

***Grievance
Redressal
Committee***

1

St. Joseph's College for Women (A), Visakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2018 - 2019

Date: 24/09/2018

AGENDA

1. To look into the responsibility of the mentor to identify any issues.
2. To review the grievances of the students

S. S. S.
PRINCIPAL

St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 007

Minutes of Grievance Redressal Committee on 24th Sept 2018

Meeting: 24/09/2018

The Grievance Cell meeting for the Academic Session 2018-2019 was convened on 24th September 2018. The following members were present.

S.No	Name of the Person	Designation	Signature
1.	Dr. S. Shyji	Principal	Dr. Shyji
2.	Sr. Hema	Vice-Principal	Sr. Hema
3.	Dr. Mangaveni	Head Dept. of Chemistry	Mangaveni
4.	Dr. Rama Lakshmi	Head Dept. of Political Science	Rama Lakshmi
5.	Mrs. Mary Vijaya Ratna	Faculty Dept. of Physics	Mary
6.	Mrs. Pavani	Faculty Dept. of Commerce	Pavani
7.	Mrs. Veena Spandana	Faculty Dept. of English	Veena
8.	Sr. Nismala	Hostel Warden	Nismala
9.	Mrs. B. Harika	Student Representative III B.Sc. MPC	B. Harika
10.	Mrs. Renuka Bajaj	Student Representative III B.Sc. BBC	Renuka

The Chairperson, Dr. M. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To bring awareness of the discipline of the college to the first-year degree students through mentoring

Resolution: The members felt that the first-year students were still new to the campus so the mentors of each group of students should bring awareness about the discipline, on the campus. It was also decided that the mentors should personally speak to the new learners and find out the issues if any.

Item 2: To review the grievances of the students.

Resolution: The members checked the grievances, but found out that there were no grievances recorded so far.

Dr. Mangawani Coordinator of the Grievance Committee proposed a formal vote of thank to all members.

Mangawani
Coordinator

1
Dr. Shyji
PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISA KHADATN

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2018-2019

Date: 24/11/2018

AGENDA

1. To approve the previous minutes held on 24th September 2018
2. To look into the issues of grievances
3. To review the mentor's responsibility in encouraging the students to share the issues if any.

Mr. Shyji

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM

30/08

Minutes for Grievance Redressal Committee on 24th November 2018

Meeting: 24/11/2018

The Grievance cell meeting for the Academic session 2018-2019 was convened on 24th November 2018. The following members were present:

No.	Name of the Person	Designation	Signature
1.	Dr. S. Shyji	Principal	Dr. Shyji
2.	S. Hema	Vice - Principal	S. Hema
3.	Dr. P. Mangaveri	Head, Dept. of Chemistry	Mangaveri P
4.	Dr. Rama Lakshmi	Head Dept. of Political Science	Rama lakshmi
5.	Mrs. Mary Vijaya Ratna	Faculty Dept. of Physics	Mary
6.	Mrs. Pavani	Faculty Dept. of Commerce	Pavani
7.	Ms. Veena Spandana	Faculty Dept. of English	Veena
8.	S. Nirmala	Hostel Warden	Nirmala
9.	Ms. B. Harika	Student Representative III B.Sc MPC	B. Harika
10.	Ms. Renuka Bajaj	Student Representative III B.Sc BBC	Renuka

The Chairperson, Dr. Sr. Shyji welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To approve the previous meeting held on 24th September 2018.

The members presented, discussed and approved the minutes of the previous meeting held on 24th September 2018.

Recommendations by the Members	Action Taken for Implementation and Outcome
To bring awareness of the discipline of the college to the first-year degree students through mentoring	The members felt that the first-year students were still new to the campus so the mentors of each group of students should bring awareness about the discipline, on the campus. It was also decided that the mentors should personally speak to the new learners and find out the issues if any.
To review the grievances of the students	The members checked the grievances but found out that there were no grievances recorded so far.
Item 2: To look into the issues of grievances	

Resolution: The members looked into the issues of the students where they had conflicts within the peer groups. The groups

were identified and issues were resolved.

