

ST.XAVIER'S COLLEGE OF EDUCATION

(AUTONOMOUS)

(Re-accredited (3rd cycle) by NAAC at 'A' Grade with CGPA: 3.67)

PALAYAMKOTTAI-627002

Minutes of the Appeals and Grievances Cell Meeting from 2015-2020



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited with A+ Grade by NAAC)

PALAYAMKOTTAI - 627 002.

**COMPOSITION OF THE STUDENT GRIEVANCE REDRESSAL CELL AND
GUIDELINES - 2014-2015**

Institutional Guidelines for Students' Grievance Redressal

As per the University Grants Commission guidelines and notifications, Our College constituted the Appeals and Grievances Redressal Cell, Prevention of Sexual Harassment of Women Cell and Anti - Ragging Committee.

The General Guidelines and the Composition of the Appeals and Grievances Redressal Cell

- The dissatisfaction or disagreements of the students in any form which is against the court of law, Disciplinary Regulations (Cfr. Tamilnadu Educational Rules (1973) Nos. 93-98), ethos and good manners and behaviours; of the fellow students, faculty and supportive staff members could be brought to the notice of the college.
- The students are insisted to make use of the Complaint Box near the main notice Board (Off Line) and the separate link <http://grievance.sxcedn.edu.in> which is in our college website to lodge their grievances and appeals.
- The identity of the student will be kept confidential.
- Within 15 days, the complaints will be enquired by the Appeals and Grievances Redressal Cellor the steps would be taken to resolve it.
- The Constitution of the Grievances and Redressal Committee is as follows

The Composition of the Appeals and Grievances Redressal Cell (2014-2015)

Rev. Dr. D. Thomas Alexander, S.J., *the Principal, SXCE*

Chairman

Dr. M. Antony Raj, *Dean of Academics*

Member

Rev. Dr. S. Amaladoss Xavier, S.J., *Controller of Exams, SXCE*

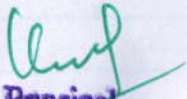
Member

Dr. A. Punitha Mary, *Vice Principal*

Member

Thiru. S. Balasubramanian, *Advocate, Legal Advisor*

Public Representative


Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002




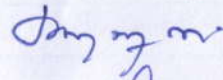
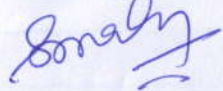

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

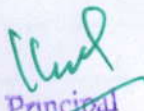
(Re-accredited (3rd Cycle) by NAAC at A Grade with CGPA: 3.67)

PALAYAMKOTTAI – 627 002, TAMIL NADU

THE APPEALS AND GRIEVANCES REDRESSAL CELL MEETING 2014-2015

The meeting of the appeals and grievances redressal cell was held on 15th December (Monday) at 03.30 p.m. at Principal's Office. The following members were present in the meeting.

Name	Signature
Rev. Dr. D. Thomas Alexander, S.J., <i>the Principal, SXCE</i>	: 
Dr. M. Antony Raj, <i>Dean of Academics</i>	: 
Rev. Dr. S. Amaladoss Xavier, S.J., <i>Controller of Exams, SXCE</i>	: 
Dr. A. Punitha Mary, <i>Vice Principal</i>	: 


Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627002

THE MINUTES OF THE APPEALS AND GRIEVANCES REDRESSAL CELL MEETING

The meeting of the appeals and grievances redressal cell was held on 15th December (Monday) at 03.30 p.m. at Principal's Office. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander, S.J., *the Principal, SXCE*

Dr. M. Antony Raj, *Dean of Academics*

Rev. Dr. S. Amaladoss Xavier, S.J., *Controller of Exams, SXCE*

Dr. A. Punitha Mary, *Vice Principal*

The meeting began with the Prayer by the Principal Rev. Dr. D. Tomas Alexander, S.J. After the formal welcome address by Dr. A. Punitha Mary, the Vice Principal, the Committee framed the ***General Guidelines regarding the Composition of the Appeals and Grievances Redressal Cell***

