

## Grievance Redressal Committee

	<p><b>AAA College of Engineering and Technology</b> Accredited by NBA (CIVIL,CSE,EEE,ECE &amp; MECH) and NAAC with 'A' grade. An ISO 21001:2018 TUV Certified Institution Approved by AICTE-New Delhi. Affiliated to Anna University, Chennai Amathur, Sivakasi - 626 005.</p>
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AAA/ Estb/2025- '26/01A

03-09-2025

### Establishment of Grievance Redressal Committee

The Grievance Redressal Committee for our institution is re-constituted with the following members for the academic year 2025-26.

S. No.	Name of the Faculty	Desig. & Department	Phone Number	Position
1.	Dr.M .Sekar	Prinicipal	8124011542	Chairperson
2.	Dr.P.Kalaiselvi	Asso.prof/Civil	9150301992	Convener
3.	Dr.P.S.R Senthil Maharaj	Asso.prof/Mech	9944046643	Faculty Member
4.	Dr.P.Senthil Pandian	Asso.prof/CSE	9159699366	Faculty Member
5.	Mrs.P.Ganeshwari	Asst.Prof / ECE	9043878107	Faculty Member
6.	Dr.S.Kirthiga Deepa	Asso.prof /S&H	9710420082	Faculty Member
7.	Mrs.P.S Saritha	Asst.Prof / S&H	9384743817	Faculty Member
8.	Mrs. B.Sarajini	Asst.Prof/ EEE	8220043510	Faculty Member
9.	Mr.P.Sanjay	Student/III CSE	9345752465	Member
10.	Mr.N.Anish Sandron	Student/I CSE	8778825257	Member
11.	Mr.G.Vijay	Student/III Civil	6380874479	Member
12.	Ms. Abirami	Student/IV EEE	7639205118	Member
13.	Ms.A.Sweety	Student/IV ECE	9842575716	Member
14.	Ms.M.Mohana	Student/III AIDS	6369611973	Member
15.	Ms.P.Ponramapra	Student/III IT	8374678576	Member
16.	Ms.P.Ghuna Shri	Student/II Cyber	9003119903	Member

  
**PRINCIPAL**  
(Dr.M. Sekar)

Copy to:

1. All HoDs
2. File



# ANNA UNIVERSITY

SARDAR PATEL ROAD, CHENNAI - 600 025

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E-mail : registrar@annauniv.edu

**REGISTRAR**

Lr. No. 972 / CAI / AU / 2024

Date: 16.12.2024

To

The Principal  
**AAA College of Engineering and Technology,**  
Amathur Village, Sivakasi,  
Virudhunagar – 626 123.

Sir / Madam,

Sub: Anna University nominee for Governing Council and Grievance Redressal Committee – Reg.

Ref: Principal Lr. No. AAA/GEN/2024-25/07 dated: 19.07.2024.

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I am to inform that Convenor Committee is pleased to nominate **Dr.P.Jayashree**, Professor, Department of Computer Technology, MIT Campus, Chromepet, Anna University, Chennai – 600 044 as Anna University Nominee for Governing Council and Grievance Redressal Committee to **AAA College of Engineering and Technology**, Amathur Village, Sivakasi, Virudhunagar, - 626123 for the academic years 2024 – 25 to 2026 – 27.

Yours sincerely,

**REGISTRAR**  
**REGISTRAR**  
**Anna University**  
**Chennai - 25**

- Copy to: i. **Dr.P.Jayashree**- Anna University Nominee  
Professor  
Department of Computer Technology,  
MIT Campus,  
Anna University, Chennai – 600 044  
Mail ID: pjshree@annauniv.edu,  
Phone No: +91- 9444024463.
- ii. The Director  
Centre for Academic Courses  
Anna University, Chennai – 600 025
- iii. Master File

7 5/23/2024  
19/12/24

Grievances Redressal Cell deals with all types of grievances, complaints and malpractices including those received from Students, Faculty and other Stakeholders.

Committee Members (Students) | Committee Members (Faculty/ Staff) | AICTE REGULATION | **REPORT YOUR GRIEVANCES**

### Submit Your Grievance

Grievance Type \*  Name \*  Register Number / Faculty Code / Non-Teaching Code \*

Department \*  Phone Number \*  Email Address \*

Grievances Detail \*



## GRIEVANCES REDRESSAL

By implementing these measures, our institution can maintain a harmonious working environment while upholding principles of integrity and fairness in addressing disputes promptly and professionally.

Grievances Redressal Cell deals with all types of grievances, complaints and malpractices including those received from Students, Faculty and other Stakeholders.