Item 3: To review the mentor's responsibility in encouraging the students to share the issues if any.

Resolution: The members decided to constantly call the group mentors asking them to check with the students if any issues were there across the student community decided to instruct the mentors to bring it to the notice of the grievance committee so that the issue would be resolved.

Dr. P. Mangaveri Coordinator of the grievance committee, proposed a formal vote of thanks to all members.

Mangaveri P

A. S. S. S.

PRINCIPAL

St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

8

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCE & REDRESSAL COMMITTEE
Academic Year 2019-2020

Date: 05/07/2019

AGENDA

1. To approve the previous minutes held on the 24th November 2018.
2. To review the plan of action for the academic year 2019-2020.
3. To look into the grievances of the students.

S. Srinivas

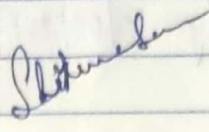
PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

Minutes for Grievance Redressal Committee on 5th July 2019

Meeting: 05/07/2019

The Grievance Cell meeting for the Academic Session 2019-2020 was convened on 5th July 2019. The following members were present for the meeting:

No.	Name of the Person	Designation	Signature
1.	Dr. K. Shyji	Principal	Dr. Shyji
2.	K. Hema	Vice-Principal	K. Hema
3.	Dr. P. Mangaveni	Head Dept. of Chemistry	Mangaveni P
4.	Dr. Y. Lakshmi Prabha	Head Dept. of Home Science	Lakshmi Prabha Y
5.	Dr. M. Jyothi	Faculty Dept. of Commerce & Management	M Jyothi
6.	Dr. Siva Sankar Mandal	Faculty Dept. of Psychology	(M)
7.	Dr. Masy Anupama	Faculty Dept. of Biochemistry	Masy
8.	K. Nirmala	Hostel Warden	Nirmala
9.	Ms. Yogitha Sharma	Student Representative (U. M. Sc. Mathematics)	Yogitha Sharma

10. Ms. Shekinah Sam	Student Representative (III BA EPJM)	
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The Chairperson, Dr. M. Shyji welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed.

Item 1: To approve the previous meeting held on 24th November 2018

The members presented, discussed and approved the minutes of the last meeting held on 24th November 2018

Recommendations by the Members	Action Taken for Implementation and Outcome
To look into the issues of grievances	The members looked into the issues of the students where they had conflicts within the peer groups. The groups were identified and issues were resolved.
To review the mentor's responsibility in encouraging the students to share the issues if any.	The members decided to constantly call the group mentors asking them to check with the students if any issues were there across the student community decided to instruct the mentors to bring it to the notice of the Grievance Committee so that the issue would be resolved.

Item 2: To review the plan of action for the academic year 2019-2020

Resolution: The committee members resolved to motivate first-year students by urging them to communicate their concerns through official channels. Specifically, students were advised to submit their grievances in the suggestion box. Once received, the committee would address and resolve these issues promptly.

Item 3: To look into the grievances of the students.

Resolution: The members felt satisfied as no grievance was recorded so far.

Dr. Mangaveni Coordinator of the Grievance Committee, proposed a formal vote of thanks to all members.

~~Mangaveni P.~~

Dr. S. S. S. S.

PRINCIPAL

St. Joseph's College for Women
(Autonomous)

VISAKHAPATNAM - 530 004

St. Joseph's College for Women (A) Vizakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2019-2020

Date: 16/09/2019

AGENDA

1. To approve the previous minutes held on 5th July 2019
2. To review the grievances raised by the students

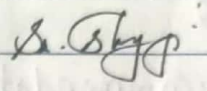
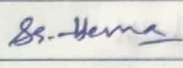
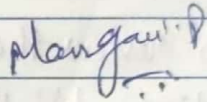
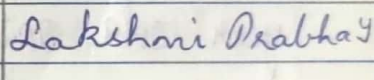
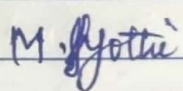
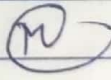
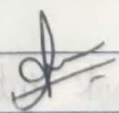
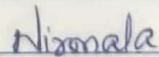
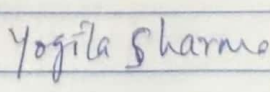
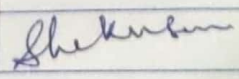
S. S. S. S.

