St. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING
(Autonomous)
NAGERCOIL - 629 003

6370

SXCCE/CIR/PRL/G/119/2025 07.11.2025

CIRCULAR

Sub: SXCCE –Grievance Redressal Committee –meeting– Reg.

Grievance Redressal committee meeting is arranged on 13th Nov. 2025 at 11:00 am in Board room.

Agenda:

1. To present the minutes of previous meeting and action taken.
2. To review the Grievances received in this period & action taken.
3. Other matters (General Discussion)

All the members of the committee are requested to attend the meeting without fail.

PRINCIPAL

To

Members

St.Xavier's Catholic College of Engineering

Grievance Cell Meeting

Venue: Board Room

Time: 11.00am Date: 13-11-2025

S.No	Name	Designation / Department	Position	Signature
1.	Dr.J.Maheswaran	Principal	Chair person	13-11-25
2.	Dr.V.Christus Jayasingh	Vice Principal	Dean, Student affairs	13/11/25
3.	Dr.A.Suhasini	AP/H&Sc	Secretary	
4.	Dr.Jain B Marshal	AP/EEE	Secretary	
5.	Dr.M.Jeyasutha	AP/MCA	Member	
6.	Mrs.V.Femila Savio	AP/ECE	Member	
7.	Mr.L.G.X.Agnel Livingston	AP/CSE	Member	13/11/2025
8.	Mrs.S.Shiela Balanta	AP/Civil	Member	
9.	Dr.G.GeoJenefer	AP/IT	Member	
10.	Dr. M.Anjan Augustine	AP/Mech	Member	
11.	Mrs.S.Josephin Kala	AP/MBA	Member	
12.	Mrs.Mary Jansi Rani Y	AP/AI&DS	Member	

St. Xavier's Catholic College of Engineering

(AUTONOMOUS)

Nagercoil- 629003

Grievance Redressal Committee Meeting-I, 2025-'26

Date: 13-11-2025 **Venue:** Board Room

Time: 11.00 am

Members present: Enclosed

Agenda:

1. To present the minutes of previous meeting and action taken.
2. To review the Grievances received in this period & action taken.
3. Other matters (General Discussion)

Agenda 1: Review of previous committee meeting minutes:

Four grievances were received from the boxes from January 2025 to June 2025.

Sl.No	Grievances	Discussion
1.	It is recommended that grievances from the class committee be discussed at the GRC subcommittee meeting.	Members shared the representations of students during class committee meeting.
2.	It is advised to keep applying hand sanitizer in automated machines throughout the institution.	In process

3.	It is observed that the waiting hall for girls is not kept clean properly; the windows are closed and there is no light coming in.	A new waiting hall for girls is functioning now.
4.	It is proposed that the ultrasonic devices aid in regulating monkeys' access to the campus.	It is in process. Dr.Jeyasutha, ASP/MCA is requested to find out the necessary devices online.

Agenda: 2 Grievances received in this period& action taken:

Sl.No	Grievances	Discussion
1.	Windows in IT department was not closing properly.	Set right.
2.	The MBA department has four classes, but there are only two restrooms and no waiting hall.	The girls restroom should be considered when expanding the lab.
3.	Issue of snakes, dogs and monkeys.	It is planned to send the dogs far away with the help of Corporation officers. The number of monkeys has now decreased after the forest department captured some.
4.	The mechanical department's EPL Lab does not have enough benches.	Enough benches are provided.

5.	The process of obtaining approval for an internship is lengthy and requires modification.	A simplified form is used.
6.	Non- availability of fresh juice in the canteen.	This issue will soon be resolved.

AUTOMATION GRIEVANCE:

Roll.No	Name	Grievance	Action
202232	ASHIKA S S	The printer and Xerox facilities seen in the College's store are completely damaged that we could not sometimes get the printouts at the most needed times. So, replace it with a new one.	The printer functions now. A quotation is requested for a Xerox machine.

Website grievance:

Facilities	23-09-2025 17:10	Respected Sir/Madam, I would like to bring to your notice that one of the fans in Classroom E110 is not working. It is causing inconvenience to the students, especially during class hours. Kindly arrange for maintenance at the earliest. Thank you.

Action: Now the fan is working.