- a) The dissatisfaction or disagreements of the students in any form which is against the court of law, Disciplinary Regulations (Cfr. Tamilnadu Educational Rules (1973) Nos. 93-98), ethos and good manners and behaviours; of the fellow students, faculty and supportive staff members could be brought to the notice of the college.
- b) The students are insisted to make use of the Complaint Box near the main notice Board (Off Line) and the separate link which is in our college website to lodge their grievances and appeals.
- c) The identity of the student will be kept confidential.
- d) Within 15 days, the complaints will be enquired by the Appeals and Grievances Redressal Cell or the steps would be taken to resolve it.

It is resolved to

- Device measures to avoid the Grievances at any circumstances and form.
- Take precautionary measures to avoid ragging, caste discrimination and other form of discrepancies.
- Establish a Complaint Box near the main notice Board to receive the grievances of the students.
- Provide a link in the College Website with provisions of receiving the Grievances of students in online.
- Orient the students regarding the ragging, caste discrimination and other good manners and behaviours.
- Conduct Appeals and Grievances Meeting, if any complaint or grievance is received.

The meeting came to an end at 04.30 p.m.

Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd Cycle) by NAAC at A Grade with CGPA: 3.67)

PALAYAMKOTTAI – 627 002, TAMIL NADU

Appeals and Grievances Redressal Cell Meeting 2015-2016

The meeting of the appeals and grievances redressal cell was held on 15th September (Tuesday) at 03.30 p.m. at Principal's Office. The following members were present in the meeting.

Name	Signature
Rev. Dr. S. Amaladoss Xavier, S.J., Chairman Chairman :	
Dr. M. Antony Raj Member :	
Dr. A. Punitha Mary, Member :	
Thiru. S. Balasubramanian, Advocate Public Representative :	

Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002

The Minutes of the Appeals and Grievances Redressal Cell Meeting, 2015-16

The meeting of the Appeals and Grievances Redressal Cell Meeting was held on 15th September (Tuesday) at 8.45 p.m in the Principals' office. The following Members were present in the Meeting:

Rev. Dr. J. Amaladoss Xavier, S.J.

Dr. M. Antony Raj

Dr. A. Punita Mary

Rev. Dr. S. Amaladoss Xavier, S.J. the Principal-in-charge welcomed the Members. The Minutes of the Appeals and Grievances Redressal Cell Meeting was approved by the members.

It was resolved to

- a) Organise a One-day Orientation to B.Ed students on Curriculum, Discipline and Grievances Redressal mechanisms in the College
- b) Orient the Students about the Suggestion Box placed near the Main Table which is to be used to share/communicate the grievances of the students.
- c) Place a display a F-flex Banner about the Guidelines of Grievances and Redressal Cell and provide a space for Receiving Complaints through On-line in the College website.

Principal
St. Xavier's College of Education

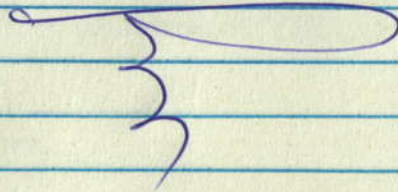
(Autonomous)

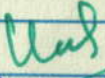
Palayamkottai - 627002

The members appreciated that as there was no complaint received so far through the mechanisms established from the students.

It was resolved to insist the staff-members
to share talk with the students personally
in the Tutor Ward interaction in order
to solve their Grievances.

The Meeting came to an end at 4.45 p.m.




Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd Cycle) by NAAC at A Grade with CGPA: 3.67)

PALAYAMKOTTAI – 627 002, TAMIL NADU

Appeals and Grievances Redressal Cell Meeting 2016-2017

The meeting of the appeals and grievances redressal cell was held on 14th October (Friday) at 03.30 p.m. at Principal's Office. The following members were present in the meeting.

