



**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: 12.04.2024

**Circular**

Kindly assemble for a meeting at the Principal's Chamber at 3.00pm on 13.04.2024 to discuss formation of Grievance Redressal Committee in the college.

*[Handwritten Signature]*  
12-4-2024  
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 : 13.04.2024

Rev.Sr.Dr.V.Mary Pramila Santhi

Time: 3.00pm

Members Present:

S.No	Name	Designation	Post
1	Mrs.J.Antony Justina Mary	Vice-Principal	Co-ordinator
2	Dr.T.Mary Josephine Isabella	Academic Director	Member
3	Mrs.A.Ameenammal	Vice-Principal	Member
4	Dr.J.Revathi	Head, Physics Dept.	Member
5	Mrs.A.Princy	Assistant Professor of English	Member
6	Dr.S.Dhanalakshmi	Assistant Professor of Tamil	Member
7	Mrs.M.Waheeda Banu	Assistant Professor of Commerce	Member
8	Ms.Jothi Infanta Mary	Lab Assistant	Member
9	Ms.Mary	Office Assistant	Member
10	Mrs. Ramani Mathew	Legal Advisor	Member
11	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 12.04.2024
  - ❖ Students have reported that the syllabus for the System Software course has not been completed.
- It is resolved to rectify the above grievance as early as possible.



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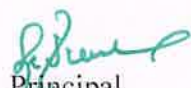
### Action taken report for Academic grievance

S.No	Grievance Type	Action taken report	Date	Remarks	Principal Signature
1.	Not completing the syllabus for system software subject	A meeting was held with the faculty responsible for the system software class to discuss the students' concerns. Reviewed the syllabus content and identified the remaining topics that need coverage. Implemented additional classes to ensure all syllabus topics are completed by the end of the term.	13 April 2024	Resolved. The feedback form was created for students to continuously report their experiences.	

### 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  
**Principal**  
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