SHANU S V [EC-B]

06-10-2025 20:37	Improvement class timing .it's so difficult for long distance students to reach home very late

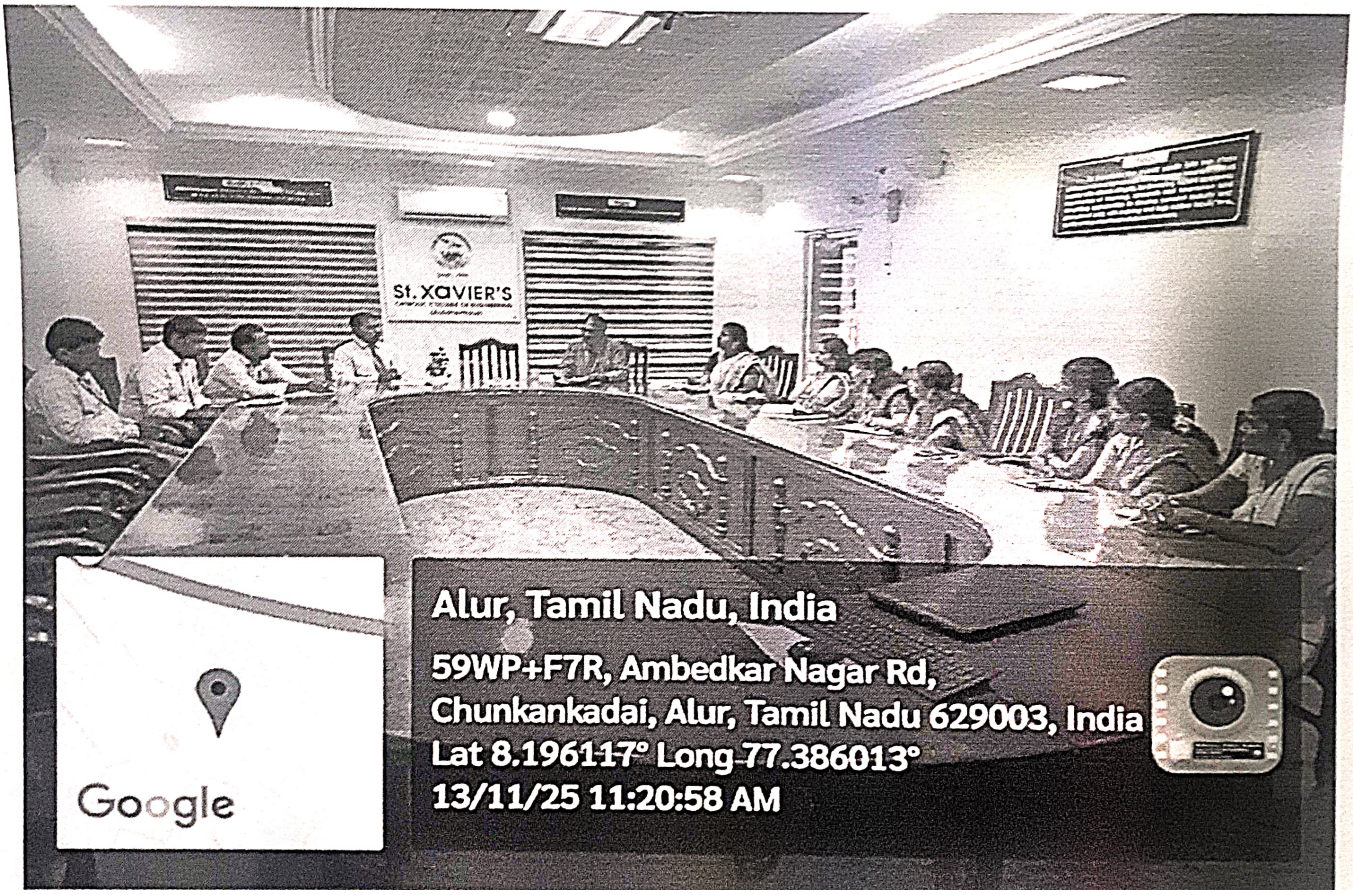
Action: The student was advised to get good marks in the internal tests in order to avoid these difficulties.

Other Matters (General Discussion):

1. Students in the MBA block are also requesting little stationery, similar to the mini canteen.
2. Wooden benches are more comfortable for MBA students than chairs.
3. The MCA block needs a water purifier facility.
4. AI&DS department does not have a speaker.
5. Holes in the classroom wall due to the cardboard partition.
6. The AI&DS department has water shortage issue.
7. Students are requesting two periods to prepare for the internal exam.
8. The IT department has restroom issue. Remove the old urinal with the Indian type closet.
9. The staff cabin in the IT department is leaking. Windows latches are not in good condition.
10. There is not enough space for staff and students to park in front of the mechanical department.

11. There is not enough space for all staff cars to be parked in front of the IT department. It was suggested that the parking place in front of the campus be extended to the back.
12. Prioritize students who choose advanced courses for a minimum of students.
13. Modify the present method of teaching soft skills and coding.

The Principal thanked all the members and the meeting came to an end at 12.15pm.



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