



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002.
UGC Recognized Institution [Affiliated to Anna University, Chennai]

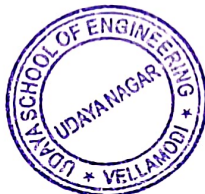
Grievance Redressal Committee

The Grievance Redressal Committee of Udaya School of Engineering is constituted to provide a fair, transparent, and effective mechanism for addressing the grievances and concerns of students, faculty members, and staff within the institution. The committee functions as an important body to ensure that complaints related to academic matters, administrative issues, facilities, or personal difficulties are resolved promptly and impartially.

The committee works in accordance with the guidelines of higher education regulatory authorities to promote a harmonious academic environment. It encourages individuals to express their concerns without fear and ensures confidentiality, equality, and justice during the grievance resolution process.

Objectives:

- To provide a fair platform for students, faculty, and staff to express their grievances related to academic, administrative, or personal issues within the institution.
- To ensure timely redressal of complaints through a transparent and unbiased grievance handling mechanism.
- To promote a safe and supportive academic environment by addressing concerns that affect the well-being and performance of students and employees.
- To protect the rights and dignity of all members of the institution without discrimination.
- To encourage open communication between students, faculty, and management for effective problem-solving.
- To maintain confidentiality while handling grievances to ensure trust and fairness.





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting

[25th July 2017 at 10.00am]

The Meeting of the Grievances Redressal Committee constituted for the academic session 2017-2018 was held on 25th July 2017 at 10.00am. in the Principal's Office to discuss on the agenda.

The following members were present in the meeting

Sl. No.	Name	Position	Signature
1.	Dr.J.Mahil	Chairperson	
2.	Dr S. Jothibasu	Vice - President	
3.	Mr.T. Rajesh	Member	
4.	Mr. C.Allen wills	Member	
5.	Mrs.S.B.Thangamalar	Member	
6.	Mr. L. Panneer Dhas.	Member	
7.	Mrs.C Brintha	Member	
8.	Mr k. Srikrishna Ramesh	Member	
9.	Mr. Michael Jose	Member	
10.	Mr.Rahul.P	Member	
11.	Mr.Ratheesh .M	Member	
12.	Ms.Swathi S	Member	
13.	Ms.Gopika	Member	





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda of Meeting:

- Discussion on academic-related grievances (attendance, evaluation, internal marks, etc.).
- Discussion on administrative and infrastructure issues raised by stakeholders.
- Review of grievance redressal procedures and response timelines

Minutes of meeting:

- Students' concerns regarding attendance shortage, internal assessment marks, and timetable adjustments were discussed. Necessary instructions were given to the concerned departments to address the issues promptly.
- It was decided to create awareness among students regarding the grievance submission process through orientation programs and notice board circulars.

CHAIRPERSON

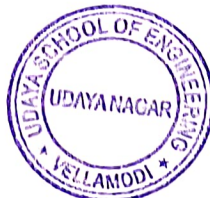
Dr.J. Mahil

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

VICE PRESIDENT

Er.S. Jothibas





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu - 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2017-2018/002

Date: 20-07-2017

CIRCULAR

All members of Grievances redressal committee are informing to attend the meeting on 25th July 2017 at 10.00 am in the principal office without fail.

Chairperson

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR VELLAMODI JN.
AMMANDIVILA (P.O.), K.K. DIST.- 629 204

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2017-2018/001

Date: 20-07-2017

CIRCULAR

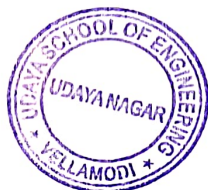
The following members are nominated to constitute a new Grievance Redressal Committee for the academic year 2017-2018.

Sl. No.	Name	Position	Present / Designation / Occupation
1.	Dr.J.Mahil	Chairperson	Principal
2.	Dr S. Jothibasu	Vice - President	Vice Principal
3.	Mr.T. Rajesh	Member	AP/EEE
4.	Mr. C.Allen wills	Member	AP/Civil
5.	Mrs.S.B.Thangamalar	Member	AP/ECE
6.	Mr. L. Panneer Dhas.	Member	AP/CSE
7.	Mrs.C Brintha	Member	AP/CSE
8.	Mr k. Srikrishna Ramesh	Member	AP/S&H
9.	Mr. Michael Jose	Member	AP/Mech.
10.	Mr.Rahul.P	Member	Student
11.	Mr.Ratheesh .M	Member	Student
12.	Ms.Swathi S	Member	Student
13.	Ms.Gopika	Member	Student


Chairperson

Copy to:

1. All HoDs.
2. Office.
3. Notice Board



PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST. - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

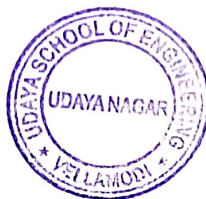
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.
- Grievances related to fees etc., will be taken up only if the relevant financial documents like demand drafts etc., are attached.
- The committee is requested to contribute effectively to dispose the grievances at the earliest.

