

**N.K.T.NATIONAL COLLEGE OF EDUCATION FOR WOMEN  
(Autonomous )**

**Triplicane, Chennai – 600 005**

**04.10.2019**

**NOTICE**

**GRIEVANCE AND REDRESSAL COMMITTEE MEETING**

This is to inform you that the Grievance and Redressal Committee Meeting will be held on 10.10.2019 at 12 noon in our College premises. You are asked to attend the meeting and offer valuable suggestions.



**Dr. S. Chamundeswari**



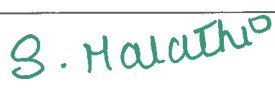


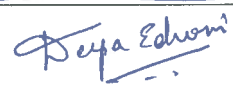

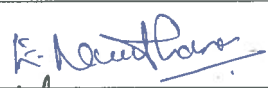
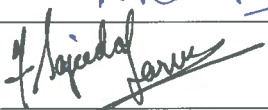

**PRINCIPAL**

Dr. S. CHAMUNDESWARI

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N.K.T. NATIONAL COLLEGE OF EDUCATION  
FOR WOMEN (AUTONOMOUS)  
TRIPLICANE, CHENNAI-600 005.

Attendance pertaining to the Grievance and Redressal Committee Meeting of the College held on Thursday the 10<sup>th</sup> October, 2019 at 12.00 noon in our College premises

S.No.	Name and Address	Signature
1	Dr. S. Chamundeswari Principal	
2	Dr. N. Kalai Arasi Associate Professor of Computer Science- Education	
3	Dr. S. Malathi Associate Professor of Education,	
4	Dr. V. Jayashree Priyadarsini Assistant Professor of Biological Science- Education	
5	Mrs. T. Anitha Devi Assistant Professor of Mathematics-Education	ABSENT
6	Dr. T. Sahaya Saila Assistant Professor of Tamil-Education	
7	Dr. Deepa Edwin Assistant Professor of Physical Science-Education	
8	Dr. V.J. Uma Assistant Professor of Physical Science-Education	
9	Mrs. E. Nivethana Assistant Professor of Special Education	
10	Ms. F. Sajeetha Parveen Student Nominee from B.Ed.	
11	Mrs. B. Haleema Rahmath Student Nominee from M.Ed.	

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Triplicane, Chennai – 600 005**

## **MINUTES**

### **GRIEVANCE AND REDRESSAL COMMITTEE MEETING**

The Grievance and Redressal Committee met on 10.10.2019, Thursday at 12 noon to discuss discomforts, if any put forth by the student-teachers and to find solutions for the same.

#### **Members Present**

Dr. S. Chamundeswari	-	Principal
Dr. N. Kalai Arasi	-	Associate Professor of Computer Science - Education
Dr. S. Malathi	-	Associate Professor of Education
Mrs. V. Jayashree Priyadarsini-		Assistant Professor of Biological Science- Education
Dr. T. Sahaya Saila	-	Assistant Professor of Tamil-Education
Dr. Deepa Edwin	-	Assistant Professor of Physical Science- Education
Dr. V.J. Uma	-	Assistant Professor of Physical Science-Education
Mrs. E. Nivethana	-	Assistant Professor of Special Education
Ms. F. Sajeetha Parveen	-	Student Nominee from B.Ed.
Mrs. B. Haleema Rahmath	-	Student Nominee from M.Ed.

The Meeting started with an invocation.

At the meeting, the Principal of the College invited the members to voice out their grievances, if any, on matters pertaining to academics, campus cleanliness and functioning of the institution. As all members of the Committee expressed that there were no grievances in particular, it was decided to inform the students about the grievance boxes (3 in number) placed one at the College Building, one near the Office of the Controller of Examinations and the last at the Hostel Reception. Principal made students aware of the Online Portal for registering their grievances and suggestions in the College Website, and encouraged students to talk and give suggestions for the improvement of the College rather than talking after the meeting. She addressed that students should be very polite and at the same time very assertive.

After discussion the Grievance & Redressal Committee opined that the following to be discussed in the Student Welfare Committee meetings.

- Mechanism for addressing the Grievances of Students
- Student Discipline
- Attendance Norms
- Submission of Files
- Academic and Community Extension Outreach Activities of the College
- Internal Assessment
- Campus Maintenance
- NKT Centre for Excellence & Outreach
- School Observation Schedule

The student representatives expressed their satisfaction and happiness pertaining to all academic and academic related programmes organized in the College. They also suggested that instructions to be given to students for maintaining discipline and cleanliness in the College campus and to introduce Visitors Pass for outsiders entering the College campus.

The Principal addressed and explained the Institutional Policy Guidelines for Grievance & Redressal, prepared by the Grievance & Redressal Committee approved by the College Committee in its meeting held on 27<sup>th</sup> May 2019

The Meeting came to an end with a note of thanks.