



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

Chatram Bus Stand, Tiruchirappalli – 620002.

CRITERION - V

5.1.4. SUPPORTING DOCUMENT FOR GRIEVANCE REDRESSAL

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

TIRUCHIRAPPALLI - 620 002.

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2017-2018

MINUTES REGISTER

AWARENESS MEETING HELD ON 27.07.17

Agenda:

To prevent ragging as per the rule of our state government in our college.

Members Present:

Dr. S. Vidhyalakshmi, Principal.

Dr. G. Sumathi, Asst. Prof, Dept of Maths

Ms. P. Lakshmi, Asst. Prof, Dept of Computer Science

The College started the academic session of first year UG programme on June 21st 2017 and fresher's day also celebrated on the same day.

In this fresher's day function, Our vice Principal explained the rules and regulations of our college and about the role of anti ragging committee.

In addition, Anti-Ragging Committee also conducted a meeting on 27th July 2017 in MBA Auditorium for the first year students. The objective of the meeting was to create awareness about what constitutes ragging how to respond to ragging and the role of Anti Ragging Committee. It was also brought to their notice that students can complain about ragging issues with Anti ragging committee members and information boards bearing the details of the committee are placed in prominent places in the campus and also on the college website. Mobile phone numbers of the members are also mentioned in the boards and students can call the members at any time required, was also stressed.

The committee observed that our college

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Campus is ragging free. The committee also explained the measures that have been taken to ensure that the freshers are able to pursue their studies without fear about ragging.

[Signature]
PRINCIPAL
Shrimati Indira Gandhi College
Tiruchirappalli - 2.

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MEETING FOR SOLVING THE PROBLEM
held on 10/07/2017

Agenda:

To solve the problem between first year and second year students

Members Present:

Dr. S. Vidhyalalcehmi, Principal
Dr. G. Sumathi, Asst. Prof. Dept of Maths
Ms. P. Lalcehmi, Asst Prof, Dept of Computer Science

Anti-Ragging Committee conducted a meeting on 10th July 2017 in MCA Seminar Hall to solve the problem between first year and third year students of B. Com

Complainant: Representative of I year undergraduate students

Complaint: The students of II year passed derisive comments on the performance of I year students during the firework meet

Action Taken: The Anti-Ragging Committee members counselled the students of II year and warned them that strict punitive action will be taken if similar attitude or behaviour continued during any activities of the college in future. The students expressed their repentance and apologized for their behaviour.

PRINCIPAL
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Tiruchirappalli - 2.

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Proceedings of Anti Ragging Committee Constitution

Agenda:

The Constitution of Anti-Ragging Committee was held on 14.6.2018.

Members Present:

1. Dr. S. Vidyalakshmi, Principal
2. Dr. G. Sumathi, Asso. Professor, Dept of Mathematics
3. Mrs. P. Lakshmi, Asst. Professor, Dept of Computer Science and IT & Applications
4. Ms. R. Usha, Hostel-in-charge
5. Ms. T. Ureanitha, II M.Sc (Physics)

As per the agenda a meeting was convened in the principal's room at 2 p.m. The members constituting the Anti-Ragging Committee were already nominated by the Academic Council during an earlier meeting for forming various academic bodies for the present year, as a part of planning and administration. The following members were nominated to constitute the Anti-Ragging Committee for this year:

1. Dr. S. Vidhyalakshmi, Principal
2. Dr. G. Sumathi, Asso. Professor, Dept of Mathematics
3. Mrs. P. Lakshmi, Asst. Professor, Dept of Computer Science and IT & Applications
4. Ms. R. Usha, Hostel-in-charge
5. Ms. T. Ureanitha, II M.Sc (Physics)

The members were invited by the principal to assume their duties and were also given detailed instructions regarding the rules and regulations for pursuing action against any ragging incidents witnessed in this campus. They were also directed to

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3. Dr. I.R. usna Rani, Head, Dept. of Mathematics
4. Dr. M. Manimekalai, Head, Depts. of Computer Science and IT & Applications
5. Dr. J. Francis Mary, Associate Professor and Director, Dept. of Management Studies
6. Dr. A. Hemalatha, Head, Dept. of Commerce
7. Dr. G. Kalaichelvi, Associate Professor & Head, Dept. of B.B.A.
8. Dr. M. Thiripurasundari, Asso. Professor, Dept. of Tamil

XXIX Anti Ragging Squard :

1. Dr. S. Vidyalakshmi, Principal
2. Dr. G. Sumathi, Asso. Professor, Dept. of Mathematics
3. Mrs. P. Lakshmi, Asst. Professor, Depts. of Computer Science and IT & Applications
4. Ms. R. Usha, Hostel -in- charge
5. Ms. T. Ureanitha, II M.Sc.(Physics)

XXX Student Support Services

a) Book Bank Facility

Co-ordinators :

1. Ms. B. Marcelene, Librarian
2. Ms. G. Mahalakshmi, Librarian

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always be agile and available to spot any such incidents.