Grievance Redressal Committee

Sl. No.	Name	Position	Present / Designation / Occupation	Mobile Numbers
1.	Dr.J. Mahil	Chairman	Principal	9281090005
2.	Dr S. Jothibasu	Vice - President	Vice Principal	9281090009
3.	Mr.T. Rajesh	Member	AP/EEE	9488558285
4.	Mr. C. Allen wills	Member	AP/Civil	8144969197
5.	Mrs.S.B. Thangamalar	Member	AP/ECE	9486892686
6.	Mr. L. Panneer Dhas.	Member	AP/CSE	9444986435
7.	Mrs.C Brintha	Member	AP/CSE	9489692140
8.	Mr.K. Srikrishna Ramesh	Member	AP/S&H	9976679645
9.	Mr. Michael Jose	Member	AP/Mech.	9487023601
10.	Mr. Rahul.P	Member	Student	7818629940
11.	Mr. Ratheesh .M	Member	Student	9524567841





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

- To prevent recurrence of grievances by identifying root causes and recommending corrective measures.
- To enhance institutional quality by improving policies, facilities, and administrative practices based on feedback received.
- To ensure compliance with guidelines issued by regulatory authorities and higher education bodies.

Scope:

The Committee deals with Grievances received in writing from the students about any of the following Matters,

▪ Academic Matters

Related to timely issue of duplicate Mark sheets, Transfer Certificates, Conduct Certificates or other examination related Matters.

▪ Financial Matters

Related to dues and payments for various items from library, hostels etc.,

▪ Other Matters

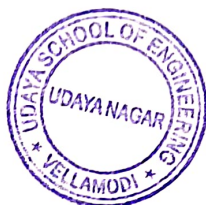
Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.,

Functions:

The cases are attended promptly on receipt of written grievances from the students. The committee formally meets to review all cases, prepares a statistical report about the number of cases received, attended to and the number of pending cases, if any which require direction and guidance from the higher authorities.

Procedure:

- The setting of the grievance Redressal Committee for students will be widely published.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Date: 18-12-2018

ACTION TAKEN REPORT

The Grievance redressal committee meeting was conducted on 20.11.2018 in the office of principal.

Sl. No	Issue / Decision Taken	Action Taken	Status
1	Purchase of Arun Ice Creams for student sale	Arun Ice Cream products were purchased and stocked in the college store for sale to students.	Implemented
2	Arrangement of counselling support	A qualified psychologist was invited to conduct counselling sessions for students to support their mental health and well-being.	Implemented
3	Organizing symposiums/conferences by departments	All departments were instructed to organize symposiums or conferences to motivate students and enhance subject knowledge.	In Progress
4	Addressing student grievances	Necessary measures were initiated to resolve student grievances promptly whenever received through the grievance mechanism.	Ongoing

CHAIR PERSON

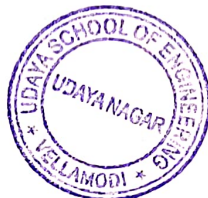
Dr. T. J. Mahil

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

VICE PRESIDENT

Er. S. Jothibas





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda of Meeting:

- Students gave a suggestion-to-suggestion box to provide Arun ice creams in store.
- Counseling to students those who deviate from study
- Encouragement to students.

Minutes of Meeting:

- Arun ice creams were decided to be purchased and keep in store for sale.
- Decided to bring a psychologist for counseling
- Decided every department should arrange symposium or conference to motivate the students in their fields.
- It is promised to students that steps will be taken to rectify their grievance as and when needed.

The meeting ended with vote of thanks and regard to all the members present by Vice president.

CHAIR PERSON

Dr. T. J. Mahil

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

VICE PRESIDENT

Dr. S. Jothibas





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting

[20th November 2018 at 10:00am]

The meeting of GRP was held today in the office of principal under the chairmanship of Dr.J. Mahil Initially the vice president Mr.S. JothiBasu welcomed all the members and then the meeting started by taking the items of the agenda.

The following Members were present for the meeting.

