



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः  
(विश्वविद्यालयानुदानबोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

**SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA**  
**(SCSVMV)**

(Deemed to be University u/s 3 of the UGC Act 1956)  
(Accredited with 'A' Grade by NAAC)  
Enathur, Kanchipuram - 631 561.



## STUDENTS GRIEVANCE REDRESSAL CELL

### Modus Operandi of the SGRC

The modus operandi of the committee as follows:

1. Boxes were designed (Size of the box: 1' x 1' x 30': Lock: SS key; Metal handle; Keel-2 Nos; Hamertone paint; Gauze: 18mm) and ordered for this purpose exclusively and all the boxes will be placed at the convenient places in each department in consultations with the HOD of each department.
2. All the HODs are requested to encourage and motivate the students to use the box for their approbations, suggestions, messages or grievances, if any.
3. On every first working day of second week of the month one of the members of the committee along with an attender goes to all the departments and collects the papers from the boxes and hand them over to the Head, SGRC on the same date.
4. The chairman, in consultations with the secretary finalizes the issues to be taken up for discussion in the SGRC meetings.
5. All the issues so finalized will be discussed in the SGRC meeting and the minutes will be sent to the Registrar through for necessary action.
6. The meeting will be held once in a month in the last week and the date will be intimated to the members of the committee well in advance.
7. The committee will enquire about the steps taken by the authorities to redress the issues recorded in the minutes of the SGRC meetings.
8. Once the information reaches from the concerned authorities, the committee will put the details of the issues raised and the steps taken to redress the issues of the students on the notice boards of the departments.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः  
(विश्वविद्यालयानुदानबोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

**SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA**  
**(SCSVMV)**

(Deemed to be University u/s 3 of the UGC Act 1956)  
(Accredited with 'A' Grade by NAAC)  
Enathur, Kanchipuram - 631 561.



9. All HODs are requested to inform the students to meet the Head, SGRC on the stipulated time if they wish to seek the steps taken clandestinely in person for those matters which were not depicted on the notice boards.

10. At the end of each calendar year analysis of the grievances will be done and all the papers are bounded in the form of a book for record purpose.

S. No	Name	Designation	Position
1	Dr. K. Venkataraman	Professor and Head, Department of Physics	Chairman
2	Dr. N. R. Ananthanarayan	Associate Professor, Dept. of Computer Science and Applications	Member
3	Dr. B. Muthukumaran	Assistant Professor, Dept. of Chemistry	Member
4	Dr. D. Vijayalakshmi	Assistant Professor, Dept. of Mathematics	Member
5	Dr. C. Sunitha Ram	Assistant Professor, Dept. of Computer Science Engineering	Member
6	Dr. T. Lakshmibai	Assistant Professor, Dept of Electronics and Instrumentation Engineering	Member

Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Lega112012, dated 25.05.2012)

**SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA**  
(University U/S 3 of UGC Act 1956, Accredited with "A" Grade by NAAC)  
**Enathur, Kanchipuram - 631 561**

Date: 15.04.2021

F/SCSVMV/REG/EST/COMM/2020-21/IOC -

**INTER OFFICE COMMUNICATION**

I am by direction to inform that, the Staff Grievance Redressal Committee (Teaching Staff) is reconstituted from 01.07.2020 with the following staff members to go through the representations that may be received from the teaching staff members on their work related grievances, if any and to make suitable recommendations to address the grievance.

S.No.	Name	Designation	Position
1.	Dr.S.Balaji	Professor & Dean, Faculty of Science	Chairman
2.	Dr.Chitta Ranjan Das	Professor & Principal i/c Department of Ayurveda	Member
3.	Dr.M.S.Ramaratnam	Associate Professor Department of Management Studies	Member
4.	Mrs.P.Meenakshi	Assistant Professor (Stage-II) Department of Civil and Structural Engineering	Member
5.	Dr.G.Srinivasu	Professor & Registrar Department of Sanskrit	Member

The committee shall meet once in a month and discuss specific grievances and recommend suggestions to solve the issues.

To  
**The Chairman**  
Staff Grievance Redressal Committee (Teaching Staff)  
SCSVMV

  
**REGISTRAR** 15/4/21  
**REGISTRAR**  
**S.C.S.V.M.V**  
**ENATHUR, KANCHIPURAM**

Copy submitted to the Vice-Chancellor

Cc: to

1. Individuals concerned
2. Dean, Faculty of Science
3. Dean, Faculty of Engineering & Technology
4. EC
5. File

**SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA**  
(University U/S 3 of UGC Act 1956, Accredited with "A" Grade by NAAC)  
**Enathur, Kanchipuram - 631 561**

Date: 15.04.2021

F/SCSVMV/REG/EST/COMM/2020-21/IOC –

**INTER OFFICE COMMUNICATION**

I am by direction to inform that, the Students Grievance Redressal Committee is reconstituted from 01.07.2020 with the following staff members.

