

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
TRICHY-18**

GRIEVANCE APPEAL COMMITTEE FIRST MEETING

Date: 02.11.2021

CIRCULAR



Grievance Appeal Committee

10.11.21
**Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchirappalli - 620 018,
Tamilnadu.**

The Grievance Appeal committee's first meeting for the Odd semester of academic year 2021-2022 will be held on 11.11.2021 at 11.30 am at Rameswari Nallusamy Reddiar Hall. The presence of the members of the committee is solicited.

Members of Grievance Appeal Committee

Category	No	Members
Principal	1	Dr .V Sujatha, M.Com, M. Phil, Ph.D
Vice Principals	2	Dr. S Ramalakshmi Dr .S.Shameem
Physical Directress	1	Dr .Baby Shakila
Counsellors	2	Dr .G.Kanaga Dr .G.Metilda Buvaneswari
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),
TRICHY-18

GRIEVANCE APPEAL COMMITTEE FIRST MEETING (Odd Semester)

Date: 11.11.2021

ATTENDANCE CERTIFICATE

Sl.no	Members	
1	Dr .V Sujatha, M.Com, M. Phil, Ph.D	V. Sujatha 11.11.21
2	Dr. S Ramalakshmi Dr .S.Shameem	S. Shameem 11/11/21 S. Shameem
3	Dr .Baby Shakila	B. Baby Shakila 11/11/2021
4	Dr .G.Kanaga Dr .G.Mettilda Buvaneswari	G. Kanaga G. Mettilda 11/11/2021
5	College Union President	K. Nithya
6	College Union Secretary	S. Sujatha
7	College Union Treasurer	H. Patel

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TRICHY-18

FIRST GRIEVANCE APPEAL COMMITTEE MEETING

Date : 11.11.2021

Time : 11.30 AM

Venue : Dr.Rameswari Nallusamy Hall

Minutes of the Meeting

The first Grievance Appeal Committee meeting for the odd semester of the academic year 2021-2022 was convened on 11.11.2021 at 11.30 AM at **Dr.Rameswari Nallusamy Hall**. The members of the committee were welcomed by the convener and the agenda of the meeting was read during the meeting. The principal and the chair-person facilitated the discussion. The agenda of the meeting and the resolutions taken during the meeting as follows.

AGENDA

- ✓ **Welcome Address**

- ✓ **To have discussion on the following issues**
 - Formulation of Student Grievance Policy
 - Petition Box/Suggestion Box
 - Decisions to be taken the duration of reading Petitions/Suggestions
 - Deciding the members of Grievance Redressal Proceedings
 - Maintenance of Registers containing the petitions/suggestions and the proceedings of the cases if any
 - Other issues such as infrastructure, Transportation, hostel accommodation, following Covid 19 SOP, online and in-person classes, mentor mentee systems etc.

RESOLUTIONS

1. Student Grievance Policy drafted by the convener was discussed during the meeting and resolutions were made on various issues.
2. Petition box will be opened and read once in a week.
3. Counselling Centre will function in F block.
4. The proceedings of the grievance redressal will be carried out by the members of the Grievance Appel Committee. Final decision will be taken by the principal.
5. Records have to be maintained for the cases received by the convenor of the Grievance Appeal Committee.
6. Records regarding the infra structural facilities will be maintained by the physical directress of the college.
7. The students Union members shared their views during the meeting. The president of the student union council said that they don't have any grievance so far.
8. It was decided to strictly follow the SOP with regard to Covid 19 in the college campus.



V. Ujatha
Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Tiruchrappalli - 620 018,
Tamilnadu.

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)
TRICHY-18**

GRIEVANCE APPEAL COMMITTEE SECOND MEETING

25-3-22

Date: 25.03.2022

CIRCULAR



Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Truchirappalli - 620 018
Tamilnadu

Grievance Appeal Committee

The Grievance Appeal Committee's Second meeting for the even semester of academic year 2021-2022 will be held on 04.04.2022 at 10.am at Dr.Rameswari Nallusamy Hall. The presence of the members of the committee is solicited.