Sl. No.	Name	Position	Signature
1.	Dr.J.Mahil	Chairperson	
2.	Dr S. Jothibas	Vice - President	
3.	Mr.T. Rajesh	Member	
4.	Mr. C.Allen wills	Member	
5.	Mrs.S.B.Thangamalar	Member	
6.	Mr. L. Panneer Dhas.	Member	
7.	Mrs.C Brintha	Member	
8.	Mr k. Srikrishna Ramesh	Member	
9.	Mr. Michael Jose	Member	
10.	Mr.Rahul.P	Member	
11.	Mr.Ratheesh .M	Member	
12.	Ms.Swathi S	Member	
13.	Ms.Gopika	Member	





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2018-2019/003

Date: 18-09-2018

CIRCULAR

All members of Grievances redressal committee are informing to attend the meeting on 20th November 2018 at 10:00am in the principal office without fail.

Copy to:

1. All HoDs.
2. Office.
3. Notice Board

Chairperson

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda:

- To Maintain a fair, unbiased and Consistent System for redressal of Various issue faced by the students.
- To ensure strict Confidentiality so that students approach the grievance Redressal Cell without the fear of any Vindictive activity.
- To Maintain a conducive atmosphere and relationship between the students and faculty without giving any chance to widen the gap between them that may arise because of certain simple Misunderstandings.
- To ascertain that immediate suitable actions are taken by addressing the faculty or by requesting the Management depending upon the nature of grievance.
- To review the complaints if any received from lady staff members and girl students and to take appropriate action.

Minutes of Meeting:

- A circular will be sent to all classes to avoid the fear of students to use Student's redressal Cell. Every student can say their valuable grievance in the cell.
- It is promised to students that steps will be taken to rectify their grievance as and when needed.
- There are no complaints from staff members or students to review.

CHAIRPERSON

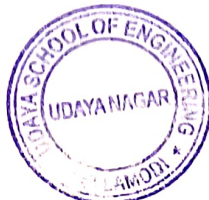
Dr.J. Mahil

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

VICE PRESIDENT

Er.S. Jothibas





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting

[20th September, 2018 at 10.00 AM]

The Meeting of the Grievances Redressal Committee constituted for the academic session 2018-2019 was held on 20th September, 2018 at 10.00 AM. in the Principal's Office to discuss on the agenda.

The following members were present in the meeting

Sl. No.	Name	Position	Signature
1.	Dr.J.Mahil	Chairperson	
2.	Dr S. Jothibas	Vice - President	
3.	Mr.T. Rajesh	Member	
4.	Mr. C.Allen wills	Member	
5.	Mrs.S.B.Thangamalar	Member	
6.	Mr. L. Panneer Dhas.	Member	
7.	Mrs.C Brintha	Member	
8.	Mr k. Srikrishna Ramesh	Member	
9.	Mr. Michael Jose	Member	
10.	Mr.Rahul.P	Member	
11.	Mr.Ratheesh .M	Member	
12.	Ms.Swathi S	Member	
13.	Ms.Gopika	Member	





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayacncing@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

CIRCULAR

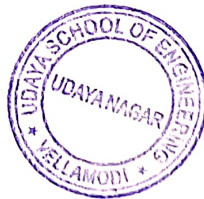
All members of Grievances redressal committee are informing to attend the meeting on 20th September, 2018 at 10.00 AM in the principal office without fail.

Chairperson

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.-629 204

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2018-2019/001

Date: 18-09-2018

CIRCULAR

The following members are nominated to constitute a new Grievance Redressal Committee for the academic year 2018-2019.

Sl. No.	Name	Position	Present / Designation / Occupation
1.	Dr.J.Mahil	Chairperson	Principal
2.	Dr S. Jothibasu	Vice - President	Vice Principal
3.	Mr.T. Rajesh	Member	AP/EEE
4.	Mr. C.Allen wills	Member	AP/CIVIL
5.	Mrs.S.B.Thangamalar	Member	AP/ECE
6.	Mr. L. Panneer Dhas.	Member	AP/CSE
7.	Mrs.C Brintha	Member	AP/CSE
8.	Mr k. Srikrishna Ramesh	Member	AP/S&H
9.	Mr. Michael Jose	Member	AP/MECH
10.	Mr.Rahul.P	Member	Student
11.	Mr.Ratheesh .M	Member	Student
12.	Ms.Swathi S	Member	Student
13.	Ms.Gopika	Member	Student


Chairperson

Copy to:

1. All HoDs.
2. Office.
3. Notice Board

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Date: 06-02-2019

ACTION TAKEN REPORT

The Grievance redressal committee meeting was conducted on 25.01.2019 in the office of principal.