S.No.	Name	Designation	Position
1.	Dr.K.Venkatramanan	Professor & HOD, Department of Physics	Chairman
2.	Dr.N.R.Ananthanarayanan	Associate Professor, Department of Computer Science and Applications	Member
3.	Dr.B.Muthukumaran	Assistant Professor (Stage-I) Department of Chemistry	Member
4.	Dr.D.Vijayalakshmi	Assistant Professor (Stage-II) Department of Mathematics	Member
5.	Dr.C.Sunitha Ram	Assistant Professor (Stage-III) Department of Computer Science and Engineering	Member
6.	Dr.T.Lakshmi Bai	Assistant Professor (Stage-I) Department of Electronics and Instrumentation Engineering	Member

It is requested that the committee constituted for the purpose may meet once in a month and submit its proceeds / minutes to the undersigned. Also the committee may suggest its remedial measures if any in related area for further execution.

  
REGISTRAR

**REGISTRAR**  
**S.C.S.V.M.V**  
**ENATHUR, KANCHIPURAM**

To

**The Chairman**  
Students Grievance Redressal Committee  
SCSVMV

Copy submitted to the Vice-Chancellor

cc to:

1. Individuals concerned
2. Dean, Faculty of Science
3. Dean, Faculty of Engineering & Technology
4. EC
5. File



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

**SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA**  
**(SCSVMV)**

(Deemed to be University u/s 3 of the UGC Act 1956)  
(Accredited with 'A' Grade by NAAC)  
Enathur, Kanchipuram - 631 561.

Date: 27.04.2021

Ref. No.REG/EST-A/SCSVMV/2020-21/

**Order No.066/20-21**

Sub: Orders issued - SCSVMV- Establishment - reg.

\*\*\*\*\*

**Dr.Hema Gopal**, is appointed as the OMBUDSPERSON (for Student's Grievances) at Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya for resolving Grievance of Students, on a part-time basis for a period of three years with effect from 26.04.2021, subject to the acceptance by the All India Council for Technical Education, New Delhi.

Also informed that an amount of Rs.3,000/- (Rupees Three Thousand Only) will be paid as sitting fee along with eligible conveyance allowance (to & fro) on the days(s) of meeting.

To  
**Dr.Hema Gopal**,  
New no. 10, Old No.B-8,  
AGS Colony Second Street,  
Nanganallur,  
Chennai – 600 061.  
e-mail: hemajie@gmail.com  
Mob: 9841051908

  
REGISTRAR  
REGISTRAR  
S.C.S.V.M.V  
ENATHUR, KANCHIPURAM

Copy submitted to the Vice-Chancellor

cc:

1. Finance Officer
2. EC
3. AICTE, New Delhi
4. File

### STUDENT FEEDBACK ON INSTITUTIONAL GOVERNANCE/FACULTY PERFORMANCE

It is top priority of the university to address the grievance of the students and redress them as early as possible taking the nature of the grievance into consideration. Committee was constituted and headed by Prof. K.V.S.N.Murthy, Head, School of Education in the month of August, 2010. Recently SGRC was reconstituted with four members. Details are furnished below.

#### MODUS OPERANDI OF THE SGRC

The modus operandi of the committee as follows:

1. Boxes were designed (Size of the box: 1' x 1' x 3' : Lock: SS key; Metal handle; Keel-2 Nos; Hammer tone paint; Gauze: 18mm) and ordered for this purpose exclusively and all the boxes will be placed at the convenient places in each department in consultations with the HOD of each department.
2. All the HODs are requested to encourage and motivate the students to use the box for their approbations, suggestions, messages or grievances, if any.
3. On every first working day of second week of the month one of the members of the committee along with an attender goes to all the departments and collects the papers from the boxes and hand them over to the Head, SGRC on the same date.
4. The chairman, in consultations with the secretary finalizes the Issues to be taken up for discussion in the SGRC meetings.
5. All the Issues so finalized will be discussed in the SGRC meeting and the minutes will be sent to the Registrar through for necessary action.
6. The meeting will be held once in a month in the last week and the date will be intimated to the members of the committee well in advance.
7. The committee will enquire about the steps taken by the authorities to redress the Issues recorded in the minutes of the SGRC meetings.
8. Once the information reaches from the concerned authorities, the committee will put the details of the issues raised and the steps taken to redress the issues of the students on the notice boards of the departments.
9. All HODs are requested to inform the students to meet the Head, SGRC on the stipulated time if they wish to seek the steps taken clandestinely in person for those matters which were not depicted on the notice boards.
10. At the end of each calendar year analysis of the grievances will be done and all the papers are bounded in the form of a book for record purpose.

S.No.	Name	Designation	Position
1.	Dr.KVENKATRAMANAN	Professor and Head, Department of Physics	Chairman
2.	Dr.N.R.Ananthanarayan	Associate Professor, Dept of Computer Science and Applications	Member
3.	Mr.B.Muthukumar	Assistant Professor, Department of Chemistry	Member
4.	Dr.D.Vijayalakshmi	Assistant Professor, Department of Mathematics	Member
5.	Dr.C.Sunitha Ram	Assistant Professor of CSE	Member
6.	Dr.T.Lakshmbai	Assistant Professor of EIE	Member