

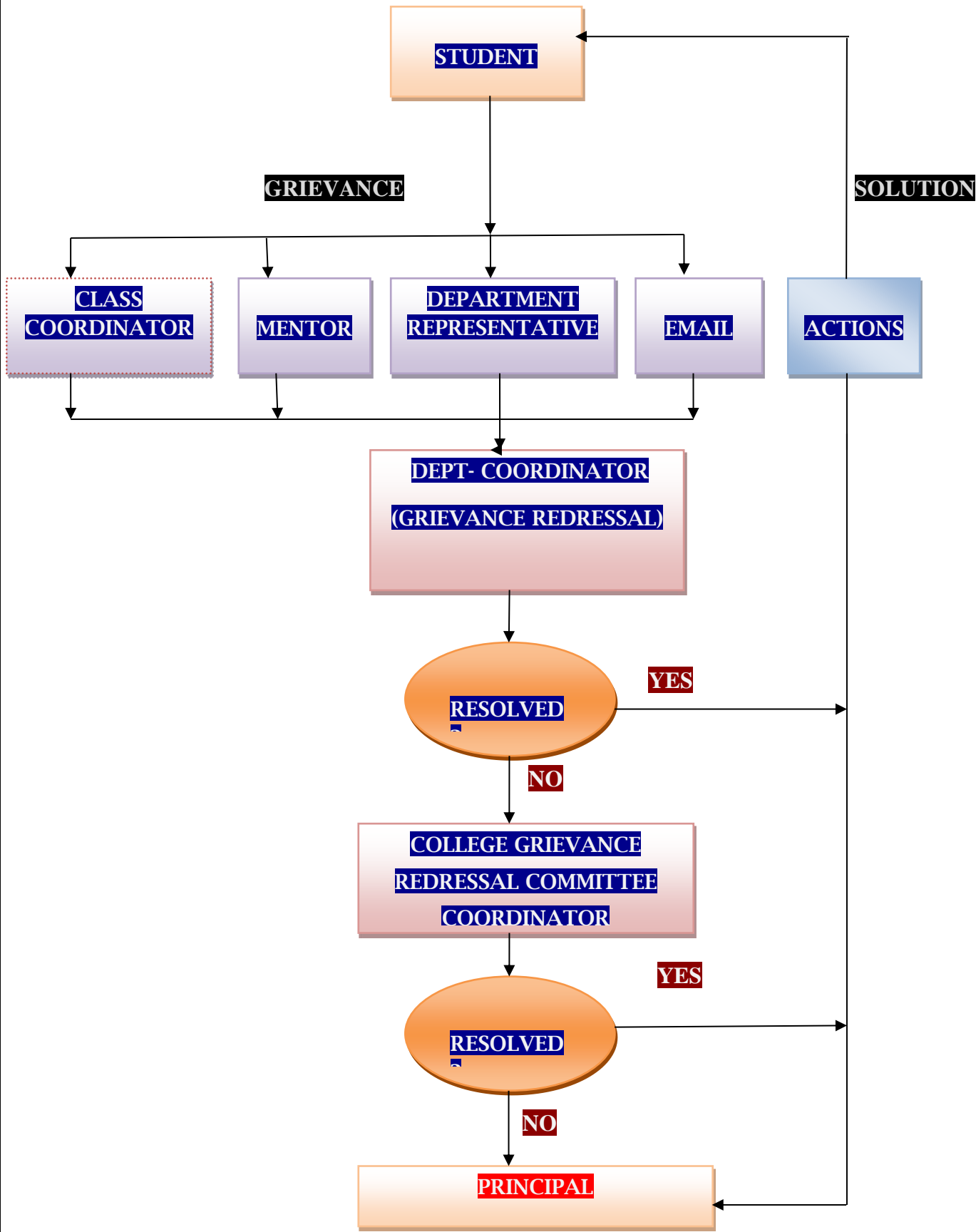
**AUXILIUM COLLEGE OF ARTS AND SCIENCE FOR WOMEN,**  
Affiliated To Bharathidasan University, Tiruchirapalli- 24.  
Managed by Salesian sisters, Trichy.  
**Regunathapuram, Karambakkudi (T.K) Pudukkottai (D. t) - 622 302**



**GRIEVANCE REDRESSAL - CELL**

# GRIEVANCE REDRESSAL

## MECHANISM





**AUXILIUM COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
**Regunathapuram, Karambakkkudi(Po), Pudukkottai(Dt)-622302**