(Handwritten signature)

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Meeting for Consolidation of Anti-Ragging Cases

Agenda:

Consolidation of Anti-Ragging cases witnessed for the current semester was held on 12.11.18

Members present:

1. Dr. S. Vidyalakshmi, Principal
2. Dr. G. Sumathi, Asso. Professor, Dept of Mathematics
3. Mrs. P. Lakshmi, Asst. professor, Dept of Computer Science and IT & Applications
4. Ms. R. Usha, Hostel-in-charge
5. Ms. T. Ureanitha, II M.Sc (Physics)

The Anti-Ragging Committee met at the M.C.S Seminar Hall to consolidate the odd semester.

It was found that no such incidents were found to happen during the course of this semester.

A general staff meeting was convened by the committee to create awareness among staff, who also act as mentors to students, about steps taken to prevent ragging in the campus. They were instructed to advise students about not to rag their juniors or class-mates. Information regarding places where Anti-Ragging plaques were placed in this campus were also given. The same details will be displayed on the college website and calendar for students use. However there were no such incidents reported regarding ragging in the campus.

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Tiruchirappalli - 2.

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Proceedings of Anti-Ragging Committee
Constitution Meeting - held on 20.6.19

Agenda:

The constitution of Anti-Ragging Committee was held on 20.06.2019

Members Present

1. Dr. S. Vidhyalakshmi, Principal
2. Dr. G. Sumathi, Assistant Professor, Dept. of Maths
3. Mrs. P. Lakshmi, Assistant Professor, Dept. of computer Science, IT & B.C.A
4. Ms. N. Shobana, Deputy Warden
5. Ms. A. Tamara Selvi, Deputy warden
6. Ms. S. Vidhyalakshmi, II B.C.A
7. Ms. P. Benika, III B.Sc., CS
8. Ms. R. Paritha, III B.Sc., CS
9. Ms. C. Thenmozhi, III B.Sc., Maths
10. Ms. N. Priya, III B.Sc., Maths

As per the Agenda, the meeting was arranged and convened in the principal's room at 2.00 p.m. The members constituting the Anti-Ragging Committee were already nominated by the Academic Council during earlier meeting for forming various academic bodies for the present year. The following members were nominated for this year to constitute Anti-Ragging Committee:

1. Dr. S. Vidhyalakshmi, Principal
2. Dr. G. Sumathi, Assistant Professor, Dept. of Maths
3. Mrs. P. Lakshmi, Assistant Professor, Dept. of computer Science, IT & B.C.A
4. Ms. N. Shobana, Deputy Warden

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5. Ms. A. Tamarai Selvi, Deputy warden
6. Ms. S. Vidhyalakshmi, II B.C.A
7. Ms. P. Bevika, III B.Sc., CS
8. Ms. R. Parithsa, III B.Sc., CS
9. Ms. C. Thenmozhi, III B.Sc., Maths
10. Ms. N. Priya, III B.Sc., Maths

The members were invited by the Principal to assume their duties and were also given detailed instructions regarding rules and regulations for pursuing against any wrongdoing incidents witnessed in this campus. They were also directed to always be alert and available to spot any such incidents.

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Date: 25/4/18

Agenda

Consolidation and Analysis of grievances redressed for the Academic year 2017-2018.

Co-ordinator: Ms. S. Zaibunisha Begum ^{MS Begum}

ASST. Professor, Dept. of English

Members

1. Dr. T.R. Usha Rani, Head Department of Mathematics. Pr

2. Dr. A. Hemalatha, Head, Department of Commerce. W. Hemalatha

In the Academic year 2017-2018, 16 cases are dealt under category I, 51 cases in category II and 81 cases in category III

They were given individual counselling several times to overcome their difficulties. General Grievances relating to class room behaviour and Academic performance were taken care by the respective class tutors.

