ANNAPOORANA ENGINEERING COLLEGE

(An Autonomous Institution)

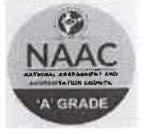
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Accredited by NAAC with 'A' Grade & Accredited by NBA (Civil, CSE & EEE)

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](http://www.aecsalem.edu.in)



28.08.2024

Minutes of meeting of complaints and Grievance redressal committee conducted on  
26.08.2024

S.NO	Grievance discussed	Responsibility	Target date
1	Extension of stores timing and availability of items during weekend	Civil department	On or before 5.9.2024

  
PRINCIPAL

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



# 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](http://www.aecsalem.edu.in)



9.9.2024

Action taken in complaints and Grievance redressal committee conducted on 26.08.2024

S.NO	Grievance discussed	Action taken
1	Extension of stores timing and availability of items during weekend also	Time extended till 6.30 p.m and stores will remain open on Saturdays from 10 a.m to 5 p.m

**PRINCIPAL**

**PRINCIPAL**

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