**GRIEVANCE REDRESSAL COMMITTEE: 2016-2017**

**MINUTES OF MEETING- I**

**Venue:** Media Hall

**Date :** June 29<sup>th</sup>, 2016

**Agenda:** To discuss the grievances reported by the students for Redressal measures

Proceedings of the Grievance Redressal committee held on 29<sup>th</sup> June 2016  
at 10.00 AM in Media hall under the presidentship of Chairman. The following  
members were present in the meeting:

1. Rev. Sr. M. Siriapushpam, Secretary,  
Auxilium College of Arts and Science for Women, Regunathapuram.
2. Rev. Sr. Dr.P. Selvarani, Principal,  
Auxilium College of Arts and Science for Women, Regunathapuram.
3. Rev. Sr. M. Sebasti Jaya Pushpam, Assistant Professor and Head Department of Mathematics,  
Auxilium College of Arts and Science for Women, Regunathapuram.
4. MS. K. Sumithra, Assistant Professor, Department of Mathematics,  
Auxilium College of Arts and Science For Women, Regunathapuram.
5. MS. R. Josephine, Administrative Officer,  
Auxilium College of Arts and Science for Women, Regunathapuram.
6. M. Rifaya Saliq, Student Member,  
Auxilium College of Arts and Science for Women, Regunathapuram.
7. A. Suganya, Student Member,  
Auxilium College of Arts and Science for Women, Regunathapuram.

The Principal welcomed all the members and the convenor put forth  
students grievances before committee members for their suggestions. The  
grievances reported by the students were discussed and the following

redressal measures were suggested for the betterment of the students'

community

| Date of Meeting | Grievances                               | Action Taken  |
|-----------------|--|---|
| 29.06.2016      | To paint all blackboards in our class    | Decided to paint all blackboards within a week.                         |
|                 | To replace buckets and mugs in restroom  | Recommended to replace damaged buckets and mugs in restroom.            |
|                 | To replace broken benches in classrooms. | Recommended to replace damaged sitting and writing benches in classroom |

The committee member proposed vote of thanks and the meeting came to an end at 11.15 AM.

### MINUTES OF MEETING-II

| Date of Meeting | Grievances  | Action Taken   |
|-----------------|---|--|
| 15.09.2016      | To provide drinking water facility                                  | Decided to install RO water purifier plant                                       |
|                 | To increase lending two books from library instead of one per week. | Committee members recommended librarian to lend two books for a student per week |
|                 | To provide transport for remote areas                               | Decided and recommended to provide transport up to remote areas                  |

### MINUTES OF MEETING- III

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 12.12.2016      | To increase the number of taps separately<br>Department wise for drinking purposes | Decided and recommended to<br>construct a new pipeline to increase<br>the number of taps.                             |
|                 | To extend two-wheeler parking space for<br>convenient parking.                     | The committee decided and<br>recommended extending the parking<br>space for two-wheelers with a<br>sunshade facility. |
|                 | To repair electrical<br>switches in the classroom                                  | The committee decided and<br>recommended repairing damaged<br>switches in the classroom.                              |

### MINUTES OF MEETING- IV

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 03.02.2017      | To conduct coaching class for students with<br>arrear papers | Decided and recommended to<br>keep conducting coaching<br>classes for arrear students after<br>college. |
|                 | To construct a smart classroom with a digital<br>facility    | The committee decided and<br>recommended constructing a<br>digital classroom with modern<br>equipment.  |
|                 | To provide a first Aid Kit on<br>Campus.                     | Decided and recommended to<br>keep first- Aid Kit with all items<br>on the campus.                      |

**GRIEVANCE REDRESSAL COMMITTEE: 2017-2018**

**GRIEVANCE REDRESSAL CELL COMMITTEE:**

| <b>Name</b>                             | <b>Designation</b>            |
|---|-------------------------------|
| <b>Rev. Sr.Dr. M.A. Maria Pushpam</b>   | <b>Secretary</b>              |
| <b>Rev. Sr. Dr.P. Selvarani</b>         | <b>Principal</b>              |
| <b>Rev. Sr. M. Sebasti Jaya Pushpam</b> | <b>Convenor</b>               |
| <b>MS. K. Sumithra</b>                  | <b>Member</b>                 |
| <b>MS. R. Josephine</b>                 | <b>Administrative Officer</b> |
| <b>A. Juliet</b>                        | <b>Student Member</b>         |
| <b>A. Sowmiya</b>                       | <b>Student Member</b>         |

