



# Anna University, Chennai – 600025

www.annauniv.edu

**Dr. T. Thyagarajan**  
**Convener- SUGRC (CC)**

**09.1.2023**

Lr. No. 1/ AU-SUGRC/ Constituent Colleges

**To**

All the Members of SUGRC (for Constituent Colleges)  
Prof. P. Hariharan, Director-CCC and Prof. R. S. Bhuvaneshwaran, Director-RCC  
Anna University

**Esteemed Professor**

Sub: Standing University Grievance Redressal Committee (for Constituent Colleges)  
- First Meeting chaired by Vice Chancellor – reg  
Ref: Procs. No. 351/PR20/2018 dated 20.12.2022

With reference to above, as per the direction of our esteemed Vice Chancellor, the first meeting of the Standing University Grievance Redressal Committee-SUGRC (for Constituent Colleges) under the Chairmanship of Vice Chancellor is scheduled today (10.1.2023). The details in this regard are as follows:

Date: 10.01.2023, Tuesday; Time: 2-45pm to 3-45pm; Venue: Syndicate Hall

Agenda: Details of SUGRC Members

AICTE – Guidelines for Grievance Redressal Mechanism

Operational Mechanism in State & Central Govts.

Proposed Operational Mechanism

Requirements to Establish SUGRC

Any other point with the permission of Vice Chancellor

In this connection, all the members of Standing University Grievance Redressal Committee (for Constituent Colleges) are requested to make it convenient to attend. Prof. P. Hariharan, Director-CCC and Pro. R. S. Bhuvaneshwaran, Director-RCC are requested to make it convenient to attend as Special invitees.

**CONVENER**

Copy to PA to Registrar, PS to Vice Chancellor



# ANNA UNIVERSITY

SARDAR PATEL ROAD, CHENNAI-600025.  
www.annauniv.edu

Phone : +91 44 2235 2161  
Office : +91 44 2235 7003  
+91 44 2235 7004  
Fax : +91 44 2235 1956  
E-mail : registrar@annauniv.edu

**REGISTRAR**

Lr. No. 1/ AU-SUGRC/ Constituent Colleges/ Delegation of work

Date: 13.01.2023

To

The Convener and all the Members of SUGRC (for Constituent Colleges)

Prof. P. Hariharan, Director- CCC and Prof. R. S. Bhuvaneshwaran, Director –RCC

Prof. V. R. Giridev, DR (Personnel)

Anna University

Dear Professor

Sub: Standing University Grievance Redressal Committee (for Constituent Colleges)  
– Delegation of work– reg

Ref: 1. Minutes of the 1<sup>st</sup> meeting of SUGRC held on 10.1.2023 approved by the Vice  
Chancellor

2. Procs. No. 351/PR20/2018 dated 20.12.2022

With reference to above, first meeting of Standing University Grievance Redressal Committee (SUGRC- CC) under the chairmanship of Vice Chancellor was held on 10.1.2023. As per the direction of our esteemed Vice Chancellor, the various tasks to be carried out as a "Way-forward" were assigned to the members, special invitees of SUGRC and DR (Personnel) as given in the Annexure.

In this connection, all the Members, Special invitees of SUGRC-CC and DR (Personnel) are requested to take necessary action and present the same in the 2<sup>nd</sup> meeting scheduled under the chairmanship of Vice Chancellor on 20.3.2023 (Friday) 3 pm in the Syndicated Hall.