Sl. No	Issue / Decision Taken	Action Taken	Status
1	Education Cell was instructed to arrange programs for III & IV year students of all departments	The Higher Education Cell organized awareness programs, career guidance sessions, and higher education orientation programs for III & IV year students across all departments	Implemented
2	Conduct special coaching classes to help students' clear arrears.	Special coaching classes and remedial sessions were arranged for students of all years to support arrear clearance.	Ongoing
3	Provide placement training and industrial visits based on recruiter requirements.	Placement training programs, including aptitude training, technical sessions, and industry-oriented visits, were organized according to recruiter expectations.	Ongoing

CHAIR PERSON

Dr. T. J. Mahil

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204



VICE PRESIDENT

Er. S. Jothibasu



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda of Meeting:

- Awareness program for higher education.
- More Industrial Visits Related to the subject for III year of all departments.
- Special Coaching for arrear students.
- Industrial Visit and special placement training before Campus interview for all the IV year of all the departments.

Minutes of Meeting:

- Instructed the coordinator Higher Education cell to arrange Awareness programs for III and IV years of all the department students.
- The Industrial Coordinators were requested to arrange for more industrial visits for all the III & IV year of all the departments.
- Decided to conduct Special Coaching to clear the arrears for all year of the department students.
- Decided to give placement training and industrial visit according to the needs of the recruiter.

The meeting ended with vote of thanks and regard to all the members present by
Vice president.

CHAIR PERSON

Dr. T. J. Mahil

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204



VICE PRESIDENT

Er. S. Jothibas



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting

[25th January, 2019 at 10:00 am]

The meeting of GRP was held today, in the office of principal under the chairmanship of Dr. J. Mahil. Initially, the Vice president Mr. S. Jothibasud welcomed all the members and then the meeting started by taking the items of the agenda.

The following Members were present for the meeting.

Sl. No.	Name	Position	Present / Designation / Occupation
1.	Dr.J.Mahil	Chairperson	Principal
2.	Dr S. Jothibasud	Vice - President	Vice Principal
3.	Mr.T. Rajesh	Member	AP/EEE
4.	Mr. C.Allen wills	Member	AP/CIVIL
5.	Mrs.S.B.Thangamalar	Member	AP/ECE
6.	Mr. L. Panneer Dhas.	Member	AP/CSE
7.	Mrs.C Brintha	Member	AP/CSE
8.	Mr. Michael Jose	Member	HOD/MECH
9.	Mr.Sajeev Jeba King K E	Member	HOD/ECE
10.	Mr.kamalesh	Member	Student
11.	Ms.Chitra	Member	Student
12.	Mr. R. Aravinth	Member	Student
13.	Ms.M.Muthulakshmi	Member	Student





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com. Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2019-2020/002

Date: 24-01-2019

CIRCULAR

All members of Grievances redressal committee are informing to attend the meeting on 25th January, 2019 at 10:00 am in the principal office without fail.

Chairperson

PRINCIPAL
UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978sudayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2019-2020/001

Date: 21-01-2019

CIRCULAR

The following members are nominated to constitute a new Grievance Redressal Committee for the academic year 2019-2020.

Sl. No.	Name	Position	Present / Designation / Occupation
1.	Dr.J.Mahil	Chairperson	Principal
2.	Dr S. Jothibasu	Vice - President	Vice Principal
3.	Mr.T. Rajesh	Member	AP/EEE
4.	Mr. C.Allen wills	Member	AP/CIVIL
5.	Mrs.S.B.Thangamalar	Member	AP/ECE
6.	Mr. L. Panneer Dhas.	Member	AP/CSE
7.	Mrs.C Brintha	Member	AP/CSE
8.	Mr. Michael Jose	Member	HOD/MECH
9.	Mr.Sajeev Jeba King K E	Member	HOD/ECE
10.	Mr.kamalesh	Member	Student
11.	Ms.Chitra	Member	Student
12.	Mr.Ratheesh .M	Member	Student
13.	Ms.M.Muthulakshmi	Member	Student

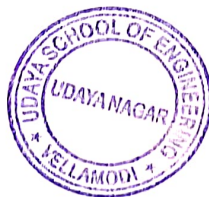

Chairperson

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated -02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2020-2021/001

Date: 11-08-2020

CIRCULAR

All members of Grievances redressal committee are informing to attend the meeting on 13th of August 2020 at 10:00 am in the principal office without fail.

Chairperson

PRINCIPAL

UDAYA SCHOOL OF ENGINEERING
UDAYA NAGAR, VELLAMODI JN.
AMMANDIVILAI (P.O.), K.K. DIST.- 629 204

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com. Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated -02-07-2002.
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting [13th of August, 2020 at 10:00 am]

The meeting of GRP was held today, in the office of principal under the chairmanship of Dr. J. Mahil. Initially, the Vice president Mr. S. Jothibasud welcomed all the members and then the meeting started by taking the items of the agenda.

The following Members were present for the meeting.