**MINUTES OF MEETING-I**

| <b>Date of Meeting</b> | <b>Grievances</b>  | <b>Action Taken</b>   |
|------------------------|--|---|
| <b>10.06.2017</b>      | To repair electrical appliances. i.e tube lights and fans in Mathematics Department. | Recommended the electrician to repair tube lights and fans in Mathematics Department. |
|                        | To replace damaged doors in the restroom.  | Decided to replace damaged doors in the restroom.                                     |
|                        | To place dustbins in all classrooms  | Decided to place dustbins in each classroom.  |

### MINUTES OF MEETING- II

| Date of Meeting | Grievances  | Action Taken   |
|-----------------|---|--|
| 22.09.2017      | To remove honey bee hive from a tree adjacent to hostel accommodation area. | Recommended and decided to remove honey bee hive as early as possible for students' sake |
|                 | To install RO purifier water plant for hostel students                      | Decided to install an RO purifier plant for drinking purposes for hostel students.       |
|                 | To replace damaged doors in the restroom                                    | Decided to replace damaged doors in the restroom.  |

### MINUTES OF MEETING- III

| Date of Meeting | Grievances   | Action Taken   |
|-----------------|--|--|
| 16.12.2017      | To replace torn sports materials particularly volleyball and through ball. | Recommended to purchase new volleyball and through ball.   |
|                 | To extend library space for studying purposes with chairs and tables.      | The Committee chairman decided to extend the space of the library with extra tables and chairs for reading purposes. |
|                 | To replace canteen broken dustbins.  | Decided to replace damaged dustbins in the canteen.  |

### MINUTES OF MEETING-IV

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 05.02.2018      | To lend a reference book for one day of study in a week for hostel students. | Decided and recommended librarian to lead a reference book for hostel students one day in a week. |
|                 | To provide healthy drinks and snacks for hostel students.                    | Recommended hostel canteen supervisor to provide healthy drinks and snacks for students.          |
|                 | To improve the quality and to increase the quality of food in the canteen.   | Decided and recommended the supervisor of the canteen.  |

### GRIEVANCE REDRESSAL COMMITTEE: 2018-2019

#### GRIEVANCE REDRESSAL CELL COMMITTEE:

| Name                             | Designation            |
|----------------------------------|------------------------|
| Rev. Sr. Dr.M.A. Maria Pushpam   | Secretary              |
| Rev. Sr. Dr.P. Selvarani         | Principal              |
| Rev. Sr. M. Sebasti Jaya Pushpam | Convenor               |
| MS. D. Dayana Roselin            | Member                 |
| MS. R. Josephine                 | Administrative Officer |
| J. Micheal Avila                 | Student Member         |
| G. Arul Nithya                   | Student Member         |



### MINUTES OF MEETING-I

| Date of Meeting | Grievances  | Action Taken   |
|-----------------|---|--|
| 19.06.2018      | Request to extend the building restroom for students. | Decided and recommended extending restroom building within 6 months. |
|                 | To provide transport for remote areas.                | Decided and recommended to provide transport up to Nadupatti.        |
|                 | To provide bus facility to remote areas               | Decided and recommended to provide transport.                        |

### MINUTES OF MEETING- II

| Date of Meeting | Grievances                                    | Action Taken   |
|-----------------|---|--|
| 20.09.2018      | To repair lab instrument colorimeter          | Decided to repair colorimeter instruments for practical examination. |
|                 | To repair door latches in the girls' restroom | Recommended repairing all damaged door latches in girls' restroom.   |
|                 | To repair speaker in college.                 | Recommended repairing speaker in the Media Hall.                     |

### MINUTES OF MEETING-III

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 11.12.2018      | To conduct health awareness camps                  | Decided and recommended organizing health awareness camps through the NSS team.           |
|                 | To repair electrical switches in the classroom.    | Chairman decided and recommended an electrician to repair damaged switches in classrooms. |
|                 | To repair electrical switches also in the canteen. | Decided to repair the switches in the canteen.  |

### MINUTES OF MEETING- IV

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 07.02.2018      | To provide first-Aid kit on campus                         | Decided and recommended keeping the first-Aid kit with all items on the campus for managing an emergency. |
|                 | To provide drinking water and bus facilities to all areas. | Chairman considered providing a bus and water facility.   |
|                 | To repair broken windows.                                  | Chairman designed to repair broken windows.   |

### GRIEVANCE REDRESSAL COMMITTEE: 2019-2020

#### GRIEVANCE REDRESSAL CELL COMMITTEE:

| Name                             | Designation            |
|----------------------------------|------------------------|
| Rev. Sr. Dr. M.A. Maria Pushpam  | Secretary              |
| Rev. Sr. Dr.P. Selvarani         | Principal              |
| Rev. Sr. M. Sebasti Jaya Pushpam | Convenor               |
| MS.K.Sumithra                    | Member                 |
| MS. R. Josephine                 | Administrative Officer |
| G.Deepika                        | Student Member         |
| S.Rajalakshmi                    | Student Member         |

