

Dindigul - Palani Highway, Dindigul - 624 002.

Phone: 0451 - 2448800 - 99 (100 Lines)

Fax: 0451 – 2448855

Email:ssmietdgl@gmail.com

Website: www.ssmiet.ac.in

C.No.063/SSMIET/2023

CIRCULAR

Date: 14.11.2023

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.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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Technical Assistant

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Email:ssmietdgl@gmail.com

| Mr.P.Ilayaraj | Technical Assistant | 36 | Mr.V.Isac Devaraj | Technical Assistant |
|------------------|---------------------|----|-------------------|---------------------|
| Mr.M.Antony Dass | Technical Assistant | 37 | Mr.C.Ragu ram | Garden Supervisior |

Mr.E.Prakash

38

PRINCIPAL

Technical Assistant

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil

Mr.S.Ram Vignesh

Copy to: Chairman for kind information

Administrative Officer

HoD's

CIVIL

CSE

ECE

EEE

MECH

S&H

AIDS & CSBS



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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. The following faculty 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 | DESIGNATION/ DEPARTMENT | S.NO | NAME | DESIGNATION DEPARTMENT |
|------|---------------------------|----------------------------|------|----------------------|------------------------|
| 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 | 3.8 | 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 |

Grievances Redressal Cell Coordinator
Dr. G.Selvabharathi, HoD/Civil

Copy to: Chairman for kind information

Administrative Officer

HoD's

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Grievances Redressal Cell

15.11.2023

Attendance Sheet

| S. No | Name of the Faculty | Designation | Signature |
|----------|-------------------------|--------------------------|-------------|
| 1 | Mr.P.Loganathan | Office Assistant | p. Spanglon |
| 2 | Mrs.C.Banu | Office Assistant | 1 Brus |
| 3 | Mrs.P.Ilavarasi | Office Attender | PDI |
| 4 | Mr.S.Kailasam | ERP -Data Entry Operator | S. Kailasam |
| 5 | Mrs.A.W.Sophiya | Office Assistant | Spling. |
| 6 | Ms.M.Amutha | Library Assistant | 201 |
| 7 | Mr.C.Velmurugan | Library Assistant | C.V. Wee |
| 8 | Mr.R.Dinesh | Technical Assistant | R. Direct |
| 9 | Mr.R.Thiruppathi | Technical Assistant | Rohi |
| 10 | Mr.D.Rex | System Admin | O) S Rea |
| 11 | Mr.P.Rajesh | Technical Assistant | 72-2 |
| 12 | Mr.A.Issack | Technical Assistant | A. R.E |
| 13 | Mr.M.Mayilvahanan | Technical Assistant | End |
| 14 | Mr.J.Gopinath | Technical Assistant | Ces, |
| 15 | Mr.P.Ilayaraj | Technical Assistant | P. tong. |
| 16 | Mr.M.AntonyDass | Technical Assistant | sty doss. |
| 17 | Mr.S.RamVignesh | Technical Assistant | |
| 18 | Mrs.P.SoundraPandiammal | Technical Assistant | R-Sours |
| 19 | Mr.R.JohnBaskaran | Technical Assistant | R. Llin |
| 20 | Mr.G.Selvamani | Technical Assistant | |
| 21 | Mr.T.Vellaichamy | Technical Assistant | To |
| 22 | Mr.S.Vairamani | Technical Assistant | 8.2 |



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| _ | | | 1 | |
|---|----|-----------------------|---------------------|---------------|
| | 23 | Mr.M.Balachandran | Technical Assistant | M.Bale |
| | 24 | Mr.K.Seenivasaperumal | Technical Assistant | Kilful. |
| | 29 | Mr.S.R.Karikalan | Technical Assistant | AB |
| | 30 | Mr.K.G.Murugan | Technical Assistant | Muyen K. h. |
| | 31 | Mr.J.Christhu Raja | Technical Assistant | Forly. |
| | 32 | Mr.S.Sivachandiran | Technical Assistant | Denny |
| | 33 | Mr.P.Kaliappan | Technical Assistant | P. Karingapan |
| | 34 | Mr.V.Nagaraj | Technical Assistant | V. Nogaraj |
| | 35 | Mr.V.VisvaRathinam | Technical Assistant | WV VV |
| | 36 | Mr.V.IsacDevaraj | Technical Assistant | V. Her en . |
| | 37 | Mr.C.Ragu ram | Technical Assistant | AB |
| | 38 | Mr.E.Prakash | Technical Assistant | Strahal |

