



SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

Dindigul – Palani Highway, Dindigul – 624 002.

Phone : 0451 – 2448800 – 99 (100 Lines)

Fax: 0451 – 2448855

Email : ssmiedgl@gmail.com

Website : www.ssmiet.ac.in

C.No.063/SSMIET/2023

Date: 14.11.2023

CIRCULAR

The meeting of Grievances Redressal Cell during this academic year 2023-2024 is scheduled on **15.11.2023 at 4.00 p.m** in seminar hall 1. Non-Teaching Faculties, Office staff are instructed to attend the meeting.

The following will be the agenda of the meeting.

- Review on the previous grievances registered.
- Discussion on the latest grievances suggested by the faculty.

S. No	Name of the Faculty	Designation	S. No	Name of the Faculty	Designation
1	Mr.P.Loganathan	Office Assistant	18	Mrs.P.Soundra Pandiammal	Technical Assistant
2	Mrs.C.Banu	Office Assistant	19	Mr.R.John Baskaran	Technical Assistant
3	Mrs.P.Ilavarasi	Office Attender	20	Mr.G.Selvamani	PRO
4	Mr.S.Kailasam	ERP -Data Entry Operator	21	Mr.T.Vellaichamy	Warden
5	Mrs.A.W.Sophiya	Office Assistant	22	Mr.S.Vairamani	Technical Assistant
6	Ms.M.Amutha	Library Assistant	23	Mr.M.Balachandran	Technical Assistant
7	Mr.C.Velmurugan	Library Assistant	24	Mr.K.Seenivasa perumal	Technical Assistant
8	Mr.R.Dinesh	Technical Assistant	29	Mr.S.R.Karikalan	Technical Assistant
9	Mr.R.Thiruppathi	Technical Assistant	30	Mr.K.G.Murugan	Technical Assistant
10	Mr.D.Rex	System Admin	31	Mr.J.Christhu Raja	Technical Assistant
11	Mr.P.Rajesh	Technical Assistant	32	Mr.S.Sivachandiran	Technical Assistant
12	Mr.A.Issack	Technical Assistant	33	Mr.P.Kaliappan	Technical Assistant
13	Mr.M.M.Mayilvahanan	Technical Assistant	34	Mr.V.Nagaraj	Technical Assistant
14	Mr.J.Gopinath	Technical Assistant	35	Mr.V.Visva Rathinam	Technical Assistant



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15	Mr.P.Ilayaraj	Technical Assistant	36	Mr.V.Isac Devaraj	Technical Assistant
16	Mr.M.Antony Dass	Technical Assistant	37	Mr.C.Ragu ram	Garden Supervisor
17	Mr.S.Ram Vignesh	Technical Assistant	38	Mr.E.Prakash	Technical Assistant


Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil


PRINCIPAL

Copy to: Chairman for kind information

Administrative Officer

HoD's

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1	Mrs.DHANALAKSHMI J	AP/CSE	22	Mr.S.KANNAN	AP/ Civil
2	Mrs.MOOHAMBikai M	AP/CSE	23	Ms.M.MUTHULAKSHMI	AP/ Civil
3	Mrs.SUGANYA S	AP/CSE	24	Ms.P.RAKSHANA	AP/ Civil
4	Mr.MURUGAN G	AP/CSE	25	Mrs.A.PADMA PRIYA	AP / CSE
5	Mrs.ALDO TENIS .A	AP/CSE	26	Mrs.T.RANI MANGAMMAL	AP / CSE
6	Mrs.KEERTHANA S	AP/ECE	27	Mr.R.RAVI	AP / CSE
7	Mr.MANIKANDAN A	AP/ECE	28	Ms.V.SUDHARSANA	AP / CSE
8	Dr.GANAPRIYA K	AP/ECE	29	Mrs.S.DEVI BALA	AP/ CSE
9	Mrs.KARTHIKA P	AP/CSE	30	Mrs.S.DIVYA	AP/ CSE
10	Mrs.RAJARAJESHWARI G	AP/CSE	31	Mrs.R.SUDHA	AP / ECE
11	Mrs. MOHANA KARTHIGA P	AP/EEE	32	Mrs.K.MONIGA	AP / ECE
12	Ms.ROY CELESTINA J	AP/CIVIL	33	Mrs.R.ANITHA	AP/ CSE
13	Dr.KARTHICK M.P	AP/CIVIL	34	Mrs.G.SARANYA	AP / ECE



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14	Dr.A.KUMARESAN	AP/CHEMISTRY	35	Mr.M.KALIDASAN	AP/ EEE
15	Dr.K.GANESH	AP/CHEMISTRY	36	Mrs.R.RAMYA	AP/ EEE
16	Dr.S.NAGAMUTHU	AP/PHYSICS	37	Mrs.S.SUDHA	AP /MATHS
17	Dr.K.RAMACHANDRAN	AP/PHYSICS	38	Mrs.P.KARTHIKA RANI	AP /MATHS
18	Mrs.N.RATHI	PHYSICAL EDUCATION/APD	39	Ms.E.JASMINE	ACADEMIC INTERN /EEE
19	Dr.S.POSURIYA PRAKASH	AP/MECHANICAL	40	Ms.V.DHAARANI	ACADEMIC INTERN /EEE
20	Mr.D.THAMARAI SELVAN	AP/MECHANICAL	41	Mr.T.GANESAN	ACADEMIC INTERN/MECH
21	Mr.R.SANJEEVI	AP/MECHANICAL	42	Mr.P.V.SAMUEL DEVAKUMAR	ASSISTANT PROF / CSE


