



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE

Permanently Affiliated to Thiruvalluvar University
Recognized by UGC under sections 2(f) and 12(B) of the UGC Act 1956
Accredited with "B" Grade by NAAC
Approved by the Government of Tamil Nadu
Phone:04174-235266 Email: principalwsc@gmail.com
www.islamiahwomensartsandsciencecollege.com

5.1.4 The Institution Adopts the Following for Redressal of Student Grievances including Sexual Harassment and Ragging Cases

CIRCULAR, MINUTES OF MEET, ANNUAL REPORT

S.No	Academic Year	Page Number
1	2022-2023	2-20
2	2021-2022	21-39
3	2020-2021	40-44
4	2019-2020	45-53
5	2018-2019	54-61

MINUTES OF MEETINGS HELD BY THE STUDENT GRIEVANCE COMMITTEE

2022-2023

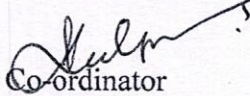
ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI

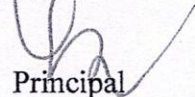
Student's Grievance Redressal Cell


CIRCULAR

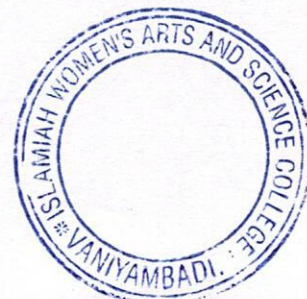
There will be meeting for the representatives of all departments on 23.08.2022 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

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3.	URDU DEPARTMENT SECRETARY	HIBA MEHREEN	B.SC INTERIOR DESIGN & DECOR-II
4.	TAMIL DEPARTMENT SECRETARY	PATEL ARSHIYA A	BACHELOR OF COMPUTER APPLICATION-Π
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Co-ordinator


Principal


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI .

GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING (2022-2023)

DATE: 23.08.2022

The Proceedings of the meeting held on 23.08.2022 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

Dr. A. Ragamathbee, Assistant Professor, Department of Zoology

Ms. S. Sowmiya, Assistant Professor, Department of Zoology

Ms. A. Faiqua Anjum , Assistant Professor, Department of Chemistry

OTHER MEMBERS:

President and members of the Students' Union along with the department secretaries were in attendance.

Minutes

- Status of Redressal process of the grievances discussed in the preceding meeting were updated.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
To give permission to wear Saree during Department celebrations and College functions	Permission was granted by the Principal to wear Saree on selective occasions.

Signature of the Grievances Redressal Committee Members

CONVENOR: Dr. M. Renu, Principal

Committee Members:

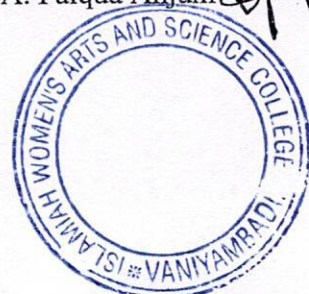
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2. Dr. A. Ragamathbee

3. Ms. S. Sowmiya,

4. Ms. A. Faiqua Anjum

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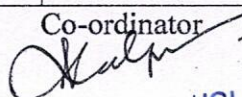


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Student's Grievance Redressal Cell

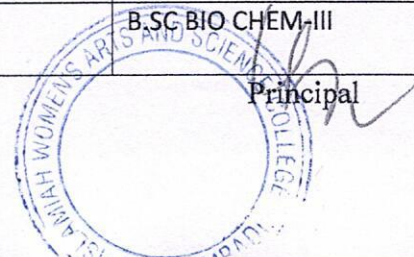
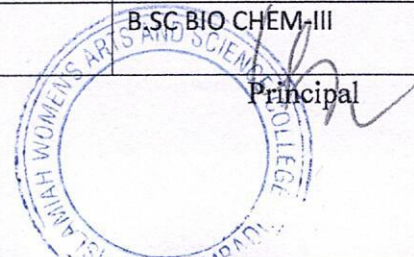
CIRCULAR

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Co-ordinator


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VANIYAMBADI.

Principal





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GRIEVANCE REDRESSAL CELL
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COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

- Dr. A. Ragamathbee, Assistant Professor, Department of Zoology
- Ms. S. Sowmiya, Assistant Professor, Department of Zoology
- Ms. A. Faiqua Anjum, Assistant Professor, Department of Chemistry

OTHER MEMBERS:

The President of the Students' Union along with the department secretaries attended the meeting.