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil



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| S. No | Name of the Faculty | Designation | Signature |
|----------|------------------------|------------------------|-----------------|
| ı | Mrs.DHANALAKSHMI J | AP/CSE | FOR |
| 2 | Mrs.MOOHAMBIKAI M | AP/CSE | 1 Straw |
| 3 | Mrs.SUGANYA S | AP/CSE | |
| 4 | Mr.MURUGAN G | AP/CSE | munt of |
| 5 | Mrs.ALDO TENIS .A | AP/CSE | \n\ |
| 6 | Mrs.KEERTHANA S | AP/ECE | 8. Koesthana. |
| 7 | Mr.MANIKANDAN A | AP/ECE | |
| 8 | Dr.GANAPRIYA K | AP/ECE | K.eg.f. |
| 9 | Mrs.KARTHIKA P | AP/CSE | Parth |
| 10 | Mrs.RAJARAJESHWARI G | AP/ CS E | Bhalingha |
| -11- | Mrs. MOHANA KARTHIGA P | AP/EEE | |
| 12 | Ms.ROY CELESTINA J | AP/CIVIL | dy |
| 13 | Dr.KARTHICK M.P | AP/CIVIL | W - frances ! |
| 14 | Dr.A.KUMARESAN | AP/CHEMISTRY | J. Junt |
| 15 | Dr.K.GANESH | AP/CHEMISTRY | |
| 16 | Dr.S.NAGAMUTHU | AP/PHYSICS | 08. Nagare. |
| 17 | Dr.K.RAMACHANDRAN | AP/PHYSICS | K. Danacharding |
| 18 | Mrs.N.RATHI | PHYSICAL EDUCATION/APD | M. Balli |
| 19 | Dr.S.POSURIYA PRAKASH | AP/MECHANICAL | 3.5-7 |



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| 46 | Mr.P.V.SAMUEL DEVAKUMAR | ASSISTANT PROF / CSE | DSamuel de to |
|----|-------------------------|----------------------|--|
| 45 | Mr.T.GANESAN | ACADEMIC INTERN/MECH | 0.4 |
| 44 | Ms.V.DHAARANI | ACADEMIC INTERN /EEE | Chigh 123 |
| 43 | Ms.E.JASMINE | ACADEMIC INTERN /EEE | E. Lufts/11/23 |
| 42 | Mrs.P.KARTHIKA RANI | AP/MATHS | P. Kertjisin 23 |
| 41 | Mrs.S.SUDHA | AP/MATHS | 8× 15/11/23 |
| 40 | Mrs.R.RAMYA | AP/ EEE | 2. 20mg 11123 |
| 39 | Mr.M.KALIDASAN | AP/ EEE | W 1511/23. |
| 38 | Mrs.G.SARANYA | AP / ECE | Bal Persi1123. |
| 37 | Mrs.R.ANITHA | AP/ CSE | July 31/23. |
| 36 | Mrs.K.MONIGA | AP / ECE | W ST |
| 35 | Mrs.R.SUDHA | AP / ECE | P. Quilhat 1011123 |
| 34 | Mrs.S.DIVYA | AP/ CSE | So rellune |
| 33 | Mrs.S.DEVI BALA | AP/ CSE | |
| 32 | Ms.V.SUDHARSANA | AP / CSE | V- Kullyw 15/11/23 |
| 31 | Mr.R.RAVI | AP / CSE | R Co. 15/11/23 |
| 30 | Mrs.T.RANI MANGAMMAL | AP / CSE | A Comes |
| 29 | Mrs.A.PADMA PRIYA | AP / CSE | 4. P. G. 11/23 |
| 24 | Ms.P.RAKSHANA | AP/ Civil | - |
| 23 | Ms.M.MUTHULAKSHMI | AP/ Civil | ART |
| 22 | Mr.S.KANNAN | AP/ Civil | Machine 13 |
| 21 | Mr.R.SANJEEVI | AP/MECHANICAL | A-17 |
| 20 | Mr.D.THAMARAI SELVAN | AP/MECHANICAL | D. Jusch |

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil



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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 | N. | |

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 | The grievance committee members are introduced. Their details are given to register grievances. |
| 2. | Review on the previous grievance registered. | 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) | 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 | 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 were collected periodically and they are analysed by the committee and forwarded to the concerned department for remarks. After receiving the remarks, the committee discusses them and takes suitable actions to solve the grievances if found genuine. |



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of grievances

Process for effective redress

- 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.