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Grievances Redressal Cell

15.11.2023

Attendance Sheet

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2	Mrs.C.Banu	Office Assistant	C. Banu
3	Mrs.P.Ilavarasi	Office Attender	P. Ilavarasi
4	Mr.S.Kailasam	ERP -Data Entry Operator	S. Kailasam
5	Mrs.A.W.Sophiya	Office Assistant	A. W. Sophiya
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9	Mr.R.Thiruppathi	Technical Assistant	R. Thiruppathi
10	Mr.D.Rex	System Admin	D. Rex
11	Mr.P.Rajesh	Technical Assistant	P. Rajesh
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18	Mrs.P.SoundraPandiammal	Technical Assistant	P. Soundra Pandiammal
19	Mr.R.JohnBaskaran	Technical Assistant	R. John Baskaran
20	Mr.G.Selvamani	Technical Assistant	G. Selvamani
21	Mr.T.Vellaichamy	Technical Assistant	T. Vellaichamy
22	Mr.S.Vairamani	Technical Assistant	S. Vairamani



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29	Mr.S.R.Karikalan	Technical Assistant	AB
30	Mr.K.G.Murugan	Technical Assistant	Murugan K.G.
31	Mr.J.Christhu Raja	Technical Assistant	J. Christhu Raja
32	Mr.S.Sivachandiran	Technical Assistant	S. Sivachandiran
33	Mr.P.Kaliappan	Technical Assistant	P. Kaliappan
34	Mr.V.Nagaraj	Technical Assistant	V. Nagaraj
35	Mr.V.VisvaRathinam	Technical Assistant	V. VisvaRathinam
36	Mr.V.IsacDevaraj	Technical Assistant	V. IsacDevaraj
37	Mr.C.Ragu ram	Technical Assistant	AB
38	Mr.E.Prakash	Technical Assistant	E. Prakash


Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil


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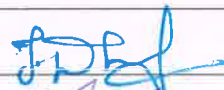

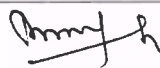


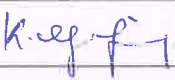
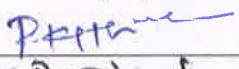
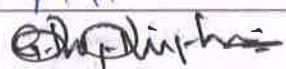

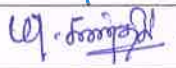



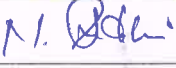

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Grievances Redressal Cell

Attendance Sheet

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5	Mrs.ALDO TENIS .A	AP/CSE	
6	Mrs.KEERTHANA S	AP/ECE	 S. Keerthana
7	Mr.MANIKANDAN A	AP/ECE	
8	Dr.GANAPRIYA K	AP/ECE	
9	Mrs.KARTHIKA P	AP/CSE	
10	Mrs.RAJARAJESHWARI G	AP/ CSE ^{ECE}	
11	Mrs. MOHANA KARTHIGA P	AP/EEE	
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14	Dr.A.KUMARESAN	AP/CHEMISTRY	
15	Dr.K.GANESH	AP/CHEMISTRY	
16	Dr.S.NAGAMUTHU	AP/PHYSICS	
17	Dr.K.RAMACHANDRAN	AP/PHYSICS	
18	Mrs.N.RATHI	PHYSICAL EDUCATION/APD	
19	Dr.S. ^N OSURIYA PRAKASH	AP/MECHANICAL	



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21	Mr.R.SANJEEVI	AP/MECHANICAL	
22	Mr.S.KANNAN	AP/ Civil	
23	Ms.M.MUTHULAKSHMI	AP/ Civil	
24	Ms.P.RAKSHANA	AP/ Civil	
29	Mrs.A.PADMA PRIYA	AP / CSE	A.P. Priya 15/11/23
30	Mrs.T.RANI MANGAMMAL	AP / CSE	T.R. Mangammal 15/11/23
31	Mr.R.RAVI	AP / CSE	R. Ravi 15/11/23
32	Ms.V.SUDHARSANA	AP / CSE	V. Sudharsana 15/11/23
33	Mrs.S.DEVI BALA	AP/ CSE	
34	Mrs.S.DIVYA	AP/ CSE	S. Divya 15/11/23
35	Mrs.R.SUDHA	AP / ECE	R. Sudha 15/11/23
36	Mrs.K.MONIGA	AP / ECE	
37	Mrs.R.ANITHA	AP/ CSE	R. Anitha 15/11/23
38	Mrs.G.SARANYA	AP / ECE	G. Saranya 15/11/23
39	Mr.M.KALIDASAN	AP/ EEE	M. Kalidasan 15/11/23
40	Mrs.R.RAMYA	AP/ EEE	R. Ramya 15/11/23
41	Mrs.S.SUDHA	AP / MATHS	S. Sudha 15/11/23
42	Mrs.P.KARTHIKA RANI	AP / MATHS	P. Kartika Rani 15/11/23
43	Ms.E.JASMINE	ACADEMIC INTERN /EEE	E. Jasmine 15/11/23
44	Ms.V.DHAARANI	ACADEMIC INTERN /EEE	V. Dhaarani 15/11/23
45	Mr.T.GANESAN	ACADEMIC INTERN/MECH	
46	Mr.P.V.SAMUEL DEVAKUMAR	ASSISTANT PROF / CSE	P. Samuel Devakumar