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VIZAKHAPATNAM - 530 004

Minutes for Grievance Redressal Committee On 16th September 2019

Meeting: 16/09/2019

The Grievance Cell meeting for the Academic Session 2019-2020 was convened on 16th September 2019. The following members were present for the meeting:

No	Name of the Person	Designation	Signature
1.	Dr. K. Shyji	Principal	
2.	Dr. Hema	Vice-Principal	
3.	Dr. Mangaveni	Head Dept. of Chemistry	
4.	Dr. V. Lakshmi Prabha	Head Dept. of Home Science	
5.	Dr. M. Jyothi	Faculty Dept. of Commerce and Management	
6.	Dr. Siva Shankar Mandal	Faculty Dept. of Psychology	
7.	Dr. Mary Anupama	Faculty Dept. of Biochemistry	
8.	Dr. Nismala	Hostel Warden	
9.	Ms. Yogitha Sharma	Student Representative (II M.Sc Mathematics)	
10.	Ms. Shekinah Sam	Student Representative (III BA EPJM)	

The Chairperson, Dr. S. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To approve the previous meeting held on 5th July 2019.

The members presented, discussed and approved the minutes of the last meeting held on 5th July 2019.

Recommendations by the Members

Action Taken for Implementation and Outcome

To review the plan of action for the academic year 2019-2020

The Committee members resolved to motivate first-year students by urging them to communicate their concerns through official channels. Specifically, students were advised to submit their grievances in the suggestion box. Once received, the Committee would address and resolve these issues promptly.

To look into the grievances of the students.

The members felt satisfied as no grievance was recorded so far.

Item 2: To review the grievances raised by the students.

Resolution: Reviewing Student Concerns: Cell Phone Depository and Fee Collection, during the review, the committee addressed two key issues raised by the students.

Cell Phone Depository Counters: To ensure proper handling of cell phones, the committee decided to station a faculty member near the depository counters. This faculty member will oversee the process, ensuring that phones are deposited correctly and issued back only after classwork concludes.

Offline Fee Collection: Students requested offline fee collection. However, the committee expressed concerns about transparency. Implementing an offline mode might compromise the clarity and accountability of financial transactions. The committee aims to strike a balance between convenience and transparency while addressing student needs.

Dr. P. Mangaveni Coordinator of the Grievance Committee, proposed a formal vote of thanks to all members.

Mangaveni P.

S. S. S. S.

PRINCIPAL
St. Joseph's College for Women
Autonomous
MADURAI

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCE REDRESSAL COMMITTEE
Academic Year 2020-2021

Date: 07/08/2020

AGENDA

1. To approve the previous minutes held on 16th September 2019
2. To address the grievances of students.

S. S. Srinivas

PRINCIPAL

St. Joseph's College for Women
(Autonomous)

VISAKHAPATNAM - 530 004

Minutes for Grievance Redressal Committee On 7th August 2020

Meeting: 07/08/2020

The Grievance Cell meeting for the Academic Session 2020-2021 was convened on 7th August 2020. The following members were present for the meeting:

No	Name of the Person	Designation	Signature
1.	Dr. S. Shyji	Principal	S. Shyji
2.	Sr. Hema	Vice-Principal	Sr. Hema
3.	Dr. P. Mangaveni	Head Dept of Chemistry	Mangav P.
4.	Dr. V. Lakshmi Prabha	Head Dept. of Home Science	Lakshmi Prabha
5.	Dr. M. Jyothi	Faculty Dept. of Commerce and Management	M. Jyothi
6.	Dr. Siva Sankar Mandal	Faculty Dept. of Psychology	
7.	Dr. Mary Anupama	Faculty Dept. of Biochemistry	
8.	Sr. Nirmala	Hostel Warden	Nirmala
9.	Ms. Akhila Sri	Student Representative (II MHRM)	Akhila
10.	Ms. Babita Kumari	Student Representative (III B.Sc. BBC)	Babita

The Chairperson, Dr. S. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To approve the previous minutes held on 16th September 2019.