Sl. No.	Name	Position	Present / Designation / Occupation
1.	Dr S. Jothibasud	Chairperson	Principal
2.	Dr.J.Mahil	Vice - President	Vice Principal
3.	Mr.T. Rajesh	Member	AP/EEE
4.	Mr. C.Allen wills	Member	AP/CIVIL
5.	Mrs.S.B.Thangamalar	Member	AP/ECE
6.	Mr. L. Panneer Dhas.	Member	AP/CSE
7.	Mrs.C Brintha	Member	AP/CSE
8.	Mr. Michael Jose	Member	HOD/MECH
9.	Mr.Sajeev Jeba King K E	Member	HOD/ECE
10.	Mr.kamalesh	Member	Student
11.	Ms.Chitra	Member	Student
12.	Mr. R. Aravinth	Member	Student
13.	Ms.M.Muthulakshmi	Member	Student





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated -02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda of Meeting:

- Inadequate lightning in IV BME classroom
- Unhygienic toilet.

Discussion & Resolutions:

1. Inadequate Lighting in IV BME Classroom

The committee discussed the complaint regarding insufficient lighting in the IV BME classroom. It was resolved to instruct the maintenance department to inspect the electrical fittings and install additional lighting to ensure a proper learning environment.

2. Unhygienic Toilets

The committee reviewed complaints about unhygienic toilet conditions. It was decided to direct the housekeeping staff to maintain regular cleaning and sanitation. A monitoring system will be implemented to ensure cleanliness is maintained consistently.

CHAIR PERSON
Dr. S. Jothibasus.

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204

VICE PRESIDENT
Dr. J. Mahil





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated: 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2021-2022/001

Date: 21-01-2022

CIRCULAR

The following members are nominated to constitute a new Grievance Redressal Committee for the academic year 2021-2022.

Sl. No.	Name	Position	Present / Designation / Occupation
1.	Dr S. Jothibasus	Chairperson	Principal
2.	Mr. C.Allen Wills	Convener	HOD/Civil
3.	Mrs. Sumi Bell Sutha	Member	AP/Civil
4.	Mrs. R Shiba	Member	AP/EEE
5.	Mr. Mathi Murugan M	Member	AP/CSE
6.	Mrs. S. Jameela	Member	AP/CSE
7.	Mrs. C. Angel Rose Sary.C	Member	AP/BT
8.	Mr.Sajeev Jeba King K E	Member	HOD/ECE
9.	Mr.Kamalesh	Member	Student
10.	Ms.Chitra	Member	Student
11.	Mr. R. Jeyaram	Member	Student
12.	Ms.M.Muthulakshmi	Member	Student


21/01/22
Chairperson

Copy to:

1. All HoDs.
2. Office.
3. Notice Board



Dr. S. JOTHIBASU, M.Tech.,MBA.,Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated: 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2021-2022/002

Date: 21-01-2022

CIRCULAR

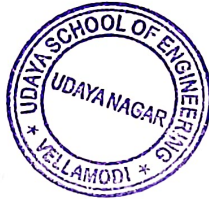
All members of Grievances redressal committee are informing to attend the meeting on 10th December 2021, at 10:30 am in the principal office without fail.


Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

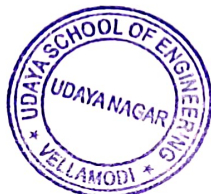
Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated: 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting [10th December 2021, at 10:30 am]

The Grievance Committee Meeting was conducted on Friday, 10th December 2021, at 10:30 am in the principal's room.

The following members were present:

Sl. No.	Name	Position	Signature
1.	Dr S. Jothibasu	Chairperson	
2.	Mr. C.Allen wills	Convener	
3.	Mrs. Sumi Bell Sutha	Member	
4.	Mrs. R Shiba	Member	
5.	Mr. Mathi Murugan M	Member	
6.	Mrs. S. Jameela	Member	
7.	Mrs. C. Angel Rose Story.C.	Member	
8.	Mr.Sajeev Jeba King K E	Member	
9.	Mr.kamalesh	Member	
10.	Ms.Chitra	Member	
11.	Mr. R. Jeyaram	Member	
12.	Ms.M.Muthulakshmi	Member	





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayacengineering@gmail.com. Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated: 02-07-2002.
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda – I

Review of Previous Meeting

In previous meeting dated 13.8.2020, an issue discussed about Inadequate Lightning and Unhygienic toilet. It was resolved with the help of Electrician and Maintenance.

Agenda – II

Student Grievance

- (i) Internet speed need to be increased.
- (ii) Mosquito as an issue in Women's Hostel.
- (iii) In BHE classroom, Fans makes noisy and need maintenance repair.

Resolutions:

- (I) Members of the committee suggested that wifi speed increased upto 100 Mbps.
- (II) It was decided that Ladies Hostel should have required pest control.
- (III) The Principal informed the maintenance department to repair the fan's in the classroom.