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil

PRINCIPAL



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Minutes of Grievance Redressal Meeting

Title: Grievance Redressal meeting	Date& Time: 15.11.2023 at 4.00 p.m.,
Convened by: Dr.G. Selvabharathi, AsP/Civil Dr.M.Rameswari, Professor / Maths	Venue: Seminar Hall-1
Minute by : Dr.G.Selvabharathi, AsP/Civil	
AGENDA	
1. Introduction of Committee Members 2. New System (online portal entry) 3. Grievance Redressal mechanism 4. Process for effective redress of grievances	

S. No.	Description	Points of Discussion
1.	Introduction of Committee Members	<ul style="list-style-type: none">• The grievance committee members are introduced.• Their details are given to register grievances.
2.	Review on the previous grievance registered.	<ul style="list-style-type: none">• General Awareness and importance about the grievance cell is discussed with the all newly joined faculty members and staff.
3.	Grievance Redressal system (Online Portal Facility)	<ul style="list-style-type: none">• Students and faculty in the college may dropped their grievance letters in the suggestion boxes provided on our campus or they can register their grievances in online portal (Online Grievance RedressalSystem) in our website. https://forms.gle/xcM6E2rq91CrJRFR7• Suggestions and complaints can be given in the mode of Google Form.• This information will be circulated to all the mentors and their respective mentees.
4.	Grievance Redress Mechanism	<ul style="list-style-type: none">• A box marked 'Grievance Box' is placed on the ground floor. Any student may put in their case/Concern with name, date and class in the grievance box.• Confidentiality and privacy should be maintained.• The grievances dropped in the suggestion boxes or registered online form werecollected periodically and they are analysed by the committee and forwarded to the concerned department for remarks.• After receiving the remarks, the committee discussethem and takes suitable actions to solve the grievances if found genuine.



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5.	Process for effective redress of grievances	<ul style="list-style-type: none">• The committee will meet at least once in a month to resolve the grievances, if any.• To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.• The number of grievances settled or pending will be report to the principal periodically.
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The convener thanked all the members and the meeting was concluded at 4.30 p.m.



Principal

Members present

- All Teaching Faculties
- Non-Teaching Faculties
- Office Staffs

ED and chairmen – for kind information

Copy to

1) HoDs

a. AIDS/CSBS

b. Civil

c. CSE

d. ECE

e. EEE

f. Mechanical

g. English

h. Mathematics

i. Physics

j. Chemistry

2) Faculty Circulation through HoDs

3) Office

4) Library

5) Placement

6) Physical Education



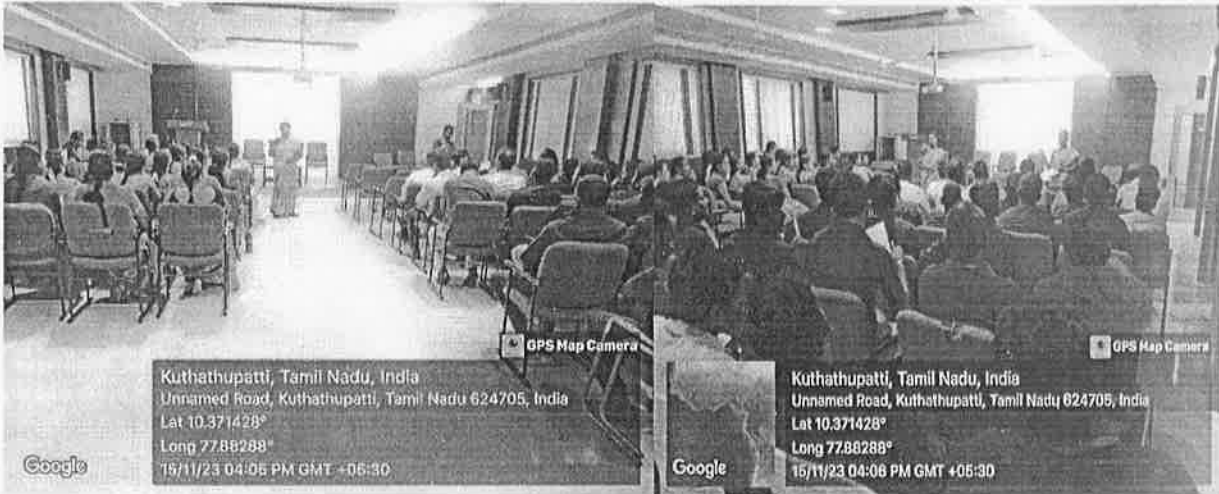
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Grievance Redressal Meeting Photos




Principal

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24	Mr.K.Seenivasaperumal	Technical Assistant	K. Seenivasaperumal
29	Mr.S.R.Karikalan	Technical Assistant	AB
30	Mr.K.G.Murugan	Technical Assistant	Murugan. K. G.
31	Mr.J.Christhu Raja	Technical Assistant	J. Christhu Raja
32	Mr.S.Sivachandiran	Technical Assistant	S. Sivachandiran
33	Mr.P.Kaliappan	Technical Assistant	P. Kaliappan
34	Mr.V.Nagaraj	Technical Assistant	V. Nagaraj
35	Mr.V.VisvaRathinam	Technical Assistant	V. VisvaRathinam
36	Mr.V.IsacDevaraj	Technical Assistant	V. IsacDevaraj
37	Mr.C.Ragu ram	Technical Assistant	AB
38	Mr.E.Prakash	Technical Assistant	E. Prakash

