

**PATRICIAN COLLEGE OF ARTS AND SCIENCE****First Meeting - Grievance Redressal Committee****NO:PCASGRC/2014/01****Date: 08.09.2014****MEMBERS PRESENT**

1. Rev. Bro. Arokiaraj - Director cum Secretary
2. Dr. Fatima Vasanth - Principal
3. Dr. Geetha Rufus - Vice Principal
4. Mrs. Meena. B - Student Affairs Coordinator
5. Mrs. Anandapriya. B - Academic Affairs Coordinator
6. Graham Wilcox - Student Chairperson
7. Jennifer Mercy - Student Vice chairperson

The meeting of the student grievance redressal committee was held on 08.09.2014 at 2 p.m with the members of the committee at Principal's office. The following grievances raised by the students were discussed and the committee ensured that the grievances would be redressed and sorted out within a week.

AGENDA:

1. Grievance on maintenance of Infrastructure.
2. Hygiene in Rest Room.
3. Quality of Drinking Water.

MINUTES:

1. The complaints on non-working of the fans in class rooms no 22 & 28 were registered and discussed. The Director assured to instruct maintenance team to do the needful immediately.
2. The issue on availability of rest rooms after college working hours especially during sports day practices was represented. The Director assured to have the rest rooms in the



A & B block opened for use after college working hours. The support staff would be instructed to clean the restrooms at regular intervals and ensure hygiene in the restrooms.

3. Regarding request made to check the quality of drinking water and food provided in canteen, it was decided to send sample of water for quality check. The Student Affairs committee was assigned the task of making regular quality checks at the canteen to ensure safe and quality food.
4. **It was reported that there were no complaints regarding ragging and sexual harassment cases. It was decided to send report to the University and UGC on the same.**

ACTION TAKEN REPORT

1. The fans were replaced with new ones.
2. Rest rooms are kept open till 2 pm in all blocks. In lieu of sports and other practices, Students were asked to use rest rooms only in A & B Block which will be opened till 4 p.m.
3. Once in a month water storage tank will be cleaned for safe drinking water since water obtained from corporation is highly chlorinated. The Management is working out the process of installing R-O water facility. The student affairs committee assumed the responsibility of checking the quality of the food provided in the canteen.

Principal

**PATRICIAN COLLEGE OF ARTS AND SCIENCE****2nd Meeting - Grievance Redressal Committee****NO:PCASGRC/2014/02****Date: 27.10.2014**

The student grievance redressal committee meeting was held on 27.10.2014 at 2 p.m. with the members of committee at Principal's office. The following grievances raised by the students were discussed and the committee ensured that the grievances will be redressed and sorted out within a week.

MEMBERS PRESENT

1. Rev. Bro. Arokiaraj - Director cum Secretary
2. Dr. Fatima Vasanth - Principal
3. Dr. Geetha Rufus - Vice Principal
4. Mrs. Meena. B - Student Affairs Coordinator
5. Mrs. Anandapriya. B - Academic Affairs Coordinator
6. Graham Wilcox - Student Chairperson
7. Jennifer Mercy - Student Vice chairperson

AGENDA:

1. Problem of late comers.
2. Public Address System not effective.

MINUTES:

1. Student representatives requested for permitting the late comers to go to class without payment of fine. The Principal welcomed the suggestion. After discussion, it was decided to send the latecomers to the library and assign them academic work.
2. It was decided to inform the maintenance team for monitoring of all the public address systems.



ACTION TAKEN REPORT

1. The latecomers were sent to the library and advised to be punctual to college. Repeaters were given additional academic assignment.
2. Maintenance was carried out on the public address system to ensure it was effective.

H. V. J.

Principal





PATRICIAN COLLEGE OF ARTS AND SCIENCE

3rd Meeting – Grievance Redressal Committee

NO:PCASGRC/2015/03

Date: 02.03.2015

MEMBERS PRESENT

1. Rev. Bro. Arokiaraj - Director cum Secretary
2. Dr. Fatima Vasanth - Principal
3. Dr. Geetha Rufus - Vice Principal
4. Mrs. Meena. B - Student Affairs Coordinator
5. Mrs. Anandapriya. B - Academic Affairs Coordinator
6. Graham Wilcox - Student Chairperson
7. Jennifer Mercy - Student Vice chairperson

The meeting of the student grievance redressal committee was held on 02.03.2015 at 2 p.m with the members of committee at Principal's office.

AGENDA:

1. National Anthem during assembly
2. Rest Room for Boys
3. Mosquito menace
4. Maintenance issues

MINUTES:

1. The students represented to sing the National anthem during the weekly assembly meeting. The members agreed to the suggestion.
2. Request was made for more rest rooms for Boys. The Director assured to provide more rest room facilities for the boys.
3. Request made To Redress Mosquitoes menace inside campus. It was decided to fog the campus with the help of the Corporation.



4. Complaints regarding malfunctioning of switchbox in class room no 13. A block. It was decided to advise students to maintain the property of the college with utmost care. Complaints regarding maintenance issues would be addressed

ACTION TAKEN REPORT

1. In important occasions Tamilzh thai vazthu and national anthem will be sung. All meetings or conferences to end with national anthem. It will be made mandatory in all Wednesday assemblies as well, except when mourning resolutions are passed.
2. Restroom at B block ground floor will be kept open for boys.
3. The issue of mosquito menace was addressed in writing to corporation and Fogging was done on 3 different days in a span of 10 days.
4. The switch box was replaced by a new one.

H. V. J.

Principal

