



**SRI SIVASUBRAMANIYA NADAR COLLEGE OF
ENGINEERING**

(An Autonomous Institution)
Kalavakkam, Chennai – 603 110

SELF STUDY REPORT

5.1.4 Redressal of Student Grievances

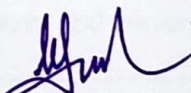
Submitted to
The National Assessment and Accreditation Council
February 2024

Grievance Redressal Committee for Students

This is an internal committee meant to address the specifically mentioned grievances of the students, either through the mail or through the class teacher or through their representative or the HOD. It meets whenever a situation warranting the conduct of the meeting arises. The composition of the committee is given below:

Mail id to register student grievance: grievancecell@ssn.edu.in

Sl. No.	Name	Present Designation	Responsibility	Telephone numbers	E-mail
1	Dr. Annamalai V.E	Principal	Chairman	9840359093	principal@ssn.edu.in
2	Dr. S. Narasimman	COE	Member	9444111911	narasimmans@ssn.edu.in
3	Dr. S. Radha	Vice Principal	Member	9381032356	radhas@ssn.edu.in
4	Dr. Sunita Nair	Advisor/ Student Affairs	Member	9840492417	sunitanair@ssn.edu.in
5	Dr. V. Rajini	HOD/ EEE	Member	9940684159	rajiniv@ssn.edu.in
6	Dr. S. Nanda	Student Counsellor	Member	9677137363	studentscounsellor@ssn.edu.in


Principal

SSN College of Engineering

Kalavakkam-603110

Student Grievance cell- PG report

grievancecell@ssn.edu.in

From 1/6/2018 To 31/05/2023	Number	Remarks
Total		19
Closed issues		19
Type of issues addressed		Average days taken to close the issue
1. request to reduce fee (hostel/transport fee)		10 days (reduced fee)
2. request to extend dates to pay fee due to covid- 19		2 days (requests processed through HOD and granted)
3. Concerns about cancellation of open book UT assessment		3 days (counseled by student counsellor)
4. Scholarship Payment delay		2 days (explained to the students about the process)
5. Hostel visitors		Explained the student about security issues for not allowing visitors vehicles inside.
6. A female student troubling fellow class students by mails and messages.		Enquiry held and found female student against whom the complaint was given needs psychiatric treatment. Informed parents about her psychological issues and currently on medical leave.


Dr Nanda S

Student Counsellor

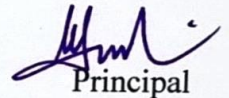

PRINCIPAL

Sri Sivasubramaniya Nadar College of Engineering, Kalavakkam-603110

Staff Grievance Redressal Committee 2022-23

This is an internal committee meant to address the grievances of the staff. The committee meets whenever a situation warranting the conduct of the meeting arises. The composition of the committee is given below:

S.No	Name	Position	Designation / Dept.	E-Mail
1	Dr. V.E. Annamalai	Chairman	Principal	annamalai@ssn.edu.in
2	Dr. S. Radha	Member	Vice Principal	radhas@ssn.edu.in
3	Dr. Sunita Nair	Member	Advisor	sunitanair@ssn.edu.in
4	Dr. V. Rajini	Member	Prof & Head EEE	rajiniv@ssn.edu.in
5	Dr. S. Narasimman	Member	COE	narasimmans@ssn.edu.in
6	Dr. S. Nanda	Member	Student Counsellor	nandas@ssn.edu.in
7	Mr. Samson Premkumar	Convener	Dy. Director HR	samsons@ssn.edu.in


Principal

Dr. V.E. ANNAMALAI
Principal
Sri Sivasubramaniya Nadar
College of Engineering
Rajiv Gandhi Salai (OMR)
Kalavakkam 603110

July 27, 2023

To

Dr. Neetu Bhagat
Dy. Director & Chairperson
ICC, Skill Development Cell (Regulation Bureau)
AICTE, New Delhi

Dear Madam,

Sub: Compliance report on the Prevention of Sexual Harassment (PoSH) – Reg.

Ref: Your mail dated June 23, 2023 - POSH

The following measures have been undertaken to comply with the POSH Act.

1. A internal committee has been constituted to look into complaints if any.
2. A policy is formulated to address prevention and redressal of sexual harassment at workplace.
3. The website link for the policy uploaded in our college website is given below:
Microsoft Word - POLICY OF SSN SEXUAL HARASSMENT - 20-05-2015.docx
4. The contact details of committee are circulated among students and staff.
5. The students and staff are given regular orientation and educate about the POSH committee and its functioning on the campus.

awareness

on prevention of

Thanking you,

Yours sincerely,

V.E. Annamalai
Principal

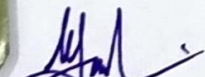
Sri Sivasubramaniya Nadar College of Engineering – Kalavakkam - 603110

Anti-Ragging Committee 2023 - 24

07/08/2023

As per the UGC Regulations on curbing the menace of ragging in higher educational institutions, the following anti-ragging committee is formed and it is headed by the Head of the institution. This committee comprises of government officials from police and revenue departments, representatives of parents, students belonging to the fresher's category as well as seniors and non-teaching staff. It shall consider the recommendations of the anti-ragging squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

S. No.	Name	Position (Chairman / Member)	Present Designation / Occupation	Telephone numbers	E-mail
1	Dr. V.E. Annamalai	Chairman	Principal	04427469752	annamalaive@ssn.edu.in
2	Inspector of Police, Thiruporur Police Station	Member	Police Inspector	04427446221	kpmthiruporur2009@gmail.com
3	Tahsildar, Thiruporur	Member	Revenue / Taluk / Civil / Officers	04427445072	tahthiru@gmail.com
4	Dr. Vasuki P	Member	Representatives of Parents	9444283436	vasukip@ssn.edu.in
5	Dr D Praveen Sam	Member	Boys hostel warden	9940077079	praveensamd@ssn.edu.in
6	Dr S. Sasirekha	Member	Girls hostel warden	9962534272	sasirekhas@ssn.edu.in
7	Mr Keshav Pillai 4 th Year MECH	Member	Representative of Students	9445455474	keshav2010002@ssn.edu.in
8	Ms Meera kumar, 4 th year BME	Member	Representative of Students category	9094777996	meera2010378@ssn.edu.in
9	Mr.Bakthavatsalam S	Member	Manager Head Facilities	8610657166	bakthavatsalams@ssn.edu.in


Principal

Dr. V.E. ANNAMALAI
Principal
Sri Sivasubramaniya Nadar
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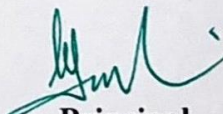
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KALAVAKKAM 603110**

**Grievance Redressal Committee for Students
2020-21**

This is an internal committee meant to address the specifically mentioned grievances of the students, either through the mail or through the class teacher or through their representative or the HOD. It meets whenever a situation warranting the conduct of the meeting arises. The composition of the committee is given below:

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Principal

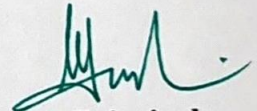
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Principal