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil

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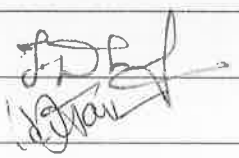
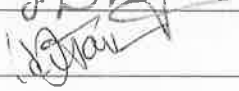
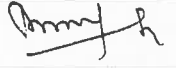
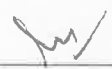
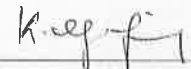
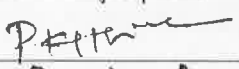
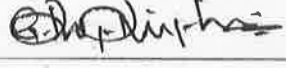

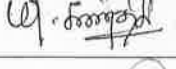


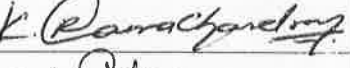


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15.11.2023

Grievances Redressal Cell

Attendance Sheet

The meeting of Grievances Redressal Cell during this academic year 2023-2024 held on 15.11.2023 at 4.00 p.m in seminar hall 1.

S. No	Name of the Faculty	Designation	Signature
1	Mrs.DHANALAKSHMI J	AP/CSE	
2	Mrs.MOOHAMBikai M	AP/CSE	
3	Mrs.SUGANYA S	AP/CSE	
4	Mr.MURUGAN G	AP/CSE	
5	Mrs.ALDO TENIS .A	AP/CSE	
6	Mrs.KEERTHANA S	AP/ECE	S. Keerthana
7	Mr.MANIKANDAN A	AP/ECE	
8	Dr.GANAPRIYA K	AP/ECE	
9	Mrs.KARTHIKA P	AP/CSE	
10	Mrs.RAJARAJESHWARI G	AP/ ^{ECE} CSE	
11	Mrs. MOHANA KARTHIGA P	AP/EEE	
12	Ms.ROY CELESTINA J	AP/CIVIL	
13	Dr.KARTHICK M.P	AP/CIVIL	
14	Dr.A.KUMARESAN	AP/CHEMISTRY	
15	Dr.K.GANESH	AP/CHEMISTRY	
16	Dr.S.NAGAMUTHU	AP/PHYSICS	
17	Dr.K.RAMACHANDRAN	AP/PHYSICS	
18	Mrs.N.RATHI	PHYSICAL EDUCATION/APD	
19	Dr.S. ^N POSURIYA PRAKASH	AP/MECHANICAL	



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20	Mr.D.THAMARAI SELVAN	AP/MECHANICAL	D. Thiruchel
21	Mr.R.SANJEEVI	AP/MECHANICAL	[Signature]
22	Mr.S.KANNAN	AP/ Civil	[Signature]
23	Ms.M.MUTHULAKSHMI	AP/ Civil	[Signature]
24	Ms.P.RAKSHANA	AP/ Civil	[Signature]
29	Mrs.A.PADMA PRIYA	AP / CSE	A. Priya 15/11/23
30	Mrs.T.RANI MANGAMMAL	AP / CSE	T. Rani 15/11/23
31	Mr.R.RAVI	AP / CSE	R. Ravi 15/11/23
32	Ms.V.SUDHARSANA	AP / CSE	V. Sudharsana 15/11/23
33	Mrs.S.DEVI BALA	AP/ CSE	
34	Mrs.S.DIVYA	AP/ CSE	S. Divya 15/11/23
35	Mrs.R.SUDHA	AP / ECE	R. Sudha 15/11/23
36	Mrs.K.MONIGA	AP / ECE	
37	Mrs R ANITHA	AP/ CSE	R. Anitha 15/11/23
38	Mrs.G.SARANYA	AP / ECE	G. Saranya 15/11/23
39	Mr.M.KALIDASAN	AP/ EEE	M. Kalidasan 15/11/23
40	Mrs.R.RAMYA	AP/ EEE	R. Ramya 15/11/23
41	Mrs.S.SUDHA	AP /MATHS	S. Sudha 15/11/23
42	Mrs.P.KARTHIKA RANI	AP /MATHS	P. Kartika Rani 15/11/23
43	Ms.E.JASMINE	ACADEMIC INTERN /EEE	E. Jasmine 15/11/23
44	Ms.V.DHAARANI	ACADEMIC INTERN /EEE	V. Dhaarani 15/11/23
45	Me.T.GANESAN	ACADEMIC INTERN/MECH	
46	Mr.P.V.SAMUEL DEVAKUMAR	ASSISTANT PROF / CSE	P. Samuel Devakumar

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil

PRINCIPAL



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C.No.073/SSMIET/2022

Date: 3rd March 2022

CIRCULAR

There will be a Grievance Redressal meeting for the following faculty on 4th March 2022 at 12.45 p.m. in seminar hall 1.