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Committee Members:

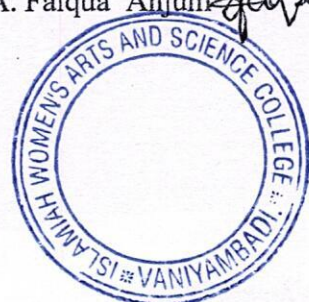
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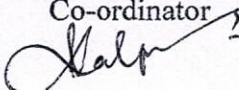
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ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell
CIRCULAR

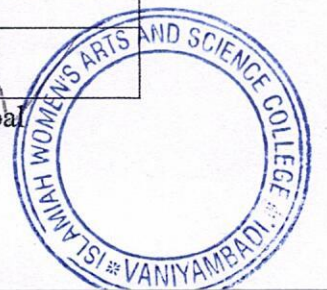
There will be meeting for the representatives of all departments on 27.10.22 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

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GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING (2022-2023)

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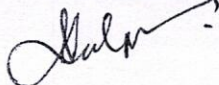
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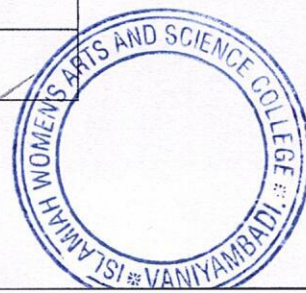
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**GRIEVANCE REDRESSAL CELL
MINUTES OF MEETING (2022-2023)**

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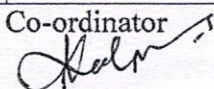
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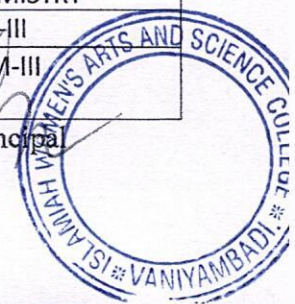
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12.	DEPARTMENT SECRETARY	ALEENAH YASHFEEN R.S	B.SC INTERIOR DESIGN AND DÉCOR-III
13.	DEPARTMENT SECRETARY	AAFIYA AFSHEEN T.M	BACHELOR OF COMPUTER APPLICATION-III
14.	DEPARTMENT SECRETARY	IFRA KONAIN	B.SC NFSM&D-III
15.	DEPARTMENT SECRETARY	ZARMAIN SHADIYA	BACHELOR OF BUSINESS ADMINISTRATION -1
16.	DEPARTMENT SECRETARY	SALMA SUHA AP	B.SC ZOOLOGY-III
17.	DEPARTMENT SECRETARY	NABILA SIMEEN	B.COM COMPUTER APPLICATION-III
18.	DEPARTMENT SECRETARY	NABIHA AFRA	B.COM GENERAL-III
19.	NCC SECRETARY	SUCHITRA	B.COM COMPUTER APPLICATIONS-II
20.	NCC SECRETARY	RUSHDA	BSC ZOOLOGY-II
21.	NSS SECRETARY	VAANMATHI	B.SC CHEMISTRY-II
22.	NSS SECRETARY	JAYAPRIYA	B.SC COMPUTER SCIENCE-II
23.	RCC SECRETARY	PRINCY VELANKANI	B.SC CHEMISTRY-II
24.	YRC SECRETARY	SHAFIYA	B.SC BIO CHEMISTRY-III
25.	CULTURAL SECRETARY	LAVANYA	B.A. ENGLISH-II
26.	UBA SECRETARY	RAHIMA BEGUM S	BSC INTERIOR DESIGN & DECOR-III
27.	PLACEMENT SECRETARY	FIZA FATHIMA	BACHELOR OF COMPUTER APPLICATION-III
28.	MATH CLUB SECRETARY	ZUHA TAMKEEN	M.SC MATHS
29.	PG SECRETARY	LIMRA UMAIMA	M.SC BIO CHEMISTRY
30.	ENVIRO CLUB SECRETARY	KHATIJA KASHIYA	B.SC NFSM&D-III
31.	SWATCH BHARATH ABHIYAN SECRETARY	DARSHINI	B.SC BIO CHEM-III

Co-ordinator



PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.

Principal





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI.

GRIEVANCE REDRESSAL CELL
MINUTES OF MEETING (2022-2023)

DATE: 05.01.23

The Proceedings of the meeting held on 05.01.23 in the conference hall.
The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

- Dr.A. Ragamathbee, Assistant Professor, Department of Zoology
- Ms. S. Sowmiya, Assistant Professor, Department of Zoology
- Ms. A. Faiqua Anjum , Assistant Professor, Department of English

OTHER MEMBERS:

- The President of the Students' Union along with the department secretaries attended the meeting.