The members presented, discussed and approved the minutes of the last meeting held on 16th September 2019.

Recommendations by the Members	Action taken for Implementation and Outcome
To review the grievances raised by the students.	<p>Reviewing Student Concerns: Cell Phone Depository and Fee Collection, during the review, the committee addressed two key issues raised by the students.</p>
	<p>Cell Phone Depository Counters: To ensure proper handling of Cell phones, the committee decided to station a faculty member near the depository counters. This faculty member will oversee the process, ensuring that phones are deposited correctly and issues back only after classwork concludes.</p>
	<p>Offline Fee Collection: Students requested offline fee collection. However, the committee expressed concerns about transparency.</p>

Implementing an offline mode might compromise the clarity and accountability of financial transactions. The Committee aims to strike a balance between convenience and transparency while addressing student needs.

Item 2: To address the grievances of students

Resolution: The committee members resolved to raise student awareness regarding the grievance process. Students are encouraged to adhere to the prescribed format for submitting their grievances. They should drop their concerns in the designated grievance box. This streamlined approach ensures efficient handling and resolution of student issues.

Dr. P. Mangaveni Coordinator of the Grievance Committee, proposed a formal vote of thanks to all members.

Mangaveni P

S. Shyaji

PRINCIPAL

'St. Joseph's' College for Women
(Autonomous)
VISAKHAPATNAM - 530 001

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2020-2021

Date: 17/03/2021

AGENDA

1. To approve the previous minutes held on 7th August 2020
2. To discuss the grievance of the issues of the students

S. S. S. S.

PRINCIPAL

St. Joseph's College for Women
(Autonomous)
VISA KHAPATNAM - 530 004

Minutes for Grievance Redressal Committee On 17th March 2021

Meeting: 17/03/2021

The Grievance cell meeting for the Academic session 2020-2021 was held on 17th March 2021. The following members were present for the meeting:

S.No.	Name of the Person	Designation	Signature
1.	Dr. S. Shyji	Principal	S. Shyji
2.	Dr. Hema	Vice-Principal	S. Hema
3.	Dr. P. Mangaveri	Head Dept. of Chemistry	Mangaveri, P.
4.	Dr. Y. Lakshmi Prabha	Head Dept. of Home Science	Lakshmi Prabha
5.	Dr. M. Jyothi	Faculty Dept. of Commerce and Management	M. Jyothi
6.	Dr. Siva Sankar Mandal	Faculty Dept. of Psychology	S. Sankar Mandal
7.	Dr. Mary Anupama	Faculty Dept. of Biochemistry	M. Anupama
8.	Dr. Nirmala	Hostel Warden	Nirmala
9.	Ms. Akhila Sri	Student Representative (II MHRM)	Akhila
10.	Ms. Babitha Kumari	Student Representative (III B.Sc. BBC)	Babitha Kumari

The Chairperson, Dr. S. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To approve the previous meeting held on 7th August 2020.

The previous meeting of the Grievance Committee was held on 7th August 2020. The minutes of the meeting were read out with the formal discussion of the members. These minutes were approved by the members.

Recommendations by the Members	Action Taken for Implementation and Outcome
To address the grievances of students	The committee members resolved to raise student awareness regarding the grievance process. Students are encouraged to adhere to the prescribed format for submitting their grievances. They should drop their concerns in the designated grievance box. This streamlined approach ensures efficient handling and resolution of student issues.

Item 2: To discuss the grievance of the issues of the students

Resolution: Addressing Student Concerns During the Pandemic: Upon reviewing student issues, the committee acknowledged the challenges posed by the pandemic. Two primary concerns were raised, college timings: students expressed concerns about

College timings. However, due to the pandemic and adherence to government guidelines, adjustments may not be feasible at this time.