S.No.	Name	Designation &	S.N	Name	Designation &
1	G SAHAYARAJ	AP/ AUTOMOBILE	24	A S F SUBAMATHI	AP/EEE
2	V SEENIVASA DEDLIMAI	AP/ AUTOMOBILE	25	P SHANKAR KANNAN	AP/MECH
3	T SIVAGANESAN	AP/ CIVIL	26	P DHEENA THAYALAN	AP/MECH
4	S SARANYA	AP/CIVIL	27	U KARTHICK	AP/MECH
5	P M SARAN KARTHICK	AP/CIVIL	28	T KARTHICK MUNISAMY	AP/MECH
6	DR G PRABU	ASP/CSE	29	V PREETHI	AP/MECH
7	N ANU LAVANYA	AP/CSE	30	M SELWIN	AP/MECH
8	N J DIVYA	AP/CSE	31	R.SATHEESH BABU	AP/ Maths
9	S DIVYA	AP/CSE	32	S.KAVITHA	AP/ Maths
10	A GEETHA	AP/ECE	33	S.SUDHA	AP/ Maths
11	R SENTHIL KUMAR	AP/ECE	34	M.CHRISTOPHER	AP/ Maths
12	J VETRI MANI KUMAR	AP/ECE	35	R.JANANI	AP/ Maths
13	V P GOKULAN	AP/ECE	36	R.SARAVANAN	AP/ Maths
14	G SARANYA	AP/ECE	37	R.VITHYADEVI	AP/ Maths
15	S KARTHICK	AP/ECE	38	S.IIEMALATHA	AP/ Maths
16	R SANGEETHA	AP/ECE	39	DR.J.ABRAHAM HUDSON MARK	AsP / Physics
17	S ABIRAMI	AP/ECE	40	S.NITHYA	AP / Physics
18	K DIVYA	AP/ECE	41	K.THARA	AP/Chemistry
19	T SOUNDHARYA	ACADEMIC INTERN	42	S.SOUNDARALAKSHMI	AP/Chemistry
20	G SATHEESH KUMAR	AP/EEE	43	V.SUMITHRA	AP/English
21	T ARUL KUMAR	AP/EEE	44	J.JOHN PRATEEBA	AP/English
22	S BAVITHRA	AP/EEE	45	P.KOTHAI NATCHIAR	AP/English
23	S VIJAYA SAMUNDEESWARI	AP/EEE			


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C.No.071/SSMIET/2022

Date: 2nd March 2022

CIRCULAR


There will be a Grievance Redressal meeting for Non-Teaching Staff, Drivers, Security Personnel, Estate office workers on 3rd March 2022 at 12.45 p.m. in seminar hall 1.


PRINCIPAL ^{02/3/22}

Copy to: Chairman for kind information


Administrative Officer 

HoD's


AUTO 02/03/2022



Civil


CSE

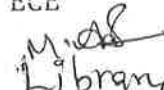

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Minutes of Grievance Redressal Attendance

Title: Grievance Redressal Meeting

Date & Time: 3.3.2022 & 12.45 p.m.

Convened by : Dr. G. Selvabharathi, AsP/Civil

Venue : Seminar Hall - I

S.No.	Name	Department	Signature of the Staff
1	V. Perumal	Transport	V. Perumal
2	S. Antonysamy	Transport	S. Antonysamy
3	A. Palanisamy	Transport	A. Palanisamy
4	S. Ganesan	Transport	S. Ganesan
5	A. Muthuraj	Transport	A. Muthuraj
6	S. Thangapandi	Transport	S. Thangapandi
7	P. Alagarsamy	Transport	P. Alagarsamy
8	A. Manobalan	Transport	A. Manobalan
9	I. Susai	Security	I. Susai
10	R. Jeyaraman	Security	R. Jeyaraman
11	V. T. Krishnasamy	Security	V. T. Krishnasamy
12	T. Velusamy	Security	T. Velusamy
13	P. Palanisamy	Security	P. Palanisamy
14	I. Dhanasekar	Security	I. Dhanasekar
15	P. Murugan	Security	P. Murugan
16	V. Aanaimurugan	Security	V. Aanaimurugan
17	S. Perumal	Security	S. Perumal
18	K. Kumaresan	Electrician	K. Kumaresan
19	R. Govindharaj	Electrician	R. Govindharaj
20	S. Santhiyagu	Electrician	S. Santhiyagu
21	I. Vusuvasam Amutha	Housekeeping	I. Vusuvasam Amutha
22	A. Vendamani	Housekeeping	A. Vendamani



