



J.N.N ARTS & SCIENCE WOMEN'S COLLEGE

Affiliated to University of Madras
ISO 9001 :2015 Certified Institution

Date: 05.10.2023

CIRCULAR

All the Members of Students Grievance and Redressal cell are asked to attend the meeting on 09.10.2023 in the seminar hall at 2.00 pm.

S.No	Name	Designation	Position	Signature
1.	Dr.P.Rajalakshmi	Principal	Chairperson	
2.	Dr.M.Bama Rukmini	Vice Principal	Vice Chaiperson	
3.	Ms. R. Jaisundari	Assistant Professor (BBA)	Committee member	
4.	Ms. S. Yamuna	Assistant Professor (B.Sc CS)	Committee member	
5.	Ms.U.Dhanalakshmi	Assistant Professor (Commerce)	Committee member	
6.	Ms. Aadhi Lakshmi	Student (BBA)	Student representative	



PRINCIPAL
J.N.N. ARTS AND SCIENCE WOMEN'S COLLEGE
90, Usha Garden, Kannigaipair,
Chennai-Periyapalayam Highway,
Tiruvallur Dist-601102. Ph.No.044-27629613



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Students Grievance and Redressal cell

2022-2023

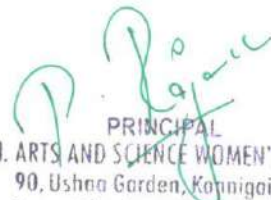
Agenda for meeting No: 1

Date: 09.10.2023

Time: 2.00 pm

- Giving awareness about students grievance cell to first year students.
- Make them to come forward and tell the complaints, if any.




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Minutes of Meeting

Date: 09.10.2023

Day: Monday

Time: 2 pm

Venue: Seminar hall

Members present for the Students Grievances and Redressal Committee:

S.No	Name	Designation	Position	Signature
1.	Dr.P.Rajalakshmi	Principal	Chairperson	
2.	Dr.M.Bama Rukmini	Vice Principal	Member Secretary	
3.	Ms. R. Jaisundari	Assistant Professor (BBA)	Committee member	
4.	Ms. S. Yamuna	Assistant Professor (B.Sc CS)	Committee member	
5.	Ms.U.Dhanalakshmi	Assistant Professor (Commerce)	Committee member	
6.	Ms. Aadhi Lakshmi	Student (BBA)	Student representative	

Chairman of committee welcomed all members for this meeting and the following points were discussed and shared in the meeting:

1. The committee members noted two grievances from the students of our institutions.
2. Committee members discussed with the management the need for replacing old taps in washrooms.
3. Committee members to take initiative for submitting the proposal with the management regarding introduction of projectors in classrooms.
4. It is suggested to all students to come forward with their grievances if any.

Meeting ended with Vote of thanks by Ms. Swathi, Assistant Professor (BBA).



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ACTION TAKEN REPORT

Date: 20.10.2023

This is for your kind information that as per the discussion made in grievance committee dated **09.10.2023**, the following amenities were provided.

SUGGESTIONS	ACTION TAKEN
Suggested to replace taps in washrooms as it was leaking	Replaced taps in washrooms
Introduction of projectors in classrooms	Projectors have been fixed in classrooms.