Your cooperation in this regard is very precious

*DR (Personnel) Dr. Giridev*

*REGISTRAR i/c*

**Copy to:**

- Prof. T.Thyagarajan, Convener- SUGRC-CC for necessary follow-up
- Director- IQAC
- PA to Registrar
- PS to Vice-Chancellor

Enclosure: Annexure

*Dr. Hariharan - R.V.A. 18/1/23*

*1. R. S. Bhuvaneshwaran - 13/1/23*

*Prof. R. S. Bhuvaneshwaran - 18/1/23*

*Prof. S. Rajendra Bhupathi - 18/1/23*

*Prof. M. Chandrasekar - 18/1/23*

*Prof. V. Sivakumar - 18/1/23*

*Dr. R. H. Rukunnam - 18/1/23*

*Prof. K. Kalavelvam - 15/1/23*

*Dr. Seetha Ramasubramanian - 18/1/23*

**ANNEXURE**

Sl. No.	Assigned Work	Person in-charge
1	<ul style="list-style-type: none"> <li>• Convening the meeting of Mentors, Core Committee Members, SUGRC-CC members under the chairmanship of Vice Chancellor</li> <li>• Installing Suggestion Boxes in CCs at prominent places, reviewing suggestions, implementation &amp; awarding prizes</li> <li>• Providing office space, essential office facilities (PC with internet, Printer, intercom, furniture, Notice Board, Name Display Board etc.), Man Power (Professional Assistant (with MCA qualification and website maintenance skills) and one Office Assistant &amp; Budgetary Provision for executing the activities of SUGRC.</li> </ul>	Prof. P. Hariharan Director- CCC
2	<ul style="list-style-type: none"> <li>• Establishing Registry with the help of Director –CCC &amp; Director - RCC</li> <li>• Verification of genuineness of the complaints with the help of SUGRC Members</li> </ul>	Prof. T. Thyagarajan, Convener-SUGRC-CC Dr. K. Kalaiselvan Members-SUGRC-CC
3	Appointment of Ombudsman as per AICTE guidelines	Dr. V. R. Giridev, DR (Personnel)
4	Standard Operating Procedure (SOP) for submission of complaints to the Grievance Cell	Prof. V. Sivakumar & Dr R. H. Rukkumany, Members of SUGRC-CC
5	Finalizing the Mechanism for grievance redressal	Prof. T. Thyagarajan & Prof S. Rajendra Boopathy Dr. M. Chandrasekar (SUGRC-CC)
6	IT Support, e-mail ID, Tab in the AU website, Web Portal	Prof. R. S. Bhuvaneshwaran Director- RCC
7	Google Form Creation	Prof T. Thyagarajan Dr. Sabitha Ramakrishnan, SUGRC-CC Dr. John Prakash, DD-RCC

*A.R.*  
*13/11/23*

**REGISTRAR i/c**

*[Signature]*  
*13/11*



# Anna University, Chennai – 600025

www.annauniv.edu

**Dr. T. Thyagarajan**  
**Convener- SUGRC (CC)**

**27.1.2023**

Lr. No. 2/ AU-SUGRC/ Constituent Colleges/ Google Form

**To**

All the Members of SUGRC (for Constituent Colleges)  
Prof. R. S. Bhuvaneshwaran, Director-RCC  
Dr. John Prakash, DD-RCC  
Anna University

**Esteemed Professor**

Sub: Standing University Grievance Redressal Committee (for Constituent Colleges)  
- Second Meeting- Google Form Format – reg  
Ref: 1<sup>st</sup> Meeting held on 10.1.2023

With reference to above, the 2<sup>nd</sup> meeting of the Standing University Grievance Redressal Committee-SUGRC (for Constituent Colleges) in Online mode is schedule on 31.1.2023. The details in this regard are as follows:

- Date: 31. 01.2023, Thursday; Time: 3-30pm to 4-30pm; Mode: Online
- Google Meet Link: <https://meet.google.com/zyg-zwty-pws>
- 
- Agenda: Google Form Format for Staff Grievance
  - Google Form Format for Student Grievance
  - Any other point with the permission of Convener

In this connection, all the members of Standing University Grievance Redressal Committee (for Constituent Colleges) are requested to make it convenient to attend. Prof. R. S. Bhuvaneshwaran, Director-RCC and Dr. John Prakash, DD-RCC are requested to make it convenient to attend as Special invitees.

**CONVENER**

Copy to PA to Registrar, PS to Vice Chancellor