Name	Signature
Rev. Dr. D. Thomas Alexander, S.J., <i>Chairman</i>	:
Dr. M. Antony Raj, <i>Member</i>	:
Rev. Dr. S. Amaladoss Xavier, S.J., <i>Member</i>	:
Dr. A. Punitha Mary, <i>Member</i>	:
Thiru. S. Balasubramanian, <i>Advocate, Public Representative</i>	:
	:

Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002

The Minutes of the appeals and grievances Redressal Cell meeting

The Meeting of the appeals and Grievances Redressal cell Meeting was held on 14th October at 3.30 p.m. at Principal's office. The following members were present in the Meeting.

Rev. Fr. Dr. Thomas Alexander, S.T., Chairman
Fr. M. Antony Raj, Member
Rev. Fr. S. Aniladas Xavier, S.T., Member
Fr. A. Poultta Mary, Member

Rev. Fr. Dr. Thomas Alex. S.T., Chairman welcomed the members present. The Minutes of the appeals and grievances Redressal Cell meeting 15th September, 2015 was approved by the Members Present.

The Action Taken Report was presented as follows

* An Orientation Programme to B.Ed Students on the Course to make them ease and comfortable was given on 01st October 2015 by the Vice Principal.

* It was said that there is a box near the Main Notice board for lodging the complaints if any.

* It was resolved to provide the class hours of Tutor-ward interaction within the time table for better interaction with the staff Members

* As there is no grievance received from the students, the Prevailing Condition is good.

It was resolved to discuss the students' Council Members regarding the grievances if any, in order to anticipate and resolve it early.

* The Meeting came to an end at 4.15 p.m.



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd Cycle) by NAAC at A Grade with CGPA: 3.67)

PALAYAMKOTTAI – 627 002, TAMIL NADU

Appeals and Grievances Redressal Cell Meeting 2017-2018

The meeting of the appeals and grievances redressal cell was held on 18th September (Monday) at 03.30 p.m. at Principal's Office. The following members were present in the meeting.

Name	Signature
Rev. Dr. D. Thomas Alexander, S.J. <i>Chairman</i>	
Rev. Dr. S. Amaladoss Xavier, S.J., <i>Member</i>	
Dr. M. Antony Raj, <i>Member</i>	
Dr. A. Punitha Mary, <i>Member</i>	
Dr. Y. Daniel, <i>Member</i>	

Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627002

The Minutes of the appeals and Grievances Redressal cell meeting

The Meeting of the appeals and Grievances, Redressal cell meeting was held on 18th September 2017 at Principals' Office at 3.30pm. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander, Chairman
Rev. Dr. S. Amaladoss Xavier, S.J., Member
Dr. M. Antony Raj, Member
Dr. A. Ponitha Mary, Member
Dr. V. Daniel, Member.

The Minutes of the appeals and Grievances Redressal cell meeting held on 14th Oct 2016 was approved by the members.

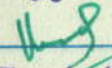
Dr. M. Antony Raj mentioned that the RO System Water Purifiers were reinstalled in the rest rooms and in the Corridors.

The Committee recommended that there should be Bed and Sofa chairs in the Women's recreation rooms.

The time table of having Tutor-ward interaction is appreciated, by which the students have a chance to interact with the faculty members.

Rev. Dr. D. Thomas Alex, S.J., requested the faculty members to sense the need and grievances of the students to be resolved so that they feel comfortable in the campus.

The Meeting came to an end at 4.00 pm


Principal

St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

(Re-accredited (3rd Cycle) by NAAC at A Grade with CGPA: 3.67)

PALAYAMKOTTAI – 627 002, TAMIL NADU

Appeals and Grievances Redressal Cell Meeting 2018-2019

The ~~first~~ meeting of the appeals and grievances redressal cell was held on 17th August 2018 (Friday) at 03.30 p.m. at Principal's Office. The following members were present in the meeting.