Convener

(Mr. C. Allen Wills)

Chairperson

(Dr.S.Jothibas)

Dr. S. JOTHIBASU, M.Tech.,MBA.,Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayacengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2022-2023/001

Date: 05-11-2022

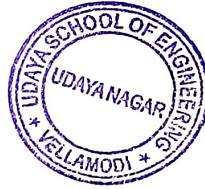
CIRCULAR

All members of Grievances redressal committee are informing to attend the meeting on 8th November 2022, at 11:00 am in the principal office without fail.


05/11/22
Chairperson

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

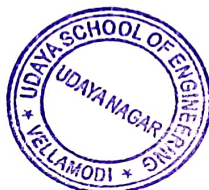
Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting [8th November 2022, at 11:00 am]

The Grievance Committee Meeting was conducted on 8th November 2022, Tuesday at 11:00 am in the principal room.

The following members were present:

Sl. No.	Name	Position	Signature
1.	Dr S. Jothibas	Chairperson	
2.	Mr. C.Allen wills	Convener	
3.	Mrs. Sumi Bell Sutha	Member	
4.	Mrs. R Shiba	Member	
5.	Mr. Mathi Murugan M	Member	
6.	Mrs. S. Jameela	Member	
7.	Mrs. C. Angel Rose Stary.C.	Member	
8.	Mr.Sajeev Jeba King K E	Member	
9.	Mr.kamlesh	Member	
10.	Ms. Muthu Saranya G	Member	
11.	Mr. R. Jeyaram	Member	
12.	Ms.M.Muthulakshmi	Member	





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda of Meeting:

- To discuss action taken on the minutes of previous meeting.
- Students getting late for classes, due to college bus not on time.
- Grievance Redressal about quality of food/mess in hostel.


Minutes of Meeting:

- Hostel Committee will be suggested to look into the quality of food in hostel mess.
- In order to prevent the delay caused by the college bus, transport supervisor to be instructed to make sure the college bus arrived at the stipulated time.

The meeting ended with Vote of thanks and regards to all the members present by the Convener

Convener
(Mr. C. Allan Wills)




Chairperson
(Dr. S. Jothibas)

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

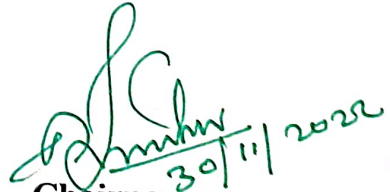
Date: 30-11-2022

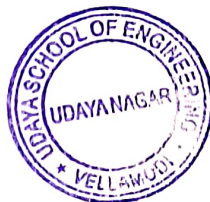
ACTION TAKEN REPORT

The Grievance redressal committee meeting was conducted on 08.11.2022 in the office of principal.

Sl. No.	Issue / Decision Taken	Action Taken	Status
1	Grievance Redressal about quality of food/mess in hostel	The Hostel Committee inspected the hostel mess facilities and reviewed the food quality. Necessary instructions were given to the mess management to improve food quality, hygiene, and menu standards. Regular monitoring was initiated.	Implemented
2	Transport supervisor to ensure college buses arrive at the stipulated time to avoid delays.	The Transport Supervisor was instructed to strictly follow the bus schedule. Drivers were advised to maintain punctuality, and periodic monitoring of bus timings was implemented.	Implemented

Convener
(Mr. C. Allan Wills)


Chairperson
(Dr. S. Jothibas)



Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayacengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2023-2024/001

Date: 05-09-2023

CIRCULAR

The following members are nominated to constitute a new Grievance Redressal Committee for the academic year 2023-2024.

Sl. N`o	Name	Position	Present / Designation / Occupation
1.	Dr S. Jothibasu	Chairperson	Principal
2.	Mr. C.Allen wills	Convener	HOD/CIVIL
3.	Mrs. Sumi Bell Sutha	Member	AP/CIVIL
4.	Mrs. R Shiba	Member	AP/EEE
5.	Mr. Mathi Murugan M	Member	AP/CSE
6.	Mrs. S. Jameela	Member	AP/CSE
7.	Mrs. C. Angel Rose Story.C.	Member	AP/BT
8.	Mr.Sajeev Jeba King K E	Member	HOD/ECE
9.	Mr. Akhil. V. S	Member	Student
10.	Ms. Rabisha R	Member	Student
11.	Mr. Karthick Raja	Member	Student
12.	Ms.MuthamilSelvi	Member	Student

Copy to:

1. All HoDs.
2. Office.
3. Notice Board




05/09/23
Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2023-2024/002

Date: 05-09-2023

CIRCULAR

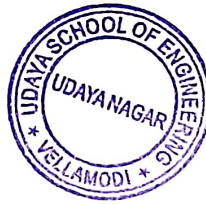
All members of Grievances redressal committee are informing to attend the meeting on 8th September 2023, at 10:30 am in the principal office without fail.