Minutes:

- Status of Redressal process of the grievances discussed in the preceding meeting were updated.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action..

Grievance	Proposed Redressal/ Action taken
To rectify the misspelled name of Salma Suha AP of III B.Sc Zoology in the mark-sheet.	The grievance was forwarded to the University to rectify the misspelled name of Salma Suha AP of III B.Sc Zoology in the mark-sheet and the rectification was made by the University.

CONVENOR: Dr. M. Renu, Principa

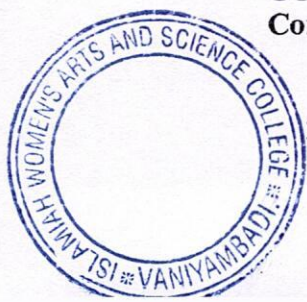
Committee Members:

1. Ms. N. Kalpana, Co-Ordinator

2. Dr. A. Ragamathbee Dr. A. Ragamath

3. Ms. S. Sowmiya,

4. Ms. A. Faiqua Anjum



PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIAMBADI.

ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell
CIRCULAR

There will be meeting for the representatives of all departments on 27.02.2023 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	SUHA MANAAL	BSC INTERIOR DESIGN & DÉCOR- III
2.	GENERAL SECRETARY	AYESHA BATHOOL	B.SC CHEMISTRY-III
3.	URDU DEPARTMENT SECRETARY	HIBA MEHREEN	B.SC INTERIOR DESIGN & DECOR-II
4.	TAMIL DEPARTMENT SECRETARY	PATEL ARSHIYA A	BACHELOR OF COMPUTER APPLICATION-Π
5.	SPORTS SECRETARY	PRIYADARSHINI	B.COM CA-III
6.	SPORTS SECRETARY	SINDHUJA	B.A. ENGLISH-II
7.	DEPARTMENT SECRETARY	NEHA ANJUM	B.A. ENGLISH-I
8.	DEPARTMENT SECRETARY	HUZAIFA NOORAIN	B.SC BIO CHEM-III
9.	DEPARTMENT SECRETARY	RIMSHA MARYAM	B.SC CHEMISTRY-III
10.	DEPARTMENT SECRETARY	MUSFIRA AIMAN	B.SC MATHEMATICS-III
11.	DEPARTMENT SECRETARY	UMAIMA BARKA	B.SC COMPUTER SCIENCE-III
12.	DEPARTMENT SECRETARY	ALEENAH YASHFEEN R.S	B.SC INTERIOR DESIGN AND DÉCOR-III
13.	DEPARTMENT SECRETARY	AAFIYA AFSHEEN T.M	BACHELOR OF COMPUTER APPLICATION-III
14.	DEPARTMENT SECRETARY	IFRA KONAIN	B.SC NFSM&D-III
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18.	DEPARTMENT SECRETARY	NABIHA AFRA	B.COM GENERAL-III
19.	NCC SECRETARY	SUCHITRA	B.COM COMPUTER APPLICATIONS-II
20.	NCC SECRETARY	RUSHDA	BSC ZOOLOGY-II
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22.	NSS SECRETARY	JAYAPRIYA	B.SC COMPUTER SCIENCE-II
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24.	YRC SECRETARY	SHAFIYA	B.SC BIO CHEMISTRY-III
25.	CULTURAL SECRETARY	LAVANYA	B.A. ENGLISH-II
26.	UBA SECRETARY	RAHIMA BEGUM S	BSC INTERIOR DESIGN & DECOR-III
27.	PLACEMENT SECRETARY	FIZA FATHIMA	BACHELOR OF COMPUTER APPLICATION-III
28.	MATH CLUB SECRETARY	ZUHA TAMKEEN	M.SC MATHS
29.	PG SECRETARY	LIMRA UMAIMA	M.SC BIO CHEMISTRY
30.	ENVIRO CLUB SECRETARY	KHATIJA KASHIYA	B.SC NFSM&D-III
31.	SWATCH BHARATH ABHIYAN SECRETARY	DARSHINI	B.SC BIO CHEM-III

Co-ordinator

[Signature]
PRINCIPAL
ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE
VANIYAMBADI.