Name	Signature
Rev. Dr. D. Thomas Alexander, S.J., <i>Chairman</i>	
Rev. Dr. G. Pushparaj, S.J., <i>Member</i>	
Dr. M. Antony Raj, <i>Member</i>	
Dr. A. Punitha Mary, <i>Member</i>	
Dr. Y. Daniel, <i>Member</i>	
	Principal
	St. Xavier's College of Education
	(Autonomous)
	Palayamkottai-627002

The Minutes of the appeals and 33
Grievances Redressal Cell Meeting (AGRC)

The Meeting of the appeals and Grievances Redressal Cell was held on 17th August 2018 at 3.30 p.m in the principal's office. The following members were present in the Meeting.

Rev. Dr. D. Thomas Aler, S.J., Chairman

Rev. Dr. G. Pushparaj, S.J., Member

Dr. M. Antony Raj, S.J., Member

Dr. A. Ponitha Mary Member

Dr. Y. Daniel Member

The Minutes of the AGRC meeting held on 18th Sep 2018 was passed by the members present.

The members discussed about the grievances of the students in the campus namely the infrastructure, Harassment and ragging issues.

It was observed that,

As the Monitoring Mechanisms and Feedback Systems are effectively functioning, there is no grievance received from the students.

It was proposed to install a few machines for women, especially a generator in their Rest Rooms.

It was mentioned that the Women Cell has to take care of the grievances and appeals of Women.

The Grievance cell Link in the Website must be visible ~~and~~ in the front page of the Website to be filled up by the students.

The Meeting came to an end 4.10. pm.



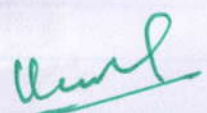
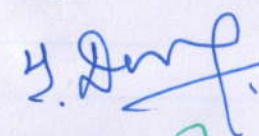
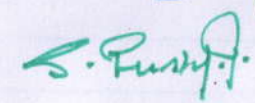
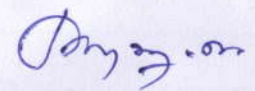
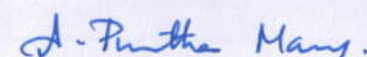
ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

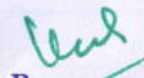
(Re-accredited (3rd Cycle) by NAAC at A Grade with CGPA: 3.67)

PALAYAMKOTTAI – 627 002, TAMIL NADU

Appeals and Grievances Redressal Cell Meeting 2019-2020

The ~~first~~ meeting of the appeals and grievances redressal cell was held on 09th September 2019 (Monday) at 03.30 p.m. at Principal's Office. The following members were present in the meeting.

Name	Signature
Rev. Dr. D. Thomas Alexander, S.J., <i>Chairman</i>	: 
Dr. Y. Daniel, <i>Co-ordinator</i>	: 
Rev. Dr. G. Pushparaj, S.J., <i>Member</i>	: 
Dr. M. Antony Raj, <i>Member</i>	: 
Dr. A. Punitha Mary, <i>Member</i>	: 


Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai-627002

31

The Minutes of the appeals and Grievance Redressal Cell held on 09th September 2019.

The Meeting of the appeals and Grievance Redressal Cell was held on 09th Sep' 2019 at 8.30 p.m. in the Principal's office. The following members were present in the Meeting.

Rev. Dr. O. Thomas Alex, S.J.,	Chairman.
Dr. Y. Daniel,	Co-ordinator
Rev. Dr. C. Pushparaj, S.J.,	Member
Dr. M. Antony Raj,	Member
Dr. A. Punitha Mary	Member.

The Minutes of the appeals and Grievance Redressal Cell meeting held on 09th Sep' 2019 was presented and approved by the Members. Rev. Dr. O. Thomas Alex, S.J., welcomed the Members. The members observed that there was no complaints received in online and offline. The members appreciated the efforts taken by the management establishing incinerator and other equipments like chairs and tables.

It was resolved to establish two more water Purifiers in the Corridors for better access of students. The members appreciated the plan for one more Rest room for girls near the English Language Lab in the second floor.

The Members suggested to establish a good rapport with the students through Tutor ward system by having personal details in the Tutor ward diary. It was resolved to have personal contact with the students for better Relationship.

The Meeting came to an end at 10.30 p.m.

[Signature]
Principal