

CHENNAI INSTITUTE OF TECHNOLOGY

(Autonomous)

Kundrathur, Chennai – 600 069

Ref. No.: CIT/ADMIN/ICC/001/2025–26

Date: 11.07.2025

GRIEVANCE & REDRESSAL COMMITTEE (GRC)

This is to notify that the college management has constituted the **Grievance & Redressal Committee (GRC)** for the academic year 2025–26.

The following members are nominated to the committee:

Grievance & Redressal Committee Members

S. No	Name	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Dr. S. Pavithra	Associate Professor / CSE	Coordinator
3	Dr P Suresh Kumar	Professor / ECE	Member
4	Mrs. N. Surya	Assistant Professor / ECE	Member
5	Mr. T. Vinoth	Assistant Professor / MCT	Member
6	Mrs. Sridevi	Assistant Professor / S&H	Member
7	Ms. Shopia	Assistant Professor / S&H	Member
8	Mr. G. Keerthy Vijayadhashan	Assistant Professor / EEE	Member
9	Mr. Karthikeyan	Assistant Professor / MECH	Member
10	Mr. C. Hariharasudhan	Assistant Professor / CIVIL	Member
11	Dr. Akila Vijayakumar	NGO Representative	Member
12	Ms. S. Navipriya	III Year CSE	Student Member
13	Mr. S. Balakrishnan	III Year ECE	Student Member

Purpose of the Committee

The Grievance & Redressal Committee is formed to ensure **transparency and fairness** in handling student issues and to prevent:

- Unfair practices
- Complaints of discrimination (SC, ST, OBC, minority groups)
- Scholarship-related issues
- Admission-related concerns
- Matters related to sexual harassment
- Ragging and harassment cases

The committee will review grievances impartially and recommend appropriate action wherever required.

Coordinator

Dr. A. Ramesh, M.E., Ph.D.

Principal

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Ref. No.: CIT/ADMIN/ICC/002/2024–25

Date: 18.09.2025

Grievance & Redressal Committee (GRC)

MINUTES OF MEETING – SEPTEMBER 2025

Meeting No.: 2 / 2025–26

Date: 18.09.2025

Time: 11:30 AM

Venue: Board Room, Administrative Block

Members Present

1. Dr. A. Ramesh – Principal / Chairman
2. Dr. S. Pavithra – Associate Professor / CSE / Coordinator
3. Mrs. S. Mahalakshmi – Assistant Professor / CSE / Member
4. Mrs. N. Surya – Assistant Professor / ECE / Member
5. Mr. T. Vinoth – Assistant Professor / MCT / Member
6. Mrs. Sridevi – Assistant Professor / S&H / Member
7. Ms. Shopia – Assistant Professor / S&H / Member
8. Mr. G. Keerthy Vijayadhashan – Assistant Professor / EEE / Member
9. Mr. Karthikeyan – Assistant Professor / MECH / Member
10. Mr. C. Hariharasudhan – Assistant Professor / CIVIL / Member
11. Dr P Suresh kumar – Professor & HoD/ ECE / Member
12. Ms. S. Navipriya – III Year CSE / Student Member
13. Mr. S. Balakrishnan – III Year ECE / Student Member

Agenda

1. Review of grievances received during September–November 2025
2. Hostel, transport, and examination-related issues
3. Review of anti-ragging compliance before odd semester exams
4. Measures to enhance transparency in internal assessments
5. Student well-being and counseling activities

Minutes of the Meeting

1. Review of grievances (Sep–Nov 2025)

- Total **15 grievances** received.
 - 6 academic
 - 4 exam-seating / timetable issues
 - 3 transport
 - 2 hostel

Action Taken:

- ✓ All exam-related issues rectified by COE office.
- ✓ Transport department added an additional morning trip.
- ✓ Hostel committee addressed water heater complaints.

2. Examination-related complaints

- Students requested:
 - ✓ More transparency in lab exam evaluation
 - ✓ Timely release of internal assessment marks

Resolution:

- ✓ COE agreed that internal marks will be uploaded within 5 working days after every assessment.
- ✓ Lab exam rubric will be displayed on department notice boards.

3. Anti-ragging compliance before semester exams

- Committee reviewed all anti-ragging squads and duty rosters.
- No incidents reported during September–November.

Action:

- ✓ Squads instructed to increase patrolling during late-evening lab sessions.

4. Enhancing academic transparency

- GRC recommended departments to publish:
 - ✓ Model answer scripts
 - ✓ Question paper blueprints
 - ✓ Assessment rubrics

Action:

- ✓ To be implemented from December 2025 internal exam cycle.

5. Student wellness and counseling

- Counseling team reported:
 - Increase in stress among first-years
 - Requests for career guidance sessions

Resolution:

- ✓ Motivational session planned for 11.12.2025
- ✓ Career Compass workshop scheduled for 15.12.2025
- ✓ Counseling cell to conduct weekly support sessions

Meeting Adjournment

The meeting ended at **12:45 PM** with appreciation from the Chairman for the active participation of all members.

Chairman – GRC

Dr. A. Ramesh, M.E., Ph.D.

Principal

Chennai Institute of Technology