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23	J.Chrishti Rebekka	Housekeeping	J. சிறித்தி ரெபெக்கா
24	M. Lakshmi	Housekeeping	மெலக்கி
25	S. Jeyaseeli Fathima	Housekeeping	செய்யசீலி ஃதீமா
26	N. Sulochsana	Housekeeping	N. சூலட்சுமி
27	P. Arockiammal	Housekeeping	P. அரோகியம்மா
28	C. Jebamalai Mary	Housekeeping	C. ஜெபமலை மரியா
29	F. Kulanthai Theras	Housekeeping	F. குலந்தை தேரா
30	M. Kuppayi	Housekeeping	M. கப்பையி
31	V. Rajeshwari	Housekeeping	V. ராஜேஸ்வரி
32	M. Muthammal	Housekeeping	M. முத்தம்மா
33	B. Dhanalakshmi	Housekeeping	B. தனாலக்ஷ்மி
34	S.Daitha Arockiyammal	Housekeeping	S. தைதா அரோகியம்மா
35	G. Reetha Mary	Housekeeping	G. ரீதா மரியா
36	R. Alphonse mary	Housekeeping	R. அல்போன்சு மரியா
37	S. Elizabeth Rani	Housekeeping	S. எலிசபெத் ராணி
38	A. Suriya	Housekeeping	A. சூரியா
39	S. Poonkodi	Housekeeping	S. பூங்கோடி
40	A. Doradeisi	Housekeeping	A. டோராடேசி
41	P. Angusamy	Housekeeping	P. அங்கசாமி
42	P. Thirumalsamy	Housekeeping	P. திருமால்சாமி
43	M. Cithra	Housekeeping	M. சித்ரா
44	R. Gopalakrishnan	Housekeeping	R. கோபாலகிருஷ்ணன்
45	M. Murugammal	Housekeeping	M. முருகம்மா
46	P. Velmurugan	Housekeeping	P. வெல்முருகன்
47	P. Alagarsamy	Housekeeping	P. அலகர்சாமி
48	S. Karpakavalli	Mess	S. கர்பகாவலி
49	S. Murugeshwari	Mess	S. முருகேஸ்வரி
50	S. Nagarani	Mess	S. நாசாராணி
51	B. Ambika	Mess	B. அம்பிகா
52	P.Loganathan	Office Assistant	P. லோகநாதன்



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53	K. Vinotha	Office Assistant	
54	C. Banu	Office Assistant	
55	R. Ilavarasi	Office Attender	
56	M. Amutha	Libray Asst.	
57	G. Selvamani	PRO	
58	S. Jayaprathap	Technical Assistant	
59	R. Dinesh	Technical Assistant	
60	R. Thiruppathi	Technical Assistant	
61	D. Rex	System Admin	
62	P. Rajesh	Technical Assistant	
63	X. Franklin Aro	Technical Assistant	
64	A. Issack	Technical Assistant	
65	R. Soundra Pandiammal	Technical Assistant	
66	R. Johnbaskaran	Technical Assistant	
67	S. Vairamani	Technical Assistant	
68	K. G. Murugan	Technical Assistant	
69	J. Christhu Raja	Technical Assistant	
70	S. R. Karikalan	Technical Assistant	
71	S. Sivachandiran	Technical Assistant	
72	P. Kaliyappan	Technical Assistant	
73	M. M. Mayilvahanan	Technical Assistant	
74	J. Gopinath	Technical Assistant	
75	P. Ilayaraj	Technical Assistant	
76	M. Antony Doss	Technical Assistant	
77	V. Nagaraj	Technical Assistant	
78	V. Visva Rathinam	Technical Assistant	

Grievance Coordinator

Principal

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Grievance Coordinator


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Minutes of Grievance Redressal Meeting		
Title: Grievance Redressal Meeting	Date & Time: 3.3.2022 & 12.45 p.m. 4.3.2022 & 12.45 p.m.	
Convened by : Dr. G. Selvabharathi, AsP/Civil	Venue : Seminar Hall - I	
Minuted by: Dr. M. Rameswari, Prof & HOD/Mathematics		
AGENDA		
1. Introduction of new members of the committee 2. New system (Online Portal Facility) 3. Grievance Redress Mechanism 4. Process for effective Redress of Grievances		
S.No.	Description	Points of Discussion
1.	Introduction of new members of the committee	<ul style="list-style-type: none">➤ The new members of the committee are introduced.➤ Their details (mobile number and email address) are given to register grievances
2.	New system (Online Portal Facility)	<ul style="list-style-type: none">➤ Students and faculty of the college may be dropped their grievance letters in the suggestion boxes provided in our campus or they can register their grievance in online portal (ONLINE GRIEVANCE REDRESSAL SYSTEM) on our website. https://forms.gle/o1DtoSmqT8XaZksK7
3.	Grievance Redress Mechanism	<ul style="list-style-type: none">➤ A box marked 'Grievance Box' is placed on the ground floor. Any student may put in their case/concern with name, date and class in the grievance box. Confidentiality and privacy is maintained. The grievances dropped in the suggestion boxes or registered online form are collected periodically and they are analyzed by the committee and forwarded to the concerned department for remarks. After receiving the remarks, the committee discusses about them, takes suitable actions to solve the grievances if found genuine.



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4.	Process for effective Redress of Grievances	<ul style="list-style-type: none">➤ The committee will meet at least once in a month to resolve the grievances, if any.➤ To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.➤ The number of grievances settled or pending will be report to the Principal periodically.
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The convener thanked all the members and the meeting was concluded at 1.15 p.m.


