

**PATRICIAN COLLEGE OF ARTS AND SCIENCE****1st Meeting – Grievance Redressal Committee****NO:PCASGRC/2018/14****Date: 10.09.2018**

The meeting of the student grievance redressal committee was held on 10.09.2018 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. Andrew Rufus - Student Chairperson
7. Shekinah Glory - Student Vice chairperson

AGENDA:

1. Complaints on non performance of Infrastructure
2. Mosquito menace

MINUTES:

1. The complaints of poor performance of fans in class room no 64 and 65 were registered. Maintenance team will be instructed to repair the same.
2. Request was made to take measures to reduce mosquitoes menace in the campus. The Director assured to address the issue immediately with the corporation authorities.



ACTION TAKEN REPORT FOR THE YEAR 2018-2019

1. The fans in Room No 64 & 65 were replaced with new ones.
2. A written representation was given to corporation and fogging was done on five different days in a span of 15 days.

Principal





PATRICIAN COLLEGE OF ARTS AND SCIENCE

2nd meeting – Grievance Redressal Committee

NO:PCASGRC/2018/15

Date: 22.10.2018

The meeting of the student grievance redressal committee was held on 22.10.2018 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. Andrew Rufus - Student Chairperson
7. Shekinah Glory - Student Vice chairperson

AGENDA:

1. Table & Chair to be replaced
2. A/C not functioning in Computer Lab

MINUTES:

1. Request was made to provide two new long tables and benches - Room No 18 - B Block. The director assured to look into the matter and make provision for the same.
2. The low performance of A/C in Computer lab in A block was registered. Maintenance team will be instructed to ensure the proper working of the A/C



ACTION TAKEN REPORT FOR THE YEAR 2018-2019

1. In compliance with the students request two long tables and chairs were provided to replace the old ones in Room 18.
2. The AC was serviced by the maintenance team.

Principal





PATRICIAN COLLEGE OF ARTS AND SCIENCE

3rd meeting – Grievance Redressal Committee

NO:PCASGRC/2019/16

Date: 18.02.2019

The meeting of the student grievance redressal committee was held on 18.02.2019 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. Andrew Rufus - Student Chairperson
7. Shekinah Glory - Student Vice chairperson

AGENDA:

1. Rest Room Cleaning
2. RO Water cleaning
3. Parking fees

MINUTES:

1. Students made request for increased rest room cleaning in C block. The Maintenance team will be directed to look into the matter.
2. Students complained on quality of RO Water and requested for tank cleaning. The Director assured to address the issue immediately.
3. Students request for removal of parking fee was considered.
4. NIL report of ragging / sexual harassment cases was placed on record.



ACTION TAKEN REPORT FOR THE YEAR 2018-2019

1. Rest room in all block are cleaned before and after lunch break.
2. RO Water facility installed in Block A, B and D and the supervisor was instructed to get the tank cleaned twice a month.
3. Parking fee was removed.

Principal