Chairperson

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204

Copy to:

1. All HoDs.
2. Office.
3. Notice Board





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

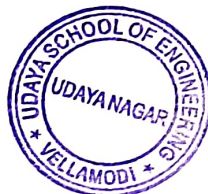
Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Minutes of Grievances Redressal meeting [8th September 2023, at 10:30 am]

The meeting of Grievances Redressal Cell S was conducted on 8th September 2023 at 10.30AM under the Chairmanship of Dr. S. Jothibasur all the new members present and the chairperson warmly welcomed and reminded the rules and responsibilities of the cell.

The following members were present:

Sl. No.	Name	Position	Signature
1.	Dr S. Jothibasur	Chairperson	
2.	Mr. C.Allen wills	Convener	
3.	Mrs. Sumi Bell Sutha	Member	
4.	Mrs. R Shiba	Member	
5.	Mr. Mathi Murugan M	Member	
6.	Mrs. S. Jameela	Member	
7.	Mrs. C. Angel Rose Sary.C	Member	
8.	Mr.Sajeev Jeba King K E	Member	
9.	Mr. Akhil. V. S	Member	
10.	Ms. Rabisha R	Member	
11.	Mr. Karthick Raja	Member	
12.	Ms.Muthamil Selvi	Member	





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Following points were discussed in the meeting:

- All the students must be introduced to the committee
- They can approach us in any means - in person, over phone, letters, suggestion box, mail etc.
- Maintenance of classroom infrastructure such as door latches, window latches, sufficient lighting and fan regulators, broken floor/wall tiles etc.

The meeting ended with Vote of thanks and regards to all the members presented by Convener.

Convener
(Mr. C. Allen Willis)



Chairperson
(Dr. S. Jothibas)



Dr. S. JOTHIBASU, M.Tech.,MBA.,Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated : 02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Date: 13-09-2023

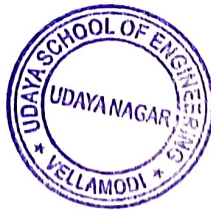
ACTION TAKEN REPORT

The Grievance redressal committee meeting was conducted on 08.09.2023 in the office of principal.

Sl. No	Issue / Decision Taken	Action Taken	Status
1	Students can approach the committee through various means such as in person, phone, letters, suggestion box, and email.	Multiple communication channels were established, including suggestion boxes, official email communication, and direct contact options to facilitate easy grievance submission.	Implemented
2	Maintenance of classroom infrastructure including door latches, window latches, lighting, fan regulators, and damaged tiles.	Maintenance staff inspected classrooms and carried out necessary repairs and replacements to ensure proper infrastructure and a safe learning environment.	Implemented

Convener

(Mr. C. Allen Willis)



[Handwritten Signature]
13/09/23

Chairperson

(Dr. S. Jothibasu)



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated :02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2025-2026/001

Date: 11-10-2025

CIRCULAR

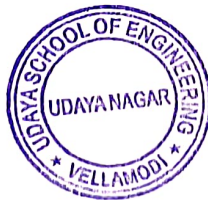
The following members are nominated to constitute a new Grievance Redressal Committee for the academic year 2025-2026

Sl. No.	Name	Position	Present / Designation / Occupation
1.	Dr S. Jothibasus	Chairperson	Principal
2.	Mr. C.Allen wills	Convener	HOD/Civil
3.	Mrs. Sumi Bell Sutha	Member	HOD/Agri
4.	Mrs. R Shiba	Member	AP/EEE
5.	Mr. Mathi Murugan M	Member	Professor/CSE
6.	Mrs. S. Jameela	Member	AP/CSE
7.	Mrs. C. Angel Rose Story.C.	Member	AP/BT
8.	Mr.Sajeev Jeba King K E	Member	HOD/ECE
9.	Ms. Hanarthini. S	Member	Student
10.	Mr. Shiva Arun. A	Member	Student
11.	Ms.Nibisha	Member	Student
12.	Ms.MuthamilSelvi	Member	Student


Chairperson

Copy to:

1. All HoDs.
2. Office.
3. Notice Board



Dr. S. JOTHIBASU, M.Tech.,MBA.,Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204
Ph: 04651 239901, Mobile: 9281090009 & 9281090005
Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated :02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Ref.No : USE/GRC/2025-2026/002

Date: 11-10-2025

CIRCULAR

It is planned to conduct Grievance redressal committee meeting on 14.10.2025. All the committee members are requested to attend the meeting at 10:00AM in principal room. The following will be the agenda of meeting:

Agenda of Meeting:

1. To maintain the secretary of complaints made by the students.
2. Encourages the students to express their grievance without hesitation.
3. Based on the complaints a necessary rectifying action has to be taken in consultation with authorities.
4. To depute faculty members to identify the areas of conflicts among students and propagates the strength of unity and collaboration.