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

e.EEE

a,AIDS/CSBS b,Civil

c. CSE

d. ECE

f. Mechanical

g. English

h. Mathematics

i. Physics

i. Chemistry

- 2) Faculty Circulation through HoDs
- 3) Office
- 4) Library
- 5) Placement
- 6) Physical Education

⊗ SSM

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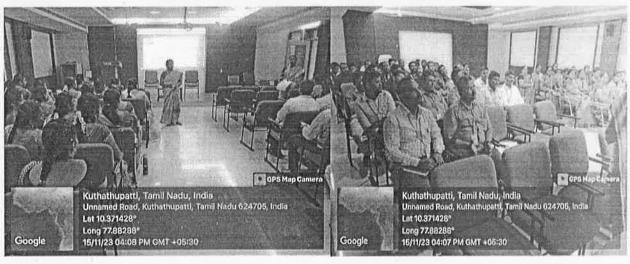
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Grievance Redressal Meeting Photos











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Grievances Redressal Cell

15.11.2023

Attendance Sheet

| S. No | Name of the Faculty | Designation | Signature |
|----------|-------------------------|--------------------------|-------------|
| 1 | Mr.P.Loganathan | Office Assistant | P. Levyllon |
| 2 | Mrs.C.Banu | Office Assistant | p Plus |
| 3 | Mrs.P.Ilavaraši | Office Attender | P.D. |
| - | Mr.S.Kailasam | ERP -Data Entry Operator | S. Kailasam |
| 5 | Mrs.A.W.Sophiya | Office Assistant | Spling. |
| () | Ms.M.Amutha | Library Assistant | |
| 7 | Mr.C.Velmurugan | Library Assistant | c.Wwe |
| 8 | Mr.R.Dinesh | Technical Assistant | R. Direct |
| 9 | Mr.R.Thiruppathi | Technical Assistant | 254 |
| [() | Mr.D.Rex | System Admin | OTE REA |
| 11 | Mr.P.Rajesh | Technical Assistant | 72-2 |
| 12 | Mr.A.Issack | Technical Assistant | A. Rx |
| 13 | Mr.M.Mayilvahanan | Technical Assistant | Essel |
| | Mr.J.Gopinath | Technical Assistant | Ces, |
| 1.5 | Mr.P.Hayaraj | Technical Assistant | P. trys. |
| 16 | Mr.M.AntonyDass | Technical Assistant | sty don. |
| 17 | Mr.S.RamVignesh | Technical Assistant | |
| 18 | Mrs.P.SoundraPandiammal | Technical Assistant | R- says |
| 19 | Mr.R.JohnBaskaran | Technical Assistant | R. Llin |
| 20 | Mr.G.Selvamani | Technical Assistant | 1-00 |
| 21 | Mr.T.Vellaichamy | Technical Assistant | To |
| 22 | Mr.S. Vairamani | Technical Assistant | S. DE |



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|----|-----------------------|---------------------|-----------------------|
| 23 | Mr.M.Balachandran | Technical Assistant | M.Bale |
| 24 | Mr.K.Seenivasaperumal | Technical Assistant | Kilms. |
| 29 | Mr.S.R.Karikalan | Technical Assistant | AB |
| 30 | Mr.K.G.Murugan | Technical Assistant | Muryen K. h |
| 31 | Mr.J.Christhu Raja | Technical Assistant | FORS. |
| 32 | Mr.S.Sivachandiran | Technical Assistant | Comment of the second |
| 33 | Mr.P.Kaliappan | Technical Assistant | P. Karingalan |
| 34 | Mr.V.Nagaraj | Technical Assistant | V. Nogaraje |
| 35 | Mr.V.VisvaRathinam | Technical Assistant | WV S |
| 36 | Mr.V.IsacDevaraj | Technical Assistant | V-Jen burg. |
| 37 | Mr.C.Ragu ram | Technical Assistant | AB |
| 38 | Mr.E.Prakash | Technical Assistant | Struhal |