MINUTES REGISTER

Grievance Redressal for the Year 2017-2018

Analysis of Grievances for the Year 2017-2018			
Name of the Department	Academic advise	Personal advice	Mentoring
Bank Management	-	-	-
BioChemistry	-	-	-
Business Administration	-	-	2
Chemistry	-	6	4
Commerce and CA	-	15	26
Economics	-	3	4
Computer Science	-	-	2
English	4	7	7
Fashion Technology	-	6	13
Hospital Administration	-	1	1
Tamil	5	1	5
Information Technology	2	-	1
Management Studies	-	-	-
Computer Applications	2	2	3
Mathematics	-	2	2
Microbiology	-	2	4
Physics and Industrial Electronics	2	6	6
Social Work	1	-	1
Total	16	51	81
148			

2017-2018		
Academic advise	Personal advice	Mentoring
16	51	81
148		

MINUTES REGISTER

Date : 23/4/2019.

AGENDA: Consolidation and analysis of grievances for the academic year ending 2019.

Co-ordinator: Ms. S. Zaibunisa Begum S. Zaib Begum
Asst. Professor, Dept of English.

Members : Dr. T. R. Usharani, Head, Dept of Maths
Dr. A. Hemalatha, Head, Dept of Commerce.

~~Dr. Hemalatha~~ T. R. Usharani

Grievances are reported by students to their class tutors or mentors, with whom ever they are comfortable. Very small grievances like lack of facilities for learning, change in timing for classes or lab sessions, requests to come late to classes due to personal / general problems, lack of support from staff members, general problems, request for permission to come late / leave early for married girls who have delivered babies, psycho-social problems among students, or relating to domestic problems etc are generally found. Lack of infrastructural facilities or amenities or generally rectified by the management immediately or as soon as possible.

The adjoining table gives the total no. of grievances reported by students and their category of resolution under which the grievance was solved. Grievances solved by the management are negligible and so are not included.

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Grievance Redressal for the Year 2018-2019

Analysis of Grievances for the Year 2018-2019			
Name of the Department	Academic advise	Personal advice	Mentoring
Bank Management	-	6	7
BioChemistry	1	2	1
Business Administration	-	9	1
Chemistry	-	7	4
Commerce and CA	-	-	14
Economics	-	4	-
Computer Science	-	7	-
English	13	31	16
Fashion Technology	13	9	4
Hospital Administration	-	2	-
Tamil	11	16	8
Information Technology	3	-	1
Management Studies	-	8	-
Computer Applications	4	2	6
Mathematics	-	6	1
Microbiology	-	7	-
Physics and Industrial Electronics	3	20	2
Social Work	-	11	-
Total	47	147	65
259			

2017-2018		
Academic advise	Personal advice	Mentoring
47	147	65
259		

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Date : 17/08/20

AGENDA : Problem in internet connectivity for online class

co-ordinator : Ms. S. Zaibunisa Begum
ASST. PROFESSOR,
Dept. of English (Soub Begum)

Members : Ms. P. Anitha Head Dept of Biochemistry
V. Praba. DR. V. Praba, ASST. Prof. Dept of Maths
DR. M. Gomathy Dept. of CS, IT, & CA
M. G. S.

The students represented that the mobile data did not support the continuous online classes.

They also said that the battery drained

The management decided to give 15 minute break between each class.

The study material was posted in the croogle classroom.

The Faculty were available to the students to clear the doubts.

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Date : 03-09-2020.

Agenda : Change of timings for classes.

Co-ordinator : Ms. S. Zaibunisa Begum. (Start Begun)
Asst. Professor, Dept of English.

Members : Ms. P. Anitha, Head - Dept of Biochemistry. *Ani*
V. Praba Dr. V. Praba, Asst. Prof. Dept. of Mathematics.
Dr. M. Gemathy, Asst. Prof. Dept of CS, IT & CA: *M.G.M*

The students had taken up additional online classes during the lockdown. Hence they requested to change the timing of classes.

The classes were conducted from 04.30 p.m. which extended up to 05.30 p.m.

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MINUTES REGISTER

Date : 15/10/2020

Agenda:

Additional training for placement

co-ordinator : Ms. S. Zaibunisa Begum (Staff member)
Asst. Prof. Dept. of English

Members: Ms. P. Anitha Head, Dept. of Biochemistry
V. Praba DT. V. Praba, Asst. Prof. Dept. of Mathematics
Dr. M. Gomathy Asst. Prof. Dept. of CS, IT & E.
M. G. J.

The students represented that they required additional training to improve their communication; They also requested for additional placement training.

Communication training and placement training has been commenced.