### MINUTES OF MEETING-I

| Date of Meeting | Grievances                              | Action Taken   |
|-----------------|---|--|
| 12.06.2019      | To replace broken sitting chairs        | Decided and recommended replacing sitting and writing benches in classrooms. |
|                 | To repair damaged doors in the restroom | Decided and recommended to repair all damaged doors in the restroom.         |
|                 | To paints blackboard                    | Decided and recommended painting on the blackboard.                          |

### MINUTES OF MEETING- II

| Date of Meeting | Grievances  | Action Taken   |
|-----------------|---|--|
| 27.09.2019      | To lend a reference book for one day of study in a week for hostel students | Decided and recommended librarian to lend a reference book for hostel students one day a week. |
|                 | To provide healthy drinks and snacks for hostel students                    | Recommended hostel canteen supervisor to provide healthy drinks and snacks for students.       |
|                 | To keep exact dustbins in bathrooms for girls                               | Decided and recommended replacing dust bins in bathrooms for girls.                            |

### MINUTES OF MEETING- III

| Date of Meeting | Grievances   | Action Taken   |
|-----------------|--|--|
| 13.12.2019      | To paint all blackboards in our classrooms                               | Decided to paint all blackboards within a week.                                      |
|                 | To replace buckets and mugs in the restroom                              | Recommended to replace damaged buckets and mugs in the restroom                      |
|                 | To repair electrical appliances i.e., tube lights and fans in classrooms | Decided and recommended electrician to repair tube lights and fans in the classroom. |

### MINUTES OF MEETING-IV

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 26.02.2020      | To lend a reference book for one day of study in a week for hostel students. | Decided and recommended librarian to lead a reference book for hostel students one day in a week. |
|                 | To provide healthy drinks and snacks for hostel students.                    | Recommended hostel canteen supervisor to provide healthy drinks and snacks for the students.      |
|                 | To improve the quality and to increase the quality of food in the canteen    | Decided and recommended the supervisor of the canteen.  |

### GRIEVANCE REDRESSAL COMMITTEE: 2020-2021

#### GRIEVANCE REDRESSAL CELL COMMITTEE:

| Name                             | Designation            |
|----------------------------------|------------------------|
| Rev. Sr. Dr. M.A. Maria Pushpam  | Secretary              |
| Rev. Sr. Dr.P. Selvarani         | Principal              |
| Rev. Sr. M. Sebasti Jaya Pushpam | Convenor               |
| MS.K.K.Saranya                   | Member                 |
| MS. R. Josephine                 | Administrative Officer |
| T.Ayisha                         | Student Member         |
| S.Ruby                           | Student Member         |

### MINUTES OF MEETING-I

| Date of Meeting | Grievances                                     | Action Taken   |
|-----------------|--|--|
| 19.06.2020      | To increase tumblers for drinking purposes     | Decided to keep more stainless steel tumblers.                   |
|                 | To repair torn sports materials                | Recommended to replace with new cricket balls and shuttle corks. |
|                 | To introduce new sports materials for best use | Recommended buying new materials for sports students.            |

### MINUTES OF MEETING- II

| Date of Meeting | Grievances  | Action Taken   |
|-----------------|---|--|
| 27.09.2019      | To replace new books, particularly for PG books in the library        | Considered and recommended to purchase new books for the library.                              |
|                 | To extend library space for studying purposes with chairs and tables. | The Committee chairman decide to extend the space of the library with extra tables and chairs. |
|                 | To keep an extra fan in the library                                   | Considered and recommended to purchase new fans for the library.                               |

### MINUTES OF MEETING- III

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 15.12.2020      | To remove honey bee give from a tree adjacent to the hostel accommodation area | Recommended and decided to remove honey bee live as early as possible for students' sake. |
|                 | To install RO purifier water plant for hostel students                         | Decided to install an RO purifier plant for drinking water for hostel students.           |
|                 | To place an extra dustbin near the hostel.                                     | Recommended and decided to keep the dustbin near the hostel.                              |

### MINUTES OF MEETING- IV

| Date of Meeting | Grievances   | Action Taken  |
|-----------------|--|---|
| 28.02.2021      | To improve the quality and to increase the quantity of food in the college canteen | Decided and recommended the supervisor of the canteen to take necessary action in improvising quality and quantity of food. |
|                 | To place dustbins in classrooms  | Decided to place a dustbin in each classroom.   |