PRINCIPAL

Members Present

- All Teaching Faculty (4.3.2022)
- Non-teaching Faculty, Drivers and Security personnel (3.3.2022)
- Estate office workers (3.3.2022)

ED and Chairman – for kind information

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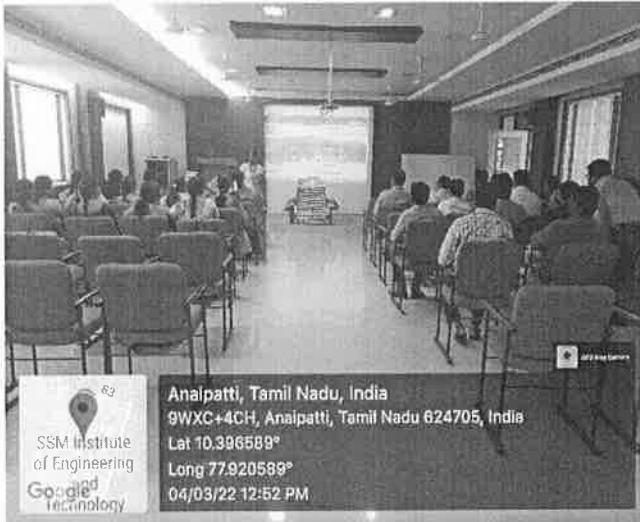
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Grievance Coordinator


Principal



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Minutes of Grievance Redressal Attendance

Title: Grievance Redressal Meeting

Date & Time: 4.3.2022 & 12.45 p.m.

Convened by : Dr. G. Selvabharathi, AsP/Civil

Venue : Seminar Hall - I

S.No.	Name	Designation & Department	Signature of the Faculty
1	G SAHAYARAJ	AP/ AUTOMOBILE	
2	V SEENIVASA PERUMAL	AP/ AUTOMOBILE	
3	T SIVAGANESAN	AP/ CIVIL	
4	S SARANYA	AP/CIVIL	
5	P M SARAN KARTHIK	AP/CIVIL	
6	DR G PRABU	ASP/CSE	
7	N ANU LAVANYA	AP/CSE	
8	N J DIVYA	AP/CSE	
9	S DIVYA	AP/CSE	
10	A GEETHA	AP/ECE	
11	R SENTHIL KUMAR	AP/ECE	
12	J VETRI MANI KUMAR	AP/ECE	
13	V P GOKULAN	AP/ECE	
14	G SARANYA	AP/ECE	
15	S KARTHIK	AP/ECE	
16	R SANGEEETHA	AP/ECE	
17	S ABIRAMI	AP/ECE	
18	K DIVYA	AP/ECE	
19	T SOUNDHARYA	ACADEMIC INTERN	
20	G SATHEESH KUMAR	AP/EEE	
21	T ARUL KUMAR	AP/EEE	



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22	S BAVITHRA	AP/EEE	
23	S VIJAYA SAMUNDEESWARI	AP/EEE	
24	A S F SUBAMATHI	AP/EEE	
25	P SHANKAR KANNAN	AP/MECH	
26	P DHEENA THAYALAN	AP/MECH	
27	U KARTHICK	AP/MECH	
28	T KARTHICK MUNISAMY	AP/MECH	
29	V PREETHI	AP/MECH	
30	M SELWIN	AP/MECH	
31	R.SATHEESH BABU	AP/ Maths	
32	S.KAVITHA	AP/ Maths	
33	S.SUDHA	AP/ Maths	
34	M.CHRISTOPHER	AP/ Maths	
35	R.JANANI	AP/ Maths	
36	R.SARAVANAN	AP/ Maths	
37	R.VITHYADEVI	AP/ Maths	
38	S.HEMALATHA	AP/ Maths	
39	Dr.J.ABRAHAM HUDSON MARK	AsP / Physics	
40	S.NITHYA	AP / Physics	
41	K.THARA	AP/Chemistry	
42	S.SOUNDARALAKSHMI	AP/Chemistry	
43	V.SUMITHRA	AP/English	
44	J.JOHN PRATEEBA	AP/English	
45	P.KOTHAI NATCHIAR	AP/English	

Grievance Coordinator

Principal

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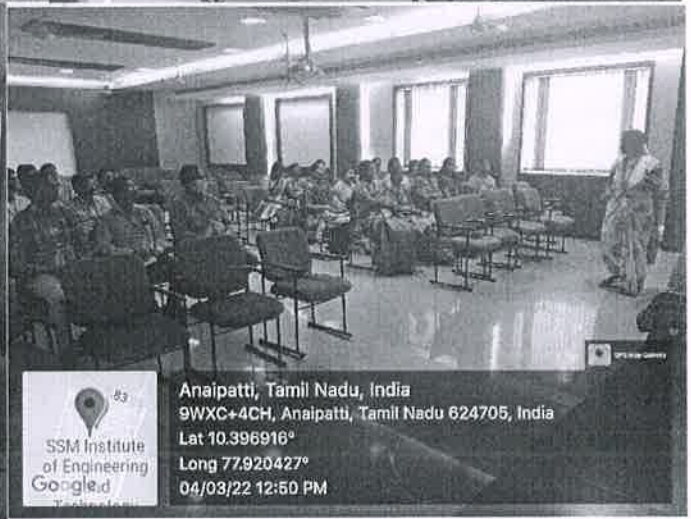
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Anaipatti, Tamil Nadu, India
9WXC+4CH, Anaipatti, Tamil Nadu 624705, India
Lat 10.396916°
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SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY
GRIEVANCES REDRESSAL CUM ANTI - SEXUAL HARASSMENT CELL

ANNUAL REPORT

(2020-21)

The grievances redressal cum anti - sexual harassment cell was very active and the activities of the cell in the year 2019-20 were reported here:

- GR-ASH cell coordinator addressed the students about function of GR-ASH cell and introduced Dr.S.Asha, Student counsellor in the google –meet session during the period 4.1.2021-7.1.2021.
- Dr.S.Asha addressed the students about hoe to face the pandemic situation, how to behave in the online classes and how to overcome the lockdown stress. Students found this session was useful;
- A faculty one –to -one counselling session was arranged on 21.1.2021 and two of our faculty members were benefited
- As the classes were handled in online mode, no specific complaint is received from students and faculty members.

