



EXCEL ENGINEERING COLLEGE (Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA and NAAC with "A+" and Recognized by UGC(2f&12B)
KOMARAPALAYAM - 637303

Category: Admin

Ref.: EEC/ Grievance Redressal Committee/2023-24/02

Priority: Normal

Date: 29.11.2023

GRIEVANCE REDRESSAL COMMITTEE

Academic Year 2023-2024

ATTENDEES

Sl.No	Name	Designation and Department	Signature
1	Dr.N.Sengottaian	Technical Director	
2	Dr.K.Rajkumar	HoD/Aero	
3	Dr.G.Srinivasan	HoD/PCT	
4	Dr.K.P.Vishalakshi	HoD i/c/Agri	
5	Dr.S.Sankarananth	HoD i/c/EEE	
6	Prof.P.Jayaprabha	HoD i/c / AIDS	
7	Dr.P.Kumari	ASP/CSE	
8	Mr.M.Sanjay	AP/Aero	
9	Ms.D.Mythili	AP/Civil	
10	Mr.E.Deepankumar	AP/CSE	
11	Mr.N.Rajagopalakrishnan	AP/ECE	
12	Mr.M.Raja	AP/FT	

AGENDA

- ❖ Grievance Redressal – Admission cancellation, fees & certificate return.

Ref: AICTE – Public Grievance Redressal Cell - mail dated 21.11.2023 at 12.09.PM

OBSERVATION

The Grievance Redressal Committee of our Institution has looked into the matter and given the following impression and recommendations on 23.11.2023.

1. The student (**Shahid Ansari-Roll No.23AE025, Admission No. 23EMAE018- AY 2023-24**) has requested for the change of course from Aeronautical Engineering to CSE, which was practically not possible as the DOTE/AICTE has closed the admission processes on 31.10.2023. The Committee explained the above said matter to the student in person.
2. The student has given the grievance letter to the institution on **18.11.2023** to cancel his admission and to return his fees but, without waiting for the processing time he has filled the complaint against the institution at Complaint Public Grievance Redressal Cell of AICTE, New Delhi on **20.11.2023** at 10:53 PM.

3. The committee enquired concern class Chief Mentor and HoD about this issue.
4. In the complaint statement the student has mentioned that he waited for 15 days, which was a wrong statement.

RECOMMENDATION

The Committee has suggested to return all his original certificates after submitting the no - due form.

[Signature]
29/11/23

CHAIRMAN
GRIEVANCE REDRESSAL COMMITTEE

- | | | |
|---------------------------|---|--------------------------------|
| 1. G. SRINIVASAN | - | <i>[Signature]</i>
29/11/23 |
| 2. M. SANJAY | - | <i>[Signature]</i>
29/11/23 |
| 3. K. RAJKUMAR | - | <i>[Signature]</i>
29/11/23 |
| 4. L. DEEPAK KUNTAI | - | <i>[Signature]</i>
29/11/23 |
| 5. N. RAJAGOPALAKRISHNAN | - | <i>[Signature]</i>
29/11/23 |
| 6. M. RAJA | - | <i>[Signature]</i>
29/11/23 |
| 7. D. S. SANKARANANTH | - | <i>[Signature]</i>
29/11/23 |
| 8. P. Jayaprabha | - | <i>[Signature]</i>
29.11.23 |
| 9. P. KUMARI | - | <i>[Signature]</i> |
| 10. Dr. K.P. Vishalakeshi | - | <i>[Signature]</i> |

Based on the recommendation of the committee, the original certificate can be issued upon submission of "NO-DUE" form.

[Signature]
04/10/23