

**PATRICIAN COLLEGE OF ARTS AND SCIENCE****1st Meeting – Grievance Redressal Committee****NO:PCASGRC/2017/11****Date: 11.09.2017**

The meeting of the student grievance redressal committee was held on 11.09.2017 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. Johnson Rex - Director cum Secretary
2. Dr. Joseph Durai - Principal
3. Dr. Geetha Rufus - Vice Principal
4. Mrs. Meena. B - Student Affairs Coordinator
5. Mrs. Anandapriya. B - Academic Affairs Coordinator
6. Judy Karol - Student Chairperson
7. Sharon Lily - Student Vice chairperson

AGENDA:

1. Complaints on Quality of canteen food
2. RO Water quality
3. Department wise cultural.

MINUTES:

1. The students complained that Canteen Food Taste and Quality was not good.
2. Quality of RO Water was not good and the tank required cleaning.
3. Requisition for Department wise cultural fest at intercollegiate level.



ACTION TAKEN REPORT FOR THE YEAR 2017-2018

1. The Director appointed new contractor for canteen.
2. RO Water facility was installed in Blocks A, B and D and the supervisor was instructed to clean the tank once in a month.
3. HODs were instructed to conduct intercollegiate cultural fest by the Principal .

Principal





PATRICIAN COLLEGE OF ARTS AND SCIENCE

2nd Meeting – Grievance Redressal Committee

NO:PCASGRC/2017/12

Date: 23.10.2017

The meeting of the student grievance redressal committee was held on 23.10.2017 at 2 p.m with the members of committee at Principal's office.

MEMBERS PRESENT

1. Rev. Bro. Johnson Rex - Director cum Secretary
2. Dr. Joseph Durai - Principal
3. Dr. Geetha Rufus - Vice Principal
4. Mrs. Meena. B - Student Affairs Coordinator
5. Mrs. Anandapriya. B - Academic Affairs Coordinator
6. Judy Karol - Student Chairperson
7. Sharon Lily - Student Vice chairperson

AGENDA:

1. Restroom cleanliness.
2. Complaints received regarding locking of rest rooms during class hours.
3. Vehicles damaged .

MINUTES:

1. Request was made for better maintenance of rest rooms. The Maintenance team will be instructed to ensure the same.
2. Rest Room should not be locked during class hours. The matter will be looked into by the Management.
3. Complaints were raised of Parked Vehicle Damaged. CCTV cameras will be installed to monitor the problem.



ACTION TAKEN REPORT

1. The Maintenance team undertook cleaning of restrooms three times a day.
2. Restroom will be kept open in the ground floor during class hours .
3. Contractor was appointed for parking area to ensure safety of parked vehicles.

Principal



**PATRICIAN COLLEGE OF ARTS AND SCIENCE****3rd meeting – Grievance Redressal Committee****NO:PCASGRC/2018/13****Date: 12.02.2018**

The meeting of the student grievance redressal committee was held on 12.02.2018 at 2 p.m with the members of committee at Principal's office.

MEMBERS PRESENT

1. Rev. Bro. Johnson Rex - Director cum Secretary
2. Dr. Joseph Durai - Principal
3. Dr. Geetha Rufus - Vice Principal
4. Mrs. Meena. B - Student Affairs Coordinator
5. Mrs. Anandapriya. B - Academic Affairs Coordinator
6. Judy Karol - Student Chairperson
7. Sharon Lily - Student Vice chairperson

AGENDA:

1. Maintenance of lights and fans.
2. Sanitary napkins machine installation.

MINUTES:

1. Request was made to replace the non-working Tube Lights and Fan. The maintenance team will be instructed to look into the matter.
2. In Girls Rest Room Sanitary napkins machine must be installed. The director assured that requirement will be met.
3. **Complaints regarding ragging was reported as NIL**



ACTION TAKEN REPORT

1. The complaints of poor performance of fans and tube lights in class room no 17 was registered and they were replaced with new ones by the maintenance team.
2. Sanitary napkin vending machine was installed in all girls restrooms.

Principal