Submitted by


26/7/21

GR-ASH cell coordinator

(S. VASUKI)


Principal




SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY
GRIEVANCES REDRESSAL CUM ANTI - SEXUAL HARASSMENT CELL

C.No.001/GR-ASH CELL/2019-20

01.10.2020

Circular

A meeting to discuss the activities and action plan of GR & ASH cell is scheduled to be conducted on 05.10.2020 at 12.45 am in online mode. All the women faculty and student members are expected to attend the meeting. Interested students from first year can enroll their names with Prof.S.Vasuki, AP-PHY on or before 1.10.2020 and the enrolled members are asked to attend the above said meeting. Link will be shared at the time of meeting in the group.


Cell coordinator
(S. Vasuki)


Principal

Copy to:

Notice board

All HoDs

- a.AUTO b.CIVIL c.CSE d.ECE e.EEE f.MECH
- g.ENGLISH h.MATHS i.PHYSICS j.CHEMISTRY



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Fax: 0451 – 2448855

Email : ssmietdgl@gmail.com

Website : www.ssmiet.ac.in

C.No.0100/SSMIET/2021

Date: 4th January 2021


Circular

This is to inform that Dr.S.Asha, Ph.D., Students Counselor will handle the first year classes as follows

Date	Class	Time
4.01.2021	C1 & C2	3 – 4.15 pm
5.01.2021	C3& C4	3 – 4.15 pm
7.01.2021	C5& C6	3 – 4.15 pm
8.01.2021	C7	3 – 4.15 pm

The first year class – incharge and mentor are also requested to attend their respective class counselling session.

Students are instructed to understand the importance of this counselling session and interact efficiently with the counselor.


PRINCIPAL 04.01/21

Copy to: ED for kind information

Administrative Officer 

HOD's

AUTO

CIVIL

CSE

ECE

EEE

Mech

S&H

I year Co-Ordinator



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Website : www.ssmiet.ac.in

C.No.112/SSMIET/2021


Date: 18th January 2021


FACULTY CIRCULAR

This is to inform all the faculty members that Dr.S.Aasha, Students counsellor is available (online) on 21.1.2021, exclusively for the faculty members of SSMIET. All the needy are informed to utilize her services.

Faculty members those who need **one to one** counselling are instructed to register their names with Prof. S. Vasuki AP/ Physics on or before 19.01.2021.

PS: Dear faculty members register as early as possible because slots are allotted on a first come first served basis and only 12 slots are available


PRINCIPAL 18/01/21


GR-ASH cell coordinator
(S. vasuki, AP/PHY)

Copy to: ED for kind information

Administrative Officer

HoD's

AUTO

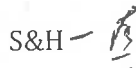

CIVIL 18/1/2021


CSE


ECE 18/1/21


EEE


Mech


S&H - 18


I year Co-ordinator 18/1/21

Faculty & staff circulation through HoDs



SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY
GRIEVANCES REDRESSAL CUM ANTI - SEXUAL HARASSMENT CELL

SSMIET/GR-ASH CELL/Minutes/2020-21/1

07.10.2020

MINUTES OF MEETING

Main agenda of the meeting : Roles and responsibilities, selection of office bearers
Chair person : Prof.S.Vasuki AP/PHY
Date of the meeting : 05.10.2020
Venue of the meeting : Online mode – Google meet
Members Present:


SNo	Name of the Faculty Member	Designation
1.	S.Sutha AP/ Maths	Cell Member
2.	S.Kavitha	AP/MATHS
3.	V.Sumithra	AP/ENG
4.	S.Nithya	AP/PHY
5.	R.Janani	AP/MATHS
6.	Dr.C.Sujatha	ASP/ECE
7.	C.Merlin Rani	AP/civil
8.	V.Nivedhitha	AP/CSE
9.	N.Padma Priya	AP/CSE

S.No	Name of the Student Member	Branch
1.	VIJAYA GOWRI R	IV-Civil
2.	KIRUTHIK ROSHINI T	III-Civil
3.	ANU PRABHA M	II-Civil
4.	NILANI M	I-Civil
5.	SWATHY V	IV-CSE
6.	DEVADHARSHINI S	III-CSE
7.	KARUNYA M D	II-CSE
8.	SHOFIA NASHRIN M	I-CSE
9.	FRESTY DIANA R	IV-ECE
10.	NISHANTHINI S	III-ECE
11.	HEMA M	II-ECE
12.	MALATHI S	I-ECE
13.	JASMINE E	IV-EEE
14.	SHALINI T	III-EEE
15.	GEETHANJALI T	II-EEE

Points Discussed:

- It was decided to keep the GR-ASH cell active through faculty and students co-operation
- The faculty coordinator detailed the roles and objectives of the cells and asked the members to come out with their valuable suggestions.
- It was decided to elect new president and secretary for the smooth and active functioning of the cells.
- The members opined that there should be an awareness program about gender equality and women rights.
- It was decided to arrange for a counseling session for students and faculty members separately.

Prepared by


(S. VASUKI)


Principal