



ST.ANTONY'S COLLEGE OF ARTS AND SCIENCES FOR WOMEN

Amala Annai Nagar, Thamaraijadi, Dindigul-624 005, Tamil Nadu, India.

Approved under 2 (f) & 12 (B) status of UGC Act, 1956.

[A Self-Financing Institution affiliated to Mother Teresa Women's University, Kodaikanal.
Go. Ms. No. : 242 dt. 16.07.2007]

Date: 01.07.2024

Circular

Kindly assemble for a meeting at the Principal's Chamber at 3.00pm on 02.07.2024 to discuss formation of Grievance Redressal Committee in the college.

Principal

**St. Antony's College of
Arts & Sciences for women**
Amala Annai Nagar,
Thamaraijadi (PO), Dindigul.



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Minutes of the meeting of Grievance Redressal Committee

Chaired by

Date : 02.07.2024

Rev.Sr.Dr.V.Mary Pramila Santhi

Time : 3.00pm

Members Present:

S.No	Name	Designation	Post
1	Rev.Sr.Dr.A.Vanitha Jeya Rani	Vice-Principal	Co-ordinator
2	Dr.T.Mary Josephine Isabella	Academic Director	Member
3	Mrs.J.Antony Justina Mary	Assistant Professor of Mathematics	Member
4	Dr.N.Karthiga	Assistant Professor of Chemistry	Member
5	Dr.S.Dhanalakshmi	Assistant Professor of Tamil	Member
6	Mrs.M.Waheeda Banu	Assistant Professor of Commerce	Member
7	Ms.Jothi Infanta Mary	Lab Assistant	Member
8	Ms.PramilaMary	Office Assistant	Member
9	Mrs.Ramani Mathew	Legal Advisor	Member
10	M.Dhatchini	President, College Council	Member

- The chair person welcomed the Committee members. Then the agenda was taken up for the discussion.
- The list of grievances received from the students was placed in the meeting.
- The following grievances were addressed by the students on date 22.04.2024,29.06.2024 and 10.07.2024
 - ❖ Students have requested that internal exams be conducted with only one subject per day to reduce stress and improve focus during assessments.
 - ❖ Students requested a dance workshop
 - ❖ Students requested for efficient faculty in the Zoology department
- It is resolved to rectify the above grievance as early as possible.



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Action taken report for Academic grievance 2024-2025

S.No	Grievance Type	Action taken report	Date	Remarks	Principal Signature
1.	Revised Schedule for internal exam allowing one subject per day	The revised exam schedule has been implemented from August 2024 and students have expressed satisfaction and reduced anxiety levels.	August 2024	Resolved. Monitor student feedback on the new schedule for future improvements.	
2.	III years students requested to have Dance work shop	After discussing the proposal for a dance workshop with student representatives, it has been officially approved. A faculty member has been assigned as the coordinator to oversee the planning and execution of the dance workshop from 15.07.2024 to 21.07.2024.	15 July 2024	Resolved.	
3.	Department of zoology need efficient staff	Conducted discussions and collected feedback from students regarding their concerns about teaching effectiveness. Current faculty will attend training to improve teaching techniques. Regular doubt-clearing sessions and weekly consultation hours have been scheduled.	2 July 2024	Resolved. Student satisfaction will be monitored through regular feedback and review meetings.	

- Get rid of the fear concerning communication skills. As the medium of instruction is in English, for the students who had from Tamil medium finds it difficult to write their exams in English during their I internal Assessments. So to eradicate the fear of language as a barrier, the I UG students are given specified care and attention to eradicate their fear through counseling and frequent tests are given by faculty. So that they become sad during the conduct of I internal assessment regarding their programme of study.



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Conclusion

The grievance raised by students has been taken seriously, and appropriate actions are being implemented. Continuous monitoring and feedback mechanisms will be established to ensure that improvements are sustained and that students feel heard and supported.

- Follow-up meetings will be scheduled to assess the effectiveness of the actions taken and make any necessary adjustments.
- The outcomes of the grievance resolution will be communicated to the students to maintain transparency and trust within the academic environment.


Principal
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