

Anna University, Chennai - 600025

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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. Bhuvaneswaran, 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. Bhuvaneswaran, Director-RCC are requested to make it convenient to attend as Special invitees.

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Copy to PA to Registrar, PS to Vice Chancellor



SARDAR PATEL ROAD, CHENNAI-600025,

www.annauniv.edu

Phone Office

+91 44 2235 7004

Fax E-mail

+91 44 2235 1956 registrar@annauniv.edu

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

Date: 13.01.2023

То

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

Prof. P. Hariharan, Director- CCC and Prof. R. S. Bhuvaneswaran, 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 1st 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 2nd 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 (Personel) Dr. Grinider

Prof. T.Thyagarajan, Convener- SUGRC-CC for necessary follow-up

Director- IQAC

PS to Vice-Chancellor -

Enclosure: Annexure

Dr. Harriberan - R. V.

ANNEXURE

SI.	Assigned Work	Person in-charge
No.		Б
1	Convening the meeting of Mentors, Core Committee Members, SUGRC-CC members under the chairmanship of Vice Chancellor	
	 Installing Suggestion Boxes in CCs at prominent places, reviewing suggestions, implementation & awarding prizes Providing office space, essential office facilities (PC with internet, Printer, intercom, furniture, Notice Board, Name Display Board etc.,), Man Power 	Prof. P. Hariharan Director- CCC
	(Professional Assistant (with MCA qualification and website maintenance skills) and one Office Assistant & Budgetary Provision for executing the activities of SUGRC.	
2	 Establishing Registry with the help of Director –CCC & Director - RCC Verification of genuineness of the complaints with the help of SUGRC Members 	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. Bhuvaneswaran Director- RCC
7	Google Form Creation	Prof T. Thyagarajan Dr. Sabitha Ramakrishnan, SUGRC-CC Dr. John Prakash, DD-RCC

REGISTRAR i/c



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Dr. T. Thyagarajan Convener- SUGRC (CC)

27.1.2023

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

То

All the Members of SUGRC (for Constituent Colleges)
Prof. R. S. Bhuvaneswaran, 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: 1st Meeting held on 10.1.2023

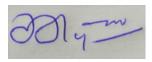
With reference to above, the 2nd meeting of the Standing University Grievance Redressal Committee-SUGRC (for Constituent Colleges) in Online mode is schedule on 31.1.2023. The details in this regard are as follows:

- o Date: 31. 01.2023, Thursday; Time: 3-30pm to 4-30pm; Mode: Online
- Google Meet Link: https://meet.google.com/zyq-zwty-pws

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- Agenda: Google Form Format for Staff Grievance
 - Google Form Format for Student Grievance
 - Any other point with the permission of Covener

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. Bhuvaneswaran, Director-RCC and Dr. John Prakash, DD-RCC are requested to make it convenient to attend as Special invitees.



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