



**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: 22.03.2024

**Circular**

Kindly assemble for a meeting at the Principal's Chamber at 3.00pm on 25.03.2024 to discuss formation of Grievance Redressal Committee in the college.

*S. J. James*  
22.3.2024  
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 :25.03.2024

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 22.03.2024
  - ❖ Students from department of commerce requested to change their HOD.
  - ❖ Students in the Tally SDC class have requested a change in the teaching staff due to concerns about poor teaching quality and an incomplete syllabus.
- 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.	Staff change for II year SDC Tally class (22.03.2024)	Reviewed the syllabus coverage and teaching effectiveness with faculty. Initiated the process to appoint a new instructor with expertise in Tally effectively from June 2024.	25 <sup>th</sup> March 20 24	Resolved. Monitoring the new instructor's performance continuously.	
2.	Change of HOD from department of Commerce (22.03.2024)	After reviewing feedback and performance, the decision to appoint a new HOD was made by the college administration, effective from June 2024.	25 <sup>th</sup> March 20 24	Resolved, New HOD effective from June 2024.	

### 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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