Grievances Redressal Cell Coordinator

Dr. G.Selvabharathi, HoD/Civil



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15.11.2023

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|----------|------------------------|------------------------|----------------|
| l | Mrs.DHANALAKSHMI J | AP/CSE | FIDE |
| | Mrs.MOOHAMBIKAI M | AP/CSE | 1 Solow |
| 3 | Mrs.SUGANYA S | AP/CSE . | |
| 4 | Mr.MURUGAN Ğ | AP/CSE | grunt of |
| 5 | Mrs, ALDO TENIS .A | AP/CSE | /11/ |
| () | Mrs.KEERTHANA S | AP/ECE | a. Koeodhana . |
| 7 | MEMANIKANDAN A | AP/ECE | |
| 8 | Dr.GANAPRIYA K | AP/ECE | Kepf 1 |
| 9 | Mrs.KARTHIKA P | AP/CSE | Pert |
| FO. | Mrs.RAJARAJESHWARI G | AP/CSE | Bholing-ha |
| () | Mrs. MOHANA KARTHIGA P | AP/EEE | |
| 12 | Ms.ROY CELESTINA J | AP/CIVIL | def |
| 13 | Dr.KARTHICK M.P | AP/CIVIL | W. Frangol. |
| 14 | Dr.A.KUMARESAN | AP/CHEMISTRY | of munt |
| 1.5 | Dr.K.GANESH | AP/CHEMISTRY | |
| 16 | Dr.S.NAĞAMUTHU | AP/PHYSICS | S. Nym. |
| 1.7 | Dr.K.RAMACHANDRAN | AP/PHYSICS | K. Danachard |
| S | Mrs.N.RATH1 | PHYSICAL EDUCATION/APD | N. Bani |
| 0 | Dr.S.POSURIYA PRAKASH | AP/MECHANICAL | 5.3-1 |

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| 2() | Mr.D.THAMARAI SELVAN | AP/MECHANICAL | D. Jusch |
|--------|-------------------------|----------------------|----------------------------------|
| 21 | Mr.R.SANJEEVI | AP/MECHANICAL | A-17 |
| 22 | Mr,S.KANNAN | AP/ Civil | M. 23 |
| 23 | Ms.M.MUTHULAKSHMI | AP/ Civil | Att |
| 24 | Ms.P.RAKSHANA | AP/ Civil | J. O |
| 29 | Mrs.A.PADMA PRIYA | AP/CSE | 4. Pigingos |
| 3() | Mrs.T.RANI MANGAMMAL | AP / CSE | A Salver |
| 31 | Mr.R.RAVI | AP / CSE | R Con15/11/23 |
| 3.7 | Ms.V.SUDHARSANA | AP/CSE | 4- Luly 15/11/23 |
| 33 | Mrs.S.DEVI BALA | AP/ CSE | |
| 34 | Mrs.S.DIVYA | AP/ CSE | so silve |
| . 45.* | Mrs,R.SUDHA | AP / ECE | Sorfsiller P. Quelhot 17/1123 |
| io | Mrs.K.MONIGA | AP / ECE | NP 1-51/11 2 |
| 3.7 | Mrs R ANITHA | AP/ CSE | Just 11/23. |
| 18 | Mrs,G,SARANYA | AP / ECE | Balterenina3. |
| 30 | Mr.M.KALIDASAN | AP/ EEE | W 150123 |
| 4() | Mrs.R.RAMYA | AP/ EEE | R. Parry 11123 |
| 41 | Mrs.S.SUDHA | AP/MATHS | 8× 15/11/22 |
| 12 | Mrs.P.KARTHKA RANI | AP/MATHS | P. Ker 7/5/11/23 |
| 43 | Ms.E.JASMINE | ACADEMIC INTERN /EEE | E. Fulkiniez |
| 1-1 | Ms,V.DHAARANI | ACADEMIC INTERN /EEE | (Na) 13 3 |
| 45 | Mr.T.GANESAN | ACADEMIC INTERN/MECH | Int w rec |
| 46 | Mr.P.V.SAMUEL DEVAKUMAR | ASSISTANT PROF / CSE | SSamuel de to |

Grievances Redressal Tell Coordinator

Dr. G.Selvabharathi, HoD/Civil