

**PATRICIAN COLLEGE OF ARTS AND SCIENCE****First Meeting - Grievance Redressal Committee****NO:PCASGRC/2015/04****Date: 10.08.2015**

The meeting of the student grievance redressal committee was held on 10.08.2015 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. Splendid Neil - Student Chairperson
7. Gillian Durand - Student Vice chairperson

AGENDA:

1. Maintenance of Play Ground
2. AC under repair - Computer Lab
3. Tube lights to be replaced
4. More number of Dustbins

MINUTES:

1. Sports students made a representation regarding levelling of ground and fixing net around cricket pitch.
2. The low performance of A/C in Computer lab in A block was registered.
3. The defective tube lights in room no 18 & 3 were registered
4. The students raised the complaint that number of dustbins on the campus is not sufficient and requested to increase the number of dustbins



ACTION TAKEN REPORT

1. The ground was cleaned and levelled as per the student requirement. The net around the cricket pitch was fixed.
2. The A/C in the computer lab was serviced and it is delivering its maximum cooling.
3. The defective tube lights were replaced with new lights.
4. The complaints were forwarded to the Director Cum Secretary through proper channel and number of dustbins were increased in and around classrooms, near canteen, OAT and Garden Area.

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Principal





PATRICIAN COLLEGE OF ARTS AND SCIENCE

Second Meeting – Grievance Redressal Committee

NO:PCASGRC/2015/05

Date: 05.10.2015

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. Splendid Neil - Student Chairperson
7. Gillian Durand - Student Vice chairperson

The student grievance redressal committee meeting was held on 05.10.2015 at 2 p.m with the members of committee at Principal's office. The grievances raised by the students were discussed and the committee ensured that the grievances will be redressed and sorted out within a week.

AGENDA:

1. Seating in Students Cafeteria
2. AC under repair in Multimedia Lab

MINUTES:

1. Students requested that more chairs and tables may be added in the canteen. The director agreed to look into the matter.
2. The lack of performance of AC in Multimedia lab in C block. The maintenance team will be instructed to attend to the repair work.



ACTION TAKEN REPORT

1. The canteen was equipped with additional furniture.
2. The AC was serviced and they are working with maximum output.

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Principal



**PATRICIAN COLLEGE OF ARTS AND SCIENCE****3rd Meeting – Grievance Redressal Committee****NO:PCASGRC/2015/06****Date: 14.12.2015****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. Splendid Neil - Student Chairperson
7. Gillian Durand - Student Vice chairperson

The meeting of the student grievance redressal committee was held on 14.12.2015 at 2 p.m with the members of committee at Principal's office. The below mentioned grievances raised by the students were discussed in the Grievance Redressal Committee.

AGENDA:

1. Availability of First Aid Kit for sports students.
2. Medicines for minor health problems.
3. Special Coach for games.

MINUTES:

1. The students represented about the non availability of First aid kit for sports persons. The director assured to look into the matter.
2. Medicines for minor health problems such as cold, fever, headache, stomach pain was not available. The director assured to make arrangements for a visiting doctor as well as the availability of the basic medicines.
3. The students represented the need for Special coaches for particular games.



ACTION TAKEN REPORT

1. First aid kit was made available with Physical Instructress Mrs.Maria in the office.
2. As per the policy of the college, self- medication is not advised. Therefore general medicine will not be provided. In case of any emergency, the concerned class tutor will inform either Physical Director or Mrs.Maria. Physical Instructress. The college made arrangements to network with neighbouring hospitals.
3. It was decided that meeting will be conducted by the Secretary/Director with the college teams representing each game in order to have discussion about their requirements and to finalise in which games special coaches would be required.

Principal



**PATRICIAN COLLEGE OF ARTS AND SCIENCE****4th meeting – Grievance Redressal Committee****NO:PCASGRC/2016/07****Date: 01.02.2016**

The meeting of the student grievance redressal committee was held on 01.02.2016 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

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| 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. Splendid Neil | - Student Chairperson |
| 7. Gillian Durand | - Student Vice chairperson |

AGENDA:

1. College Fees payment date
2. Responsibility of students /loss of belongings

MINUTES:

1. The students represented the problem of students to pay fees before the last date. It was explained by the Director that since the college is a self financing institution it is mandatory for every student to pay the fees on or before the last date. In spite of this, the Management assured to understand the financial constraints of the students hailing from economically weak background, and assured to extend the last date.



2. As personal belongings were reported to be lost, it was discussed about the safety of personal belongings. The director reiterated that it is the personal responsibility of students to take care of their belongings and the Management or the department will not be responsible for any loss.
3. **The Students Affairs Committee reported that there were no incidents of ragging or sexual harassment in the campus and the same was to be reported to University / UGC.**

ACTION TAKEN REPORT

1. Circular was sent to students about extension of fees payment by one week. Students were encouraged to make arrangements of the fees to be paid on time.
2. Circular was sent regarding the personal responsibility of students to take care of their belongings.

H. V. J.

Principal

