



**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: 28.07.2023

**Circular**

Kindly assemble for a meeting at the Principal's Chamber at 3.00pm on 29.07.2023 to discuss formation of Grievance Redressal Committee in the college.

*P. Mary Joseph*  
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: 29.07.2023

Rev.Sr.Dr.V.Mary Pramila Santhi

Time: 3.00pm

Members Present:

S.No	Name	Designation	Post
1	Mrs.J.AntonyJustina 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	AssistantProfessor of English	Member
6	Dr.S.Dhanalakshmi	Assistant Professor of Tamil	Member
7	Mrs.M.WaheedaBanu	Assistant Professor of Commerce	Member
8	Ms.JothiInfanta Mary	Lab Assistant	Member
9	Ms.Mary	Office Assistant	Member
10	Mrs. Ramani Mathew	Legal Advisor	Member
11	M.Dhatchini	President, College Council	Member

- Committee is formed the principal has introduced the members of the committee. Then the agenda was taken up item by item.
- The list of grievances received from the students was placed in the meeting.
- The followinggrievances wereaddressed by the students on date 20.07.2023 and 23.07.2023
  - ❖ Students from department of commerce are requested fan in classrooms, leading to a poor learning environment
  - ❖ Students expressed dissatisfaction with the teaching quality in the English departmentstaff, citing lack of engagement and ineffective teaching methods.
- 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.	Need fan facility in classrooms (20.07.2023)	New fans were installed where necessary, and non-working fans were repaired. The maintenance team conducted an inspection of all classrooms. Scheduled regular maintenance to ensure all facilities are functional.	Effectively from August 2023	The issue was resolved, and no further complaints have been received.	
2.	English Department Staff Changed, Due to Poor Teaching (23.07.2023)	A performance review was conducted based on student feedback. Warning was given to the particular staff. But She was reluctant to change and incorporate the suggestions given to her. Hence she was relieved out the responsible and the new faculty members were recruited, and additional training was provided to existing staff to enhance teaching quality.	29 Sep 2023	Resolved, New staff was recruited from August 2023	

### Conclusion

The grievances raised by students have 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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