P. Rajee
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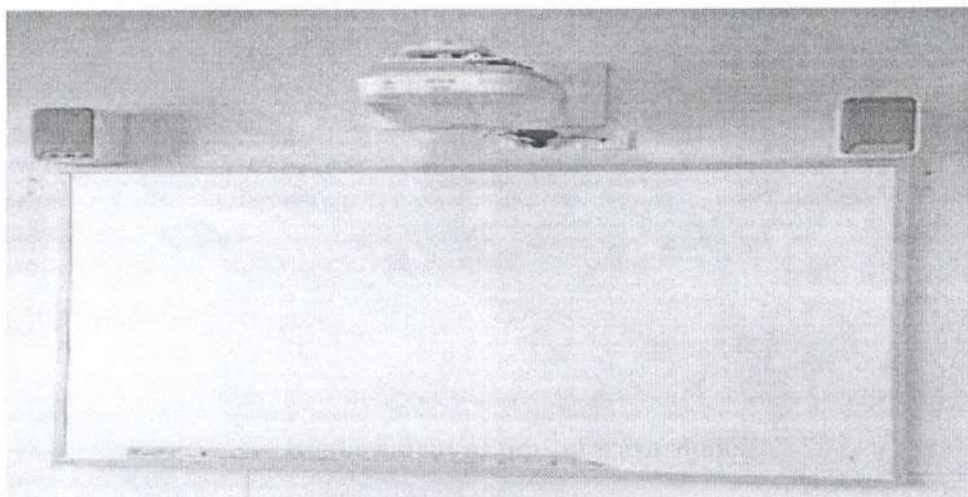


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Replacement of taps in washrooms



Introduction of Projectors in classrooms




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Date: 15.12.2023



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CIRCULAR

All the Members of Students Grievance and Redressal cell are asked to attend the meeting on 20.12.2023 in the seminar hall at 2.00 pm.

S.No	Name	Designation	Position	Signature
1.	Dr.P.Rajalakshmi	Principal	Chairperson	
2.	Dr.M.Bama Rukmini	Vice Principal	Member Secretary	
3.	Ms. R. Jaisundari	Assistant Professor (BBA)	Committee member	
4.	Ms. S. Yamuna	Assistant Professor (B.Sc CS)	Committee member	
5.	Ms.U.Dhanalakshmi	Assistant Professor (Commerce)	Committee member	
6.	Ms. Aadhi Lakshmi	Student (BBA)	Student representative	


PRINCIPAL

Copy submitted to

1. A.O
2. All HODs
3. All committee members
4. Notice board




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Students Grievance and Redressal cell

2022-2023

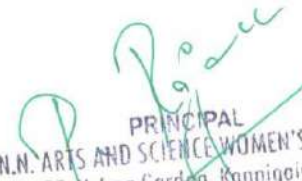
Agenda for meeting No: 2

Date:20.12.2023

Time: 2 pm

- Instructing students to attend seminars related to ragging and its consequences.
- Conducting awareness programs (Health sector) to students.




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Minutes of Meeting

Date: 20.12.2023

Time: 2 pm

Day: Wednesday

Venue: Seminar hall

Members present for the Students Grievances and Redressal Committee:

S.No	Name	Designation	Position	Signature
1.	Dr.P.Rajalakshmi	Principal	Chairperson	
2.	Dr.M.Bama Rukmini	Vice Principal	Member Secretary	
3.	Ms. R. Jaisundari	Assistant Professor (BBA)	Committee member	
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6.	Ms. Aadhi Lakshmi	Student (BBA)	Student representative	

Chairman of committee welcomed all members for this meeting and the following points were discussed and shared in the meeting:

1. The committee members noted two grievances from the students of our institutions.
2. Committee members discussed with the management the need to extend computers in computer labs.
3. Committee members should decide to submit the proposal with the management to conduct awareness programs to students.
4. It is suggested to all students to come forward with their grievances if any.

Meeting ended with vote of thanks by Ms. Swathi Assistant professor (BBA)



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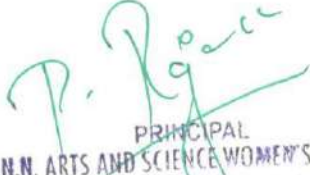
ACTION TAKEN REPORT-I

Date: 15.12.2023

This is for your kind information that as per the discussion made in grievance committee dated **20.12.2023**, the following amenities were provided.

SUGGESTIONS	ACTION TAKEN
Suggest to add few computers in computer labs	Additional computers in labs for student's was given for better performance
Suggested to conduct awareness programs to students.	Conducted Breast Cancer awareness programs to students on account of cancer awareness month




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Additional classes conducted in computer labs

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**&
IQAC**

Jointly Organises an
Awareness Campaign on
Breast Cancer



Chief Guest
Dr. Rhoshini, MS, DNB
(Medical Superintendent
& General Surgeon)
Rela MS Hospital

📍 Dr. A.P.J Abdul Kalam Auditorium
📅 18th Oct 2023
🕒 10:00 am to 12:00 pm

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Awareness programs conducted to students