Members of Grievance Appeal Committee

Category	No	Members
Principal	1	Dr .V Sujatha, M.Com, M. Phil, Ph.D
Vice Principals	2	Dr. S Ramalakshmi Dr .S.Shameem
Physical Directress	1	Dr .Baby Shakila
Counsellors	2	Dr .G.Kanaga Dr .Mettilda Buvaneswari
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TRICHY-18

SECOND GRIEVANCE APPEAL COMMITTEE MEETING

Date : 04.04.2022

Time : 10 AM

Venue : Dr.Rameswari Nallusamy Hall

AGENDA

✓ **Welcome Address**

✓ **To have discussion on the following issues**

1. To have discussion on the behavioral problems of the students – stealing, mobile addiction, poor academic performance, absenteeism etc
2. To conduct parent teachers meetings to address the problems of students
3. To create awareness on mobile addiction for the students
4. To have discussion on refund of fee for the dropouts in the first semester
5. To have discussion on students' grievances if any
6. To have follow up of the measures taken during the last meeting



NE

4.4.22


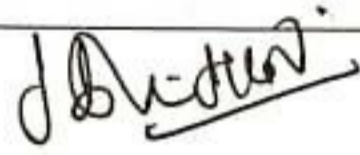
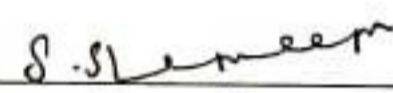

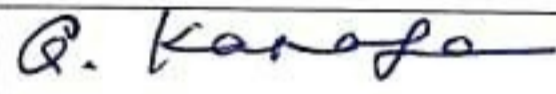

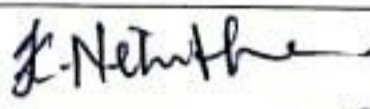

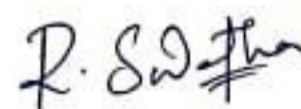
**Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Truchirappalli - 620 018.
Tamilnadu.**

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS),
TRICHY-18**

GRIEVANCE APPEAL COMMITTEE SECOND MEETING (Even Semester)

Date: 04.04.2022

ATTENDANCE CERTIFICATE

Sl.no	Members	
1	Dr .V Sujatha, M.Com, M. Phil, Ph.D	
2	Dr. S Ramalakshmi Dr .S.Shameem	 
3	Dr .Baby Shakila	
4	Dr .G.Kanaga Dr .Mettilda Buvaneswari	 
5	College Union President	
6	College Union Secretary	
7	College Union Treasurer	

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TRICHY-18

SECOND GRIEVANCE APPEAL COMMITTEE MEETING

Date : 04.04.2022

Time : 10 AM

Venue : Dr.Rameswari Nallusamy Hall

Minutes of the Meeting

The second Grievance Appeal Committee meeting for the even semester of the academic year 2021-2022 was convened on **04.04.2022** at **10 AM** at **Dr.Rameswari Nallusamy Hall**. The members of the committee were welcomed by the convener and the agenda of the meeting was read during the meeting. The principal and the chair-person facilitated the discussion. The agenda of the meeting and the resolutions taken during the meeting as follows.

AGENDA

✓ **Welcome Address**

parents

✓ **To have discussion on the following issues**

- To have discussion on the behavioural problems of the students – stealing, mobile addiction, poor academic performance, absenteeism etc
- To conduct parent-teachers meetings to address the problems of the students.
- To create awareness on mobile addiction for the students
- To have discussion on refund of fee for the dropouts in the first semester
- To have discussion on students' grievances if any
- To have follow up of the measures taken during last meeting.

RESOLUTIONS

1. Students who are identified as problematic or exhibiting behavioural problems are to be dealt by the respective departments during mentor-mentee sessions. Severe cases are dealt by the principal if needed parents are informed and are asked to meet the principal in person to find a solution through collaborative efforts. Students who need counselling can be referred to the counselling center functioning in the college.
2. To alleviate the problem of stealing or missing of students' belongings especially mobile phones during examinations, students are asked to keep their bags inside the exam hall or in the places under CCTV surveillance.
3. To have parent-teachers meetings at regular intervals in order to understand the students in a better way by the parents and teachers.
4. Students who drop out from college in the first semester are to be refunded their semester fee as per UGC guidelines based on their request made in writing. The college has refunded the semester fee for over 50 students in the academic year 2021-2022. A resolution was made to keep a board in the college campus containing the procedure of applying for refund of semester fee as per UGC guidelines.
5. Student Grievance Policy was drafted and uploaded in the college website.



V. V. S. S.

Principal
Cauvery College For Women
(Autonomous)
Annamalai Nagar,
Truchirappalli - 620 018,
Tamilnadu.