Chairperson

Copy to:

1. All HoDs.
2. Office.



Dr. S. JOTHIBASU, M.Tech.,MBA.,Ph.D.
Principal
Udaya School of Engineering
Udaya Nagar, Vellamodi Junction
Ammandivilai Post
Kanyakumari District - 629 204



UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated :02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Establishment of Online Grievance Redressal Mechanism

Introduction:

As per All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. a Grievance Redressal Committee was formed in Udaya School of Engineering to address the grievances of the students, parents and others.

Objectives:

- To create a platform where students can point out their problems, regarding academic and non-academic matters.
- Get suggestions from the students for improvement.
- Take necessary steps for improvement in the light of grievances.

Committee Members:

The Grievance Committee Meeting was conducted on Monday 14th october 2025 at 10.00 am in the principal room.

Sl. No.	Name	Position	Signature
1.	Dr S. Jothibasu	Chairperson	
2.	Mr. C.Allen wills	Convener	
3.	Mrs. Sumi Bell Sutha	Member	
4.	Mrs. R Shiba	Member	
5.	Mr. Mathi Murugan M	Member	
6.	Mrs. S. Jameela	Member	
7.	Mrs. C. Angel Rose Story.C.	Member	
8.	Mr.Sajeev Jeba King K E	Member	
9.	Ms. Hanarthini. S	Member	
10.	Mr. Shiva Arun. A	Member	
11.	Ms.Nibisha	Member	
12.	Ms.Muthamil Selvi	Member	





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated :02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

Agenda

- To maintain the secretary of complaints made by the students.
- Encourages the students to express their grievance without hesitation.
- Based on the complaints a necessary rectifying action has to be taken in consultation with authorities.
- To depute faculty members to identify the areas of conflicts among students and propagates the strength of unity and collaboration.

Points Discussed

1. The committee discussed that all grievances were communicated to the appropriate authorities, including the Principal, Administrative Officer (AO), Heads of Departments, and concerned staff, to ensure timely and effective resolution.
2. Members reviewed the mechanism for prompt action on maintenance, IT, and technical issues and emphasized the need for coordinated efforts among support teams.
3. The committee deliberated on various student support measures, including remedial classes, mentoring, project facilitation, and organization of symposiums and workshops to enhance academic performance and skill development.
4. Members emphasized the importance of continuous follow-up for pending issues such as window screens, water purifiers, and fan replacements, ensuring that all actions follow proper procedures.
5. The committee discussed the steps taken to strengthen academic support, including extra coaching, revision tests, and reteaching of difficult topics based on student feedback.
6. The availability and improvement of IT and network facilities, including provision of high-speed internet connectivity, were reviewed and appreciated.





UDAYA SCHOOL OF ENGINEERING

Udaya Nagar, Vellamodi Junction, Ammandivilai & Post, Kanyakumari District, Tamil Nadu – 629 204

Ph: 04651 239901, Mobile: 9281090009 & 9281090005

Email: 978udayaengineering@gmail.com, Website: www.udayaschoolofengineering.com

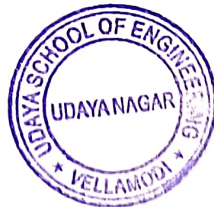
Approved by AICTE, New Delhi F.No. 730-52-444 (E)/ET/2002 Dated :02-07-2002,
UGC Recognized Institution [Affiliated to Anna University, Chennai]

7. The committee deliberated on examination schedule adjustments and project facilitation, ensuring adequate preparation time for students.
8. Members discussed the need to conduct departmental workshops, technical symposiums, and placement-related activities to improve student exposure and employability.
9. Issues related to hostel, food arrangements, and general student welfare were discussed and communicated to the concerned authorities.
10. The importance of student guidance on proper usage of facilities such as washrooms, laboratories, and classrooms was emphasized to avoid recurrence of complaints.
11. Any other matters suggested by the members related to student welfare and institutional improvement were also discussed.

The meeting end with vote of thanks and regards to all the members presented by the convener.

Convener

(Mr. C. Allan Wills)



Chairperson

(Dr. S. Jothibasus)

Dr. S. JOTHIBASU, M.Tech., MBA., Ph.D.

Principal

Udaya School of Engineering

Udaya Nagar, Vellamodi Junction

Ammandivilal Post

Kanyakumari District - 629 204