[Signature]
Principal



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE ,VANIYAMBADI.

GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING (2022-2023)

DATE: 27.02.23

The Proceedings of the meeting held on 27.02.23 in the conference hall.
The following members were present for the Meeting:

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

- Dr.A. Ragamathbee, Assistant Professor, Department of Zoology
- Ms. S. Sowmiya, Assistant Professor, Department of Zoology
- Ms. A. Faiqua Anjum , Assistant Professor, Department of English

OTHER MEMBERS:

The President of the Students' Union along with the department secretaries attended the meeting.

Minutes:

- Status of Redressal process of the grievances discussed in the preceding meeting were updated.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action Taken
Requesting for extra coaching for sports activities.	Based on the request of the sports students, extra coaching for different sports activities was arranged by the physical director of the institution. Apart from this Silambam and Skating coaching is also given to the students

CONVENOR: Dr. M. Renu, Principal

Committee Members:

1. Ms. N. Kalpana, Co-Ordinator

2. Dr. A. Ragamathbee

3. Ms. S. Sowmiya,

4. Ms. A. Faiqua Anjum

PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.

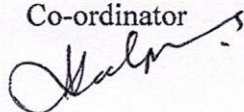


ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell
CIRCULAR

There will be meeting for the representatives of all departments on 23.03.2023 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

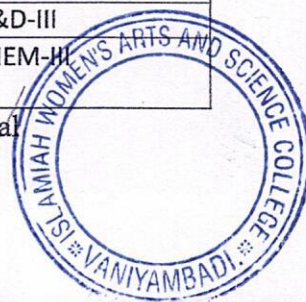
S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	SUHA MANAAL	BSC INTERIOR DESIGN & DÉCOR- III
2.	GENERAL SECRETARY	AYESHA BATHOOL	B.SC CHEMISTRY-III
3.	URDU DEPARTMENT SECRETARY	HIBA MEHREEN	B.SC INTERIOR DESIGN & DECOR-II
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31.	SWATCH BHARATH ABHIYAN SECRETARY	DARSHINI	B.SC BIO CHEM-III

Co-ordinator



Principal

PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.

GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING (2022-2023)

DATE: 23.03.23

The Proceedings of the meeting held on 23.03.2023 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

Dr. A. Ragamathbee, Assistant Professor, Department of Zoology
Ms. S. Sowmiya, Assistant Professor, Department of Zoology
Ms. A. Faiqua Anjum, Assistant Professor, Department of English

OTHER MEMBERS:

The President of the Students' Union along with the department secretaries attended the meeting.

Minutes:

- Status of Redressal process of the grievances discussed in the preceding meeting were updated.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
To declare leave on Saturdays.	It was proposed to declare holiday on Second Saturday of every month from the forthcoming academic year.

Signature of the Grievances Redressal Committee Members

CONVENOR: Dr. M. Renu, Principal

Committee Members:

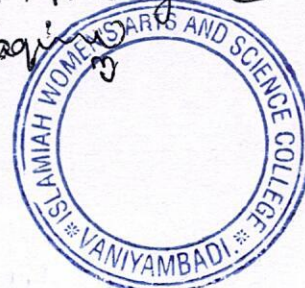
1. Ms. N. Kalpana, Co-Ordinator

2. Dr. A. Ragamathbee

3. Ms. S. Sowmiya,

4. Ms. A. Faiqua Anjum

PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.



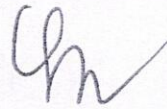
TIMELY REDRESSAL OF THE GRIEVANCES THROUGH APPROPRIATE COMMITTEE

Details of Grievances Redressal

S. No	Date of Redressal Meeting	Number of Grievances	Number of Grievances Redressed	Average Time taken to Redress the Grievances
1	23.08.22	1	1	3 DAYS
2	23.09.22	NIL	NIL	-
3	24.10.22	NIL	NIL	-
4	29.11.22	NIL	NIL	-
5	05.01.23	1	1	3 DAYS
6	27.02.23	1	1	1 WEEK
7	23.03.23	1	1	5 DAYS

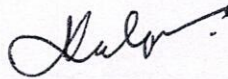
Signature of the Grievances Redressal Committee Members

CONVENOR: Dr. M. Renu, Principal

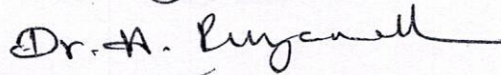


Committee Members:

1. Ms. N. Kalpana, Co-Ordinator



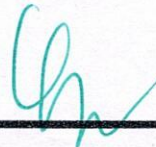
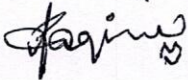
2. Dr. A. Ragamathbee



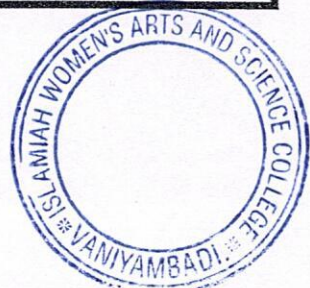
3. Ms. S. Sowmiya,



4. Ms. A. Faiqua Anjum



**PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.**

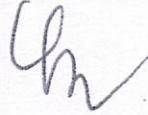


CONSOLIDATED GRIEVANCES AND REDRESSAL 2022-2023

S. No	Source of Grievance	Grievances	Grievance Redressal YES/ NO
1.	ENGLISH DEPARTMENT	To give permission to wear Saree during Department celebrations and College functions	Resolved
2.	ZOOLOGY DEPARTMENT	To rectify the misspelled name of Salma Suha AP of III B.Sc Zoology in the mark-sheet.	Resolved
3.	ZOOLOGY DEPARTMENT	Requesting for extra coaching for sports activities.	Resolved
4.	BBA DEPARTMENT	To declare leave on Saturdays.	Resolved

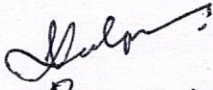
Signature of the Grievances Redressal Committee Members

CONVENOR: Dr. M. Renu, Principal

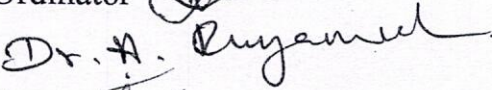


Committee Members:

Ms. N. Kalpana, Co-Ordinator



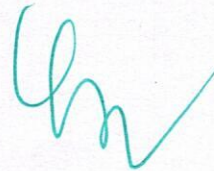
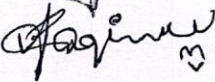
Dr. A. Ragamathbee



Ms. S. Sowmiya,



Ms. A. Faiqua Anjum



PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE

Recognised by the UGC under Section 2(f) and 12(B) of UGC Act 1956

Permanently Affiliated with Thiruvalluvar University and

Approved by the Government of Tamil Nadu

Accredited by NAAC with "B" Grade

#10, BYPASS ROAD, NEWTOWN, VANIAMBADI - 635 752

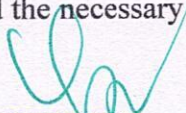
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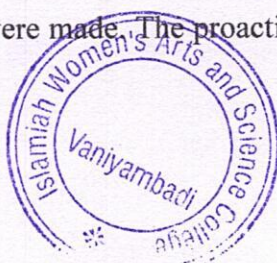
GRIEVANCE REDRESSAL CELL

ANNUAL REPORT 2022 -2023

Dr. M. Renu, the Principal, and coordinated by Ms. N. Kalpana, Head of the Department of Zoology, convened a Grievance Redressal Cell meeting in the conference hall on August 23rd, 2022. Alongside Committee Members Dr. A. Ragamathbee and Ms. S. Sowmiya from the Department of Zoology, and Ms. A. Faiqua Anjum from the Department of Chemistry, the President and members of the Students' Union, along with department secretaries, were present. The minutes of the meeting focused on discussing letters received from students and forwarding the list of grievances to the Principal for further action. One significant grievance addressed was the request for permission to wear Saree during Department celebrations and College functions. In response, the Principal granted permission for Saree to be worn on selective occasions, reflecting the institution's responsiveness to student preferences and cultural sensitivities.

The meeting, chaired by Dr. M. Renu, the Principal, and coordinated by Ms. N. Kalpana, Head of the Department of Zoology, took place in the conference hall on January 5th, 2023. Alongside Committee Members Dr. A. Ragamathbee and Ms. S. Sowmiya from the Department of Zoology, and Ms. A. Faiqua Anjum from the Department of Chemistry, the President of the Students' Union and department secretaries were in attendance. The minutes of the meeting focused on two main agenda items: updating the status of previously discussed grievances and reviewing letters received from students. One of the grievances discussed was a request to rectify the misspelled name of Salma Suha AP of III B.Sc Zoology in the mark-sheet. This grievance was promptly forwarded to the University for rectification, and the necessary corrections were made. The proactive approach taken in addressing student


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIAMBADI.



