



**ANNAMMAL COLLEGE OF EDUCATION FOR WOMEN
Thoothukudi**

GRIEVANCE REDRESSAL COMMITTEE MEETING MINUTES

2022 - 2023

The Grievance Redressal Committee Members met in the Principal's room at 03.00 p.m. on 19-10-2022.

The purpose of the meeting is as follows:

- To decide on the mode of communication to students about Grievances Redressal Committee
- To decide on the duties of the Grievance Redressal Committee Members

The members discussed and decided that Dr. A. Nagalakshmi will orient the students about Grievance Redressal Committee during the Student Induction Programme on 20.10.2022. After discussion, it was decided to assign the following duties to the members of the Committee:

S.No.	Duties	Committee Member
1	Preparation of meeting minutes and other documentation works	Mrs. D. Shunmuga Selvasivasankari
2	Orientation to students about the Committee	Dr. A. Nagalakshmi
3	Convening meeting for grievances	Dr. A. Joycilin Shermila
4	Periodical checking of suggestion box	Mrs. D. Shunmuga Selvasivasankari
5	Conducting enquiry for complaints received	All members
6	Confirmation of Redressal of grievances	Dr. R. Suryakala
7	Taking measures to redress grievances	All members

GRIEVANCE REDRESSAL COMMITTEE MEMBERS

Dr. R. Suryakala

Dr. A. Nagalakshmi

Mrs. D. Shunmuga Selvasivasankari

**PRINCIPAL
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ANNAMMAL COLLEGE
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THOOTHUKUDI 628 003**



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Thoothukudi

GRIEVANCE REDRESSAL COMMITTEE MEETING MINUTES

2022 – 2023

The Grievance Redressal Committee members met in the Principal's room at 03.00 p.m. on 27.01.2023

- To decide on the action to be taken against the grievance received from students on 25.01.2023

The members considered the grievances received through letter from students and discussed them one by one. The following decisions are taken:

1. It was decided to ask the students to go to the hostel canteen during lunch hour. It was decided to direct the canteen in-charge staff to procure more eatables for the canteen
2. It was decided to spray mosquito repellent in both the hostel and college campus to avoid mosquito bites
3. It was decided that 15 minutes (from 10.55 am to 11.10am) time will be given as interval and the same to be mentioned in the timetable.
4. It was decided to take action for the orderly arrangement of vehicles in the parking shed.
5. It was decided that an exhaust fan will be fixed in the wash room to remove smoke emanating from the incinerator.
6. It was decided to request the teachers to provide reference material after the completion of a unit
7. It was decided to make available shuttle and ball badminton rackets, Volley ball nets for use during the games hour.
8. It was decided to take action to blunt the sharp edges of the platform at the back of the Shenbagamurthy hall
9. It was decided to explain to the students to work on Saturdays to complete academic work and organise programmes in the institution

10. It was decided to make the students to understand the impossibility of closing the college by 4.30 pm

GRIEVANCE REDRESSAL COMMITTEE MEMBERS

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Dr. R. SURYAKALA

R. Suryakala

Dr. A. NAGALAKSHMI

A. Nagalakshmi

Mrs. D. SHUNMUGA SELVASIVASANKARI

D. Shy. Selvi Sankari

Ms. S. AYESHA BEEVI

S. Ayesha Beevi