Committee Members (Students) | **Committee Members (Faculty/ Staff)** | AICTE REGULATION | REPORT YOUR GRIEVANCES

With reference to the AICTE notification F. No. I-103/AICTE /PGR /Regulation / 2021, the Grievance Redressal Committee for faculty / staff members in our institution is re-constituted with the following members for the academic year 2024-25.



# AAA COLLEGE OF ENGINEERING AND TECHNOLOGY

Affiliated to Anna University, Chennai | Approved by AICTE, New Delhi  
UGC recognized Autonomous Institution | UGC recognized under Section 2(f)  
Accredited by NAAC with 'A' Grade | Accredited by NBA (CIVIL (2024-27) & CSE, ECE, EEE, MECH(2023-2026))  
Anna University recognized Research Centre (CSE, MECH) | A TUV ISO 21001:2018 Certified Institution  
Managed by Vinayaga - Sonny Fireworks Group of Industries / Panjurajan - Amaravathy Trust  
Sivakasi - Virudhunagar, Kamarajar Educational Road, Amathur - 626 005.

## GRIEVANCE REDRESSAL COMMITTEE MEETING

Date: 24.09.2025

### Minutes of the Grievance Redressal Committee (GRC) Meeting

Date: 24.09.2025

Time: 3:00 p.m. – 4:00 p.m.

Venue: Principal's Room

Chairperson: Principal, AAA CET

Convener: Dr. P. Kalaiselvi

Members Present: List enclosed

### **Agenda & Discussions:**

1. Introduction & Objectives of GRC

2. Chairperson highlighted the importance of creating a safe, fair, and transparent academic environment.

3. Dr. P. Kalaiselvi briefed members on UGC and AICTE guidelines.

4. Grievance Submission Channels

Online Portal:

- Grievances can be submitted via the AAA-CET Grievance Portal.
- Email: [grievance@aaacet.ac.in](mailto:grievance@aaacet.ac.in)
- Drop Boxes: Installed at ground floor entrances of academic blocks and hostels.
- Class Committee / Direct Approach: Students may approach HoDs, Mentors, or Committee members directly.

5. Escalation Procedure

- First Level: Mentors / Class Coordinators / HoDs.
- Second Level: College GRC.

➤ Third Level: Director, Centre for Student Affairs, Anna University (for exam/certificate/hostel issues) or UGC Online Grievance Redressal System (for national-level monitoring)

#### 10. Timelines

- Acknowledgement of grievance: 2–3 working days.
- Resolution at SGRC level: Within 15 working days.
- Resolution at GRC level: Within 30 working days.

#### 11. Ombudsman Appointment

Mrs. M. Shanmughathai appointed as Ombudsman for impartial oversight.  
Members acknowledged her role in ensuring fair and unbiased grievance redressal.

#### 12. Confidentiality & Non-Retaliation

- All grievances will be handled confidentially.
- Retaliation against complainants will not be permitted
- Awareness of the grievance mechanism will be posted on college website and notice boards.

