



STELLA MATUTINA COLLEGE OF EDUCATION

(AUTONOMOUS)

Re-Accredited (4th Cycle) by NAAC at 'A' Grade

Ashok Nagar, Chennai – 600 083

| Tel: (+91) 44-24894262 | Email: smcedn@gmail.com, info@smcedn.edu.in | Web: smcedn.edu.in |

5.1.3 Minutes of Grievance Committee for The Year 2022-2023

Minutes of the Meeting Held on 10th May 2023

The main purpose of the Grievance Redressal Committee's formation was to address any immediate student Grievances. The Grievance Redressal Committee convened on 10th may 2023. The meeting was attended by the Committee members and the student representatives.

AGENDA:

1. To finalize the objectives and functioning of the Committee.
2. To discuss the Grievances of student.
3. To discuss any other matters with permission of chair person.

PROCEDURE:

The students drop their Grievance letters in the suggestion boxes provided in our campus. The chair person convenes a meeting with the Committee within seven working days of receiving the complaints.

RESOLUTIONS:

1. It has been discussed that to arrange awareness talk dangers in social media during student induction programme.
2. It was decided that and asked to take necessary measures to repair or replace the lights and fans.
3. More plantation of trees is done through Eco club and NSS team.
4. Canteen would be kept open for long hours on the days when there are some special events in the college for student organizers.
5. It was discussed and decided that the library usage timing has to be increased.

CONFIRMATION OF THE MINUTES BY THE MEMBERS

Members	Signature
Rev. Sr. Pauline Mary Secretary	sr. Pauline Mary
Dr. Mrs. Joseph Catherine Principal	Catherine.
Mrs. J. Annapriya	J. Annapriya
Dr. Mrs. Jain Shantini	Dr. Jain Shantini
Mrs. B. Annapoorani	U. Annapoorani
Sr. V. Sheeja Vayala	Sr. V. Sheeja



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Minutes of the Anti-ragging Committee on 05.08.2022

Minutes of the meeting held on 05.08.2022 at 11am in the Principle's chamber. To create awareness on Anti-ragging Committee and solve the issues connected to it.

- To organize programme on Anti-ragging.
- To maintain Anti-ragging activities in the college and also in the hostel.

PROCEEDINGS:

The meeting was started with a prayer. The secretary of the Anti-ragging Committee presented the minutes of previous meeting and agenda to the members. The coordinator of the Anti-ragging Committee invited the members to share their ideas and contribute to the implementation of innovative ideas. All the proceedings were recorded.

RESOLUTIONS:

- It was resolved to create awareness on anti-ragging committee and solve the issues connected to it.
- To conduct more programme on anti-ragging.
- To monitor the activities in the college and also in the hostel.

CONFIRMATION OF MINUTES BY MEMBERS	
MEMBERS	SIGNATURE
Dr. Mrs. Joseph Catherine	Catherine
Dr. Mrs. Jain Shanithini	Jain Shanithini
Dr. Mrs. Annie Kavitha L	Annie



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Minutes of the Anti – Sexual Committee on 13.02.2023

The meeting started with a prayer. The committee members met at the beginning of the first semester of B.ED First year students to discuss the Anti – Sexual Harassment Committee Activities for the Academic year 2022 -2023.

The following plan of action for the Academic year:

1. The Committee members decided to conduct one week program on “Anti Sexual Harassment “for student teachers.
2. The committee members decided to conduct an awareness program on gender discrimination, understanding POSCO, Child rights in the community in nearby two corporation schools.
3. The committee members decided to plan a rally on social issues in the month of march.
4. Plan to organize a workshop on “Self – defense “training for student teachers.
5. Plan to conduct a special talk on “Women’s Empowerment Schemes “.

CONFIRMATION OF MINUTES BY MEMBERS	
MEMBERS	SIGNATURE
Dr. Mrs. Josephine Catherine	Catherine
Dr. Mrs. Jainshanthini	Jain Shanthini
Mrs. C. Sasikala.	C Sasikala

Catherine
Principal
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of Education
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