Examination Mode: Students also questioned the examination mode. The College follows guidelines set by the Andhra Pradesh government and Andhra University, which dictate the current examination format. While the committee empathizes with student concerns, the existing constraints limit immediate redressal.

Dr. Mangaveni Coordinator of the Grievance Committee, proposed a formal vote of thanks to all members.

Mangaveni P

S. S. Srinivas

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM 530 004

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2021-2022

Date: 25/08/2021

AGENDA

1. To approve the previous minutes held on 17th March 2021
2. To discuss the grievance of the issues of the students

Sa. S. S. S. S.
PRINCIPAL

St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

Minutes for Grievance Redressal Committee On 25th August 2021

Meeting: 25/08/2021

The grievance cell meeting for the Academic session 2021-2022 was held on 25th August 2021. The following members were present for the meeting.

No	Name of the Person	Designation	Signature
	Dr. S. Shyji	Principal	S. Shyji
	Ms. Hema	Vice-Principal	Ms. Hema
	Dr. P. Mangaveri	Head Dept. of Chemistry	Mangaveri
	Dr. Y. Lakshmi Prabha	Head Dept. of Home Science	Lakshmi Prabha
	Dr. M. Jyothi	Faculty Dept. of Commerce & Management	M. Jyothi
	Dr. Siva Sankar Mandal	Faculty Dept. of Psychology	M
	Dr. Mary Anupama	Faculty Dept. of Biochemistry	M
	Ms. Nikhala	Hostel Warden	Nikhala
	Ms. P. Asha	Student Representative (II M. A English)	A
	Ms. D. Kavya Sri	Student Representative (II B.Sc MPC)	D. Kavya

The Chairperson, Dr. H. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To approve the previous minutes held on 17th March 2021.

The previous meeting of the grievance committee was held on 17th March 2021. The minutes of the meeting were read out with the formal discussion of the members. These minutes were approved by the members.

Recommendations by the Members

Action Taken for Implementation and Outcome

To discuss the grievance of the issues of the students

Addressing student concerns during the pandemic. Upon reviewing student issues, the committee acknowledged the challenges posed by the pandemic. Two primary concerns were raised. College Timings: students expressed concerns about college timings. However, due to the pandemic and adherence to government guidelines, adjustments may not be feasible at this time. Examination Mode: students also questioned the examination mode. The college follows guidelines set by Andhra Pradesh government and Andhra University, which dictate the current examination format. While the committee

empathizes with student concerns, the existing constraints limit immediate redressal.

Item 2: To discuss the grievance of the issues of the students

Resolution: The members felt that they should address the students by sharing their grievances and formats to be used by the students while writing the grievances, and finally decided to bring awareness on this issue.

Dr. P. Mangaveri Coordinator of the grievance Committee, proposed a formal vote of thanks to all members.

Mangaveri P
Co-ordinator

S. S. S. S.
PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2021-2022

Date: 23/05/2022

AGENDA

1. To approve the previous minutes held on 25th August 2021
2. To discuss and address the issues raised by students

Sr. S. S. S. S.

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISA KHAPATNAM - 530 004

Minutes for Grievance Redressal Committee On 25th March 2022

Meeting: 25/03/2022

The Grievance Cell meeting for the Academic Session 2021-2022 was held on 25th March 2022. The following members were present for the meeting.

No.	Name of the Person	Designation	Signature
1.	Dr. Sr. Shyji	Principal	Dr. Shyji
2.	Dr. Hema	Vice-Principal	Dr. Hema
3.	Dr. P. Mangaveni	Head Dept. of Chemistry	Mangaveni
4.	Dr. Y. Lakshmi Prabha	Head Dept. of Home Science	Lakshmi Prabha
5.	Dr. M. Jyothi	Faculty Dept. of Commerce & Management	M. Jyothi
6.	Dr. Siva Sankar Mandal	Faculty Dept. of Psychology	(S)
7.	Dr. Mary Anupama	Faculty Dept. of Biochemistry	(M)
8.	Dr. Nilamala	Hostel Warden	Nilamala
9.	Ms. P. Asha	Student Representative (II MA English)	(A)
10.	Ms. D. Kavya Sri	Student Representative (III B.Sc. MPCs)	D. Kavya

The Chairperson, Dr. S. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To approve the previous minutes held on 25th August 2021.