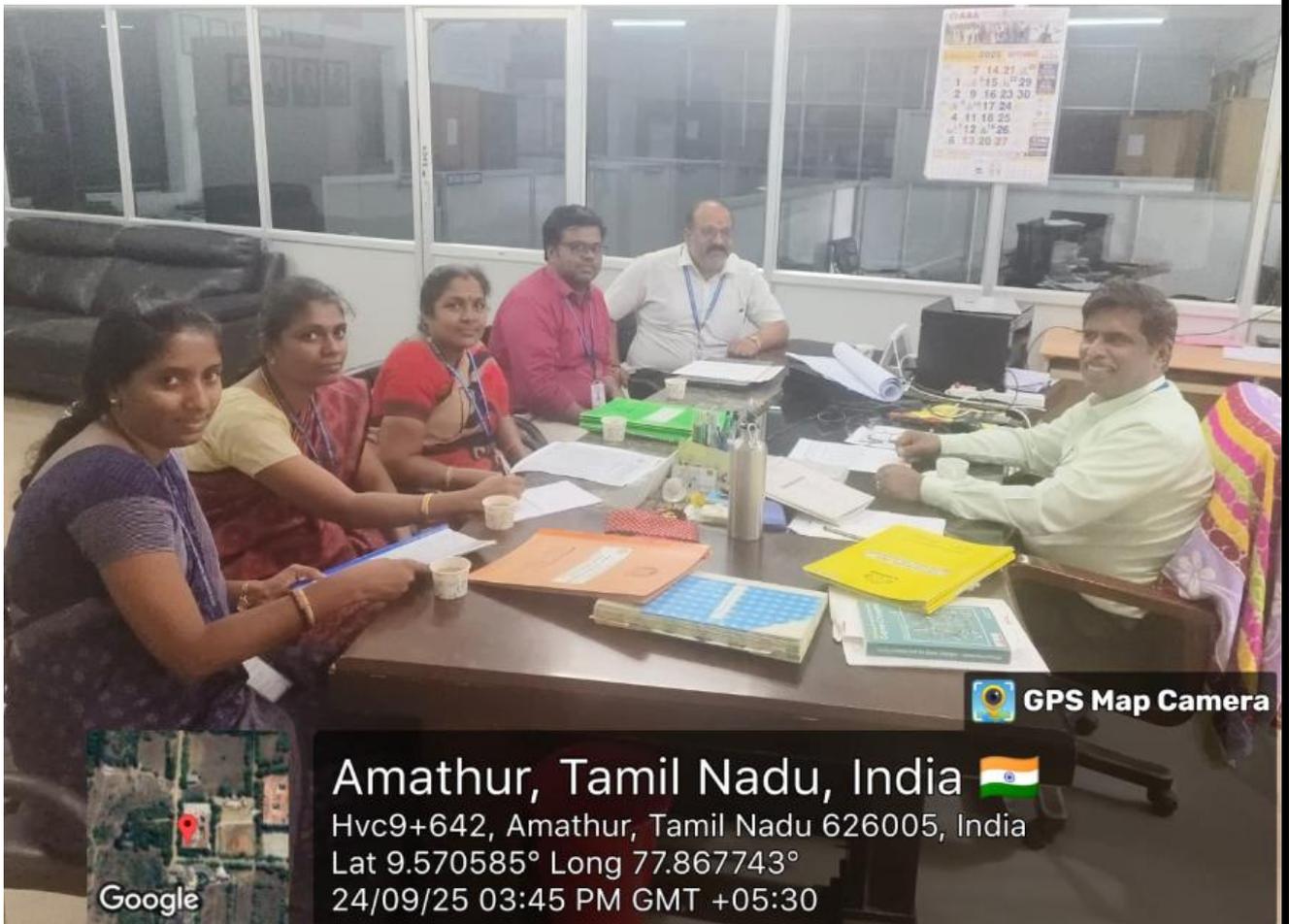
#### 13. Any Other Matters

- ✓ Members suggested periodic training for staff and students on grievance procedures.
- ✓ Committee agreed to prepare a template for grievance report tracking.

#### Meeting Conclusion:

1. The committee unanimously approved the constitution and procedures of the GRC.
2. Members committed to ensure prompt and impartial grievance redressal as per UGC, AICTE, and Anna University regulations.

Meeting Adjourned: 4:00 p.m.



*Prepared by*

*Approved by*

*Dr. P. Kalaiselvi, ASP/Civil  
Convener, Grievance Redressal Committee*

*Dr.M.Sekar  
Principal, AAA-CET*

*Copy to : 1. GRC File*

*2. GRC Members*



# AAA COLLEGE OF ENGINEERING AND TECHNOLOGY

Kamarajar Educational Road,  
Amathur, Sivakasi – 626 005.

DEPARTMENT OF CIVIL ENGINEERING

## CONSOLIDATED REPORT ON FIRST CLASS COMMITTEE MEETING

Academic Year : 2025-2026 (Odd)

Date : 14.08.2025

Meeting Date	Year / semester	Name of the Class Advisor	Grievances related to the Internal examination	Action Taken	General Grievances	Action Taken
13.08.2025	II/03	Mr.B.Jegatheeswaran, AP/Civil	Nil	-	Need separate place for lunch in Cambridge block	Informed to the concerned authority
13.08.2025	III/05	Mr.M.Siva Sankar, AP/Civil	Nil	-	Students requested for window screens to improve board visibility	
11.08.2025	IV/07	Dr.P.Kalaiselvi, ASP/Civil	Nil	-	Need faster and more stable internet connection to support project work & reviews	1 Gpbs Siver Line Provided

Prepared by

HoD/Civil



# AAA COLLEGE OF ENGINEERING AND TECHNOLOGY

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DEPARTMENT OF CIVIL ENGINEERING

## CONSOLIDATED REPORT ON **SECOND CLASS** COMMITTEE MEETING

Academic Year : 2025-2026 (Odd)

