



**SHRIMATHI DEVKUNVAR NANALAL BHATT
VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)**
OWNED AND MANAGED BY CORK INDUSTRIES CHARITIES TRUST
(Affiliated to the University of Madras and Accredited with 'A+' Grade by NAAC)
Chromepet, Chennai - 600 044.

OFFICE ORDER

The following members were nominated and unanimously approved to constitute the Grievance Redressal Committee for the Academic Year 2023 -24:

S.No	Name	Designation
1	Dr.R.Radha	Principal-in-charge
2	Dr.K.Kanthimathi	Vice Principal – Aided
3	Dr.C.Victoria Priscilla	Senior Vice Principal – SFS
4	Dr.Renu Agarwal	Vice Principal – SFS
5	Dr.G.Tamilselvi	Dean – Student Affairs
6	Dr.R.Sangeetha	Dean – Student Affairs (SFS)
7	Dr.A.Karthika	Students Union VP (Aided)
8	Dr.A.Suganthi Annathai	Students Union VP (SFS)
9	Dr.C.Mansiya	Assistant Professor in Chemistry
10	Dr.S.Sharmila	Assistant Professor in English
11	Dr.K.Shanthi	Assistant Professor in Tamil
12	Mrs.Nandhini Narayanan	Counsellor
13	Ms.Harsha S	Student President (Aided)
14	Ms.Divya R	Student President (SFS)
15	Ms.Kaviya.K	Student President (PG)

The term of appointment is for one academic year (2023-24). All the members are requested to cooperate with Chairperson and fulfill duties that may assign to them periodically


DR. R. RADHA
Principal /c

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Roles and Responsibilities of Students' Grievance Redressal Committee

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in our College premises in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all the Students to refrain from inciting Students against other Students, Teachers and College administration
- Advising all staff to be friendly with Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Nature of grievances:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic
- Non-Academic
- Grievance related to Assessment
- Grievance related to Victimization
- Grievance related to Attendance
- Grievance related to charging of fees
- Grievance regarding conducting of Examinations
- Harassment by colleague students or the teachers etc.

SGRC Mechanism:



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- Students' Grievance Redressal Committee (SGRC) shall consider only individual grievances of specific nature of students and staff.
- The SGRC shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/student.
- Post receipt of the complaint/application the committee will decide on the merit of case regarding scope of further discussion investigation and act promptly.
- The SGRC may mediate between complainant and defendant against whom the complaint has been made, if required.
- SGRC shall consider redressing of grievances within a reasonable time.
- The cell will give report to the authority about the cases attended to and seek guidance from the higher authorities if required.

The SGRC promptly records the complaints received and action taken



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Students' Grievance Redressal Committee Meeting & Minutes

Meeting No: 1

Date: 12/6/23

Time: 11.00 a.m.

Attendees

S.No	Name	Designation
1	Dr.R.Radha	Principal-in-charge
2	Dr.K.Kanthimathi	Vice Principal – Aided
3	Dr.C.Victoria Priscilla	Senior Vice Principal – SFS
4	Dr.Renu Agarwal	Vice Principal – SFS
5	Dr.G.Tamilselvi	Dean – Student Affairs
6	Dr.R.Sangeetha	Dean – Student Affairs (SFS)
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9	Dr.C.Mansiya	Assistant Professor in Chemistry
10	Dr.S.Sharmila	Assistant Professor in English
11	Dr.K.Shanthi	Assistant Professor in Tamil
12	Mrs.Nandhini Narayanan	Counsellor
13	Ms.Harsha S	Student President (Aided)
14	Ms.Divya R	Student President (SFS)
15	Ms.Kaviya.K	Student President (PG)

Agenda

- Introduction and Welcome
- Discussion on the Need for a Grievance Committee.
- Constituting Students, Grievance Redressal Committee for the Academic Year 2023-24



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Minutes

- The Chairperson of SGRC welcomed the members of the committee, A brief introduction of the agenda and purpose of the meeting was given.
- The Chairperson explained the importance of having a grievance committee to address complaints and issues raised by students, faculty, and staff. The committee will ensure a fair and transparent process for resolving grievances.
- Selection of Committee Members:


DR. R. RADHA
Principal i/c

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Signature

S.No	Name	Signature
1	Dr.R.Radha	
2	Dr.K.Kanthimathi	
3	Dr.C.Victoria Priscilla	
4	Dr.Renu Agarwal	
5	Dr.G.Tamilselvi	
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12	Mrs.Nandhini Narayanan	<i>Nandini N.</i>
13	Ms.Harsha S	<i>Harsha S</i>
14	Ms.Divya R	<i>Divya R</i>
15	Ms.Kaviya.K	<i>Kaviya K</i>