The previous meeting of the Grievance Committee was held on 25th August 2021. The minutes of the meeting were read out with the formal discussion of the members. These minutes were approved by the members.

Recommendations by the Members

Action Taken for Implementation and Outcome

To discuss the grievance of the issues of the students.


The members felt that they should address the students by sharing their grievances and formats to be used by the students while writing the grievances, and finally decided to bring awareness on this issue.

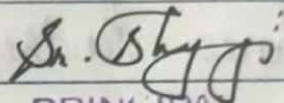
Item 2: To discuss and address the issues raised by students.

Resolution: During the meeting, committee members discussed the students concerns about the sick room. Their resolutions includes creating awareness among students about the available facilities, particularly the sick room. Additionally the committee will regularly check

the availability of DRS packets to ensure prompt assistance for those in need

Dr. P. Sarada, coordinator of the Grievance Committee, proposed a formal vote of thanks to all members.


co-ordinator


PRINCIPAL

Sr. Joseph's College for Women
(Autonomous)
VISA KHAPATNAM - 530 004

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2022-2023

Date: 21/09/2022

AGENDA

1. To approve the previous minutes held on 23rd March 2022.
2. To inform first year students and their parents about the grievance redressal mechanism on campus.
3. To keep blank grievance forms in the library
4. To keep a team of senior students on guard to prevent ragging.
5. To raise awareness of the Counseling Center "SAAHAY" on campus.

Dr. Shyji

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

Minutes for Grievance Cell On 21st September 2022

Meeting: 21/09/2022

The Grievance Cell meeting for the Academic session 2022-2023 was convened on 21st September 2022. The following members were present for the meeting.

No.	Name of the Person	Designation	Signature
1.	Dr. Sr. Shyji	Principal	Dr. Shyji
2.	Ms. Hema	Vice-Principal	Ms. Hema
3.	Dr. P. Sarada	Head Dept. of Chemistry	P. Sarada
4.	Dr. N. Jyothi	Head Dept. of Commerce and Management	N. Jyothi
5.	Dr. G. Pavan Kumar	Assistant Professor in Physics	G. Pavan Kumar
6.	Ms. Nancy	Hostel Warden	Nancy
7.	Ms. A. Sahitya	Student Representative (II M.Sc Psychology)	A. Sahitya
8.	Ms. Jsha Biswal	Student Representative (III BA EPJM)	J. Biswal

The Chairperson, Dr. S. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed.

Item 1: To approve the previous minutes held on 23rd March 2022.

The minutes of the previous meeting held on 23rd March 2022 were presented, discussed and subsequently approved by the members.

Recommendations by the Members	Action Taken for Implementation and Outcome
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To request grievances in prescribed formats	Members decided to ask students to submit their grievances in prescribed formats for easier redressal. All the grievances were received in the prescribed formats.
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To improve facilities in the sickroom	Members suggested putting up a notice near the sick room and providing medicines only after a thorough assessment of the student's condition.
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Item 2: To inform the first-year students and their parents about their grievance redressal mechanism on Campus.

Resolution: Members decided to ensure that first-year students joining in the year 2022-2023 are made aware

of the Grievance Redressal Cell during their orientation program on campus.

Item 3: To keep Blank Grievance Forms in the Library

Resolution: Members resolved to keep blank grievance forms readily available in the library for easy access by students.

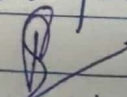
Item 4: To keep a team of senior students and faculty on guard to prevent ragging.

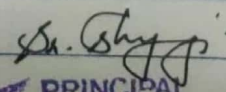
Resolution: Members decided to enhance the comfort of first-year students by having a team of senior students and faculty members monitoring during break times, ensuring a student-friendly campus.

Item 5: To bring awareness to the Counselling center SAATHY in the campus.

Resolution: Members resolved to raise awareness about the Counseling center "SAATHY", especially among juniors who joined the campus. It was also decided to encourage seniors to interact with juniors providing information about the facilities available on campus.