Date : 30.09.2025

Meeting Date	Year / semester	Name of the Class Advisor	Grievances related to the Internal examination	Action Taken	General Grievances	Action Taken
30.09.2025	II/03	Mr.B.Jegatheeswaran, AP/Civil	Nil	-	Students requested to provide a proper drinking water facility (water cooler) in the department.	Problem rectified on 27.10.2025
	III/05	Mr.M.Siva Sankar, AP/Civil	Nil	-		
	IV/07	Dr.P.Kalaiselvi, ASP/Civil	Students felt that the reduced number of internal test has affected their preparation of individual unit content	Informed to the concerned authority	The students requested to utilize the afternoon session for carrying out their project work one week before the upcoming review	Students were given time in the afternoon

  
Prepared by

HoD/CIVIL



# AAA COLLEGE OF ENGINEERING AND TECHNOLOGY

Kamarajar Educational Road,  
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DEPARTMENT OF CIVIL ENGINEERING

## CONSOLIDATED REPORT ON **THIRD CLASS** COMMITTEE MEETING

Academic Year : 2025-2026 (Odd)

Date : 04.11.2025

Meeting Date	Year / semester	Name of the Class Advisor	Grievances related to the Internal examination	Action Taken	General Grievances	Action Taken
04.11.2025	II/03	Dr.B.Jegatheeswaran, AP/Civil	NIL	-	NIL	-
04.11.2025	III/05	Mr.M.Siva Sankar, AP/Civil	NIL	-	NIL	-
04.11.2025	IV/07	Dr.P.Kalaiselvi, ASP/Civil	NIL	-	NIL	-

Prepared by

HoD/Civil



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## DEPARTMENT OF CIVIL ENGINEERING

### REPORT ON FIRST CLASS COMMITTEE MEETING

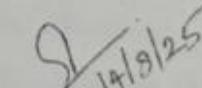
Date : 14.08.2025

2025-2025 (Odd)

Meeting Date	Year / semester	Name of the Class Advisor	Grievances related to the Internal examination	General Grievances	Action Taken
13.08.2025	II/03	Mr.B.Jegatheeswaran, AP/Civil	NA	Need separate place for lunch in Cambridge block	Informed to the concerned authority
	III/05	Mr.M.Siva Sankar, AP/Civil	NA	Students requested for <del>widow</del> screens to improve board visibility	
11.08.2025	IV/07	Dr.P.Kalaiselvi, ASP/Civil	NA	Need faster and more stable internet connection to support project work & reviews	

  
Prepared by

1 gpbs line  
Sider

  
14/8/25  
HoD/Civil

  
14/8/25



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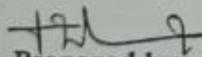
DEPARTMENT OF CIVIL ENGINEERING

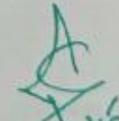
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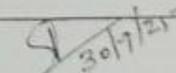
Academic Year : 2025-2026 (Odd)

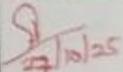
Date : 30.09.2025

Meeting Date	Year / semester	Name of the Class Advisor	Grievances related to the Internal examination	Action Taken	General Grievances	Action Taken
30.09.2025	II/03	Mr.B.Jegatheeswaran, AP/Civil	NA	NA	Students requested to provide a proper drinking water facility (water cooler) in the department.	There is problem with sensors. Hence the concerned person who has installed sensors has been called to rectify the problem
	III/05	Mr.M.Siva Sankar, AP/Civil	NA	NA		
	IV/07	Dr.P.Kalaiselvi, ASP/Civil	Students felt that the reduced number of internal test has affected their preparation of individual unit content	Informed to the concerned authority	The students requested permission to utilize the afternoon session for carrying out their project work one week before the upcoming review	Students were given time in the afternoon

  
Prepared by 30/09/25

  
30/9/25

  
30/9/25  
HoD/Civil

Problem rectified on 27/10/2025  
  
27/10/25



## AAA COLLEGE OF ENGINEERING AND TECHNOLOGY

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DEPARTMENT OF ----- CIVIL ----- ENGINEERING

### CONSOLIDATED REPORT ON THIRD CLASS COMMITTEE MEETING

Academic Year : 2025-2026 (Odd)

Date : 04/11/2025

Meeting Date	Year / semester	Name of the Class Advisor	Grievances related to the Internal examination	Action Taken	General Grievances	Action Taken
04/11/25	II / 03	Dr. B. JEGATHESWARAN, AP/CIVIL	NIL	-	NIL	-
04/11/25	III / 05	Ms. M. SIVA SANKAR, AP/CIVIL	NIL	-	NIL	-
04/11/25	IV / 07	Dr. P. KALAISEVI, ASP/CIVIL	NIL	-	NIL	-

Prepared by

 4/11/25

 4/11/25  
HoD/ CIVIL