The management also brought in people from industries and training institution to train the students

Faculty from the Dept. of English also handled the classes.

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Date: 5/1/21

Agenda:

Extension of date for fee payment

co-ordinator: Ms. S. Zaibunisa Begum

ASST. Prof. Dept. of English

(Start Begum)

Members: Ms. P. Anitha Head. Dept. of Biochemistry

Dr. V. Praba ASST. Prof. Dept. of Mathematics

Dr. V. Gomathy ASST. Prof. Dept. of CS, IT & CA

M. G. N. S.

Due to the pandemic most of parents were unable to pay the fees on time. The students requested the management to give them extended time to pay their semester fees.

Considering the current situation the management permitted the students to pay their fees for an extended period. Some of them were also permitted to pay in installments as requested by them.

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Date : 15/09/21

Agenda:

requesting to attend offline classes without COVID vaccination

co-ordinator : Ms. S. Zaibunisa Begum (Student)
Asst. Prof. Dept. of English

Members : Ms. P. Anitha Head, Dept. of Biochemistry
V. Praba Dr. V. Praba, Asst. Prof. Dept. of Mathematics
Dr. M. Gomathy Asst. Prof. Dept. of CS, IT & CA

The students requested the management to attend offline classes though they were not vaccinated.

As per the government order the students were not permitted to attend offline classes without vaccination.

It was made mandatory to submit the vaccination certificate.

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Date : 22.6.2022

Agenda :

Received Various grievances from all the departments through online and offline.

Co-ordinator :

Ms. S. Zaibunisa Begum, S. Zab Begum
Asst Prof of English

Members :

Dr. V. Prabha, Asst Prof, Dept of Maths V. Prabha.

Ms. P. Usha devi, (Student Counsellor) P. Usha.

Ms. S. Jayasudha. (Hostel Warden) S. Jayasudha.

The students of various departments, both hostel and dayscholars have submitted their grievances through letters and mails. They are collected and forwarded to the respective departments by the co-ordinators.

More than 97% of the grievances were rectified.

Only 3% of the requests are in perusal.

Activity Report (2017-2018)

Activity 1 ICC Meeting

Internal Compliance committee conducted a meeting on 04.08.2017. To explain students about the internal complaints cell against the sexual harassment issues in the college.

Objective: To aware students about the ICC and complaint box.



Activity Report(2018-2019)
Activity-1
ICC Meeting

Internal Compliance committee conducted a meeting on 07.09.2018. To explain students about the Internal complaints against the sexual harassment in the college.

Objective: To aware students about the ICC and complaint box.



Activity 2

CYBER CRIME PROGRAMME

ICC organized Cyber Crime program on 01.03. 2019. Internal compliance committee participated in this program. Students get aware on cybercrime and how to be safe and away from such cybercrimes.

Objective: To create the awareness among the girl students on cybercrime.



Activity Report(2019-20)

Activity 1

ICC

Meeting

Internal Compliance committee conducted a meeting on 20.07.2019. To explain students about the internal complaints against the sexual harassment in the college.

Objective: To aware students about the ICC and complaint box. Conducted Legal Awareness Program to Girl Students

ICC Organized "Legal Awareness program to Girls" on 25.10.2019 by Dr.N.Hemalatha, Department of social work, Co-ordinator of ICC addressed the students and faculty members. She emphasized the significance of legal awareness, laws related to work force, property rights, domestic violence and it's protection.

Objective: - To empower the women students regarding common problems and to suggest them possible solutions too.



Activity 2

Awareness program on Women rights

Internal Compliance Committee conducted an “Awareness program on Women Rights” on 24.01.2020 by Dr.E.Deepa, Department of Social work, Co-ordinator of ICC addressed the students. She explained various forms of women rights, its application issues and the need for getting women rights awareness.

Objective:-To make the students aware of the women rights.



Activity Report(2021-2022)

Activity 1 ICC Meeting

Internal Compliance committee conducted a meeting on 10.08.2021. To explain students about the Internal complaints against the sexual harassment in the college.

Objective: To aware students about the ICC and complaint box.

Activity 2

Physical Psychological, Social health awareness program for girl students

Internal compliance committee Conducted a Psychological, Social health awareness program for girl students on 03.02.2022 by Mrs.P.Selvi, Department of Social work, she explained psychological health problems faced by women and suggested some tips to maintain mental health and psychological well-being.. And Coordinators, members addressed to the students.

Objective:-To improve the awareness of their health and to make the girl students understand the importance of health of women to meet their goals.