Dr. P. Sarada Coordinator of the Grievance Committee, proposed a formal vote of thanks to all members for their participation in the meeting.


Co-ordinator



PRINCIPAL

S. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM 530 004

St. Joseph's College for Women (A) Visakhapatnam
GRIEVANCES REDRESSAL COMMITTEE
Academic Year 2022-2023

Date: 04/02/2023

AGENDA

1. To approve the previous minutes held on 21st September 2022.
2. To advise parents against permitting their children to bring valuable possessions to the college premises.
3. To discuss the importance of integrity and honesty through value education classes.
4. To strengthen the mentoring and counseling initiatives through the respective cells.

Sr. Shyji

PRINCIPAL

St. Joseph's College for Women
(Autonomous)

VISAKHAPATNAM 530 004

Minutes for Grievances Cell on 04th February 2023

Meeting: 04/02/2023

The Grievance Cell meeting for the Academic Session 2022-2023 was held on 4th February 2024. The following members were present for the meeting.

S.No.	Name of the Person	Designation	Signature
1.	Dr. S. Shyji	Principal	<i>S. Shyji</i>
2.	Dr. Hema	Vice - Principal	<i>Dr. Hema</i>
3.	Dr. P. Sarada	Head Dept. of Chemistry	<i>P. Sarada</i>
4.	Dr. N. Jyothi	Head Dept. of Commerce and Management	<i>N. Jyothi</i>
5.	Dr. G. Pavan Kumar	Assistant Professor in Physics	<i>G. Pavan Kumar</i>
6.	Dr. Nancy	Hostel Warden	<i>Nancy</i>
7.	Dr. Mary KC	Office Superintendent	<i>Dr. Mary, K.C</i>
8.	Ms. A Sahitya	Student Representative (II M.Sc Psychology)	<i>A. Sahitya</i>
9.	Ms. Isha Biswas	Student Representative (III BA EPJM)	<i>I. Biswas</i>

The Chairperson, Dr. S. Shyji, welcomed the members, and the meeting commenced with a short prayer. The following agenda items were discussed:

Item 1: To approve the previous minutes held on 21st September 2022.

The previous meeting of the Grievance Committee was held on 21st September 2022. The minutes of the meeting were read out with the formal discussion of the members. These minutes were approved by the members.

Recommendations by the members	Action Taken for Implementation and Outcome
To inform first-year students and parents about the grievance redressal mechanism during the induction program.	It was decided to raise awareness about the Grievance Redressal Cell during the Orientation Program for first-year students. It was communicated during the induction program for the first year students.
To keep blank grievance forms in the library	A resolution was made to keep blank grievance forms readily available in the library for easy access by students.

To assign a team of senior students to prevent ragging.

The decision was made to create a supportive environment for first-year students by having a team of senior students and faculty members monitoring during break times.

To promote awareness of the counselling center SAAHAY

The members resolved to raise awareness about the counselling center, especially among incoming students, and encourage seniors to guide juniors regarding available campus facilities.

Item 2: To advise parents permitting their children to bring valuable possessions to the college premises.

Resolution: The members resolved to communicate with parents, urging them not to allow their children to bring valuable items to the college premises. It was also decided to address students during assemblies on this matter.

Item 3: To discuss the importance of integrity and honesty through value education classes.

Resolution: Members expressed the need for more activity based classes during value education sessions to instill concepts of honesty and truthfulness among students.

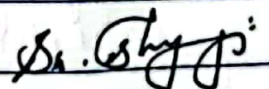
Item 4: To strengthen the mentoring and counseling initiatives through the respective cells.

Resolution: Members decided to enhance the efficiency and activity of the mentoring system and counseling cell. The goal is to ensure that students adhere to ethical and moral values and feel comfortable discussing any issues with their mentors or counselors.

Dr. P. Sarada, coordinator of the Grievance Committee, proposed a formal vote of thanks to all members for their participation in the meeting.



Coordinator



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 VISAKHAPATNAM - 530 004