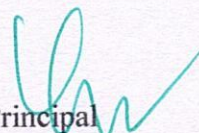
concerns reflects the institution's commitment to ensuring accuracy and fairness in academic processes.

The meeting, chaired by Dr. M. Renu, the Principal, and coordinated by Ms. N. Kalpana, Head of the Department of Zoology, took place in the conference hall on February 27th, 2023. Alongside Committee Members Dr. A. Ragamathbee and Ms. S. Sowmiya from the Department of Zoology, and Ms. A. Faiqua Anjum from the Department of Chemistry, the President of the Students' Union and department secretaries were present. The minutes of the meeting focused on updating the status of previously discussed grievances and reviewing letters received from students. One significant grievance addressed was a request for extra coaching for sports activities. In response to this, based on the request of the sports students, the institution arranged for extra coaching for different sports activities under the supervision of the physical director. Additionally, coaching in Silambam and Skating was also provided to interested students. This proactive step demonstrates the institution's commitment to supporting and enhancing extracurricular activities for the holistic development of students.

The meeting, chaired by Dr. M. Renu, the Principal, and coordinated by Ms. N. Kalpana, Head of the Department of Zoology, took place in the conference hall on March 23rd, 2023. Alongside Committee Members Dr. A. Ragamathbee and Ms. S. Sowmiya from the Department of Zoology, and Ms. A. Faiqua Anjum from the Department of Chemistry, the President of the Students' Union and department secretaries were in attendance. The minutes of the meeting focused on two main agenda items: updating the status of previously discussed grievances and reviewing letters received from students. One significant grievance addressed was a request to declare leave on Saturdays. In response to this, it was proposed to declare a holiday on the Second Saturday of every month from the forthcoming academic year. This decision reflects the institution's responsiveness to student needs and efforts to enhance their overall experience.


Co-ordinator




Principal

**PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.**

MINUTES OF MEETINGS HELD BY THE STUDENT GRIEVANCE COMMITTEE

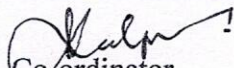
2021-2022

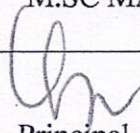
ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell


CIRCULAR

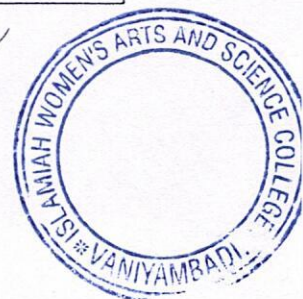
There will be meeting for the representatives of all departments on 09.08.2021 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	ROOYA NOOREE.B	3 rd B.COM(CA)
2.	GENERAL SECRETARY	FARIQA.Y	3 rd B.SC BIO-CHEMISTRY
3.	PLACEMENT SECRETARY	MINHA MARIYAM	3 rd B.COM(CA)
4.	PLACEMENT SECRETARY	SADIYA TASLEEM S	3 rd BCA
5.	SPORTS SECRETARY	BAGYA DHARSHINI S	3 rd NFSM&D
6.	RRC SECRETARY	SORNALATHA.B	2 nd M.SC BIO-CHEMISTRY
7.	YRC SECRETARY	RIMSHA THAREEN.M	2 nd M.SC BIO-CHEMISTRY
8.	YRC SECRETARY	TAQIYA AIMEN	3 rd NFSM&D
9.	NSS SECRETARY	LAVANYA.M	2 nd B.A. ENGLISH
10.	NSS SECRETARY	MANIMOZHI	3 rd NFSM&D
11.	DEPT SEC OF TAMIL	SHAISTHA S	2 nd B.COM(CA)
12.	DEPT SEC OF URDU	AYESHA BATHOOL.K	2 nd B.SC CHEMISTRY
13.	DEPT SEC OF ENGLISH	TASKEEN KOUSER M.	3 rd BA ENGLISH
14.	DEPT SEC OF MATHS	AABIDA H	3 rd B.SC MATHEMATICS
15.	DEPT SEC OF NUTRITION	AYISHA IKRAMULLAH.	3 rd NFSM&D
16.	DEPT SEC OF BIO-CHEMISTRY	HASEENA B	3 rd B.SC. BIO-CHEMISTRY
17.	DEPT SEC OF B.COM(CA)	RAKIYA HARMAIN A	3 rd B.COM(CA)
18.	DEPT SEC OF IDD	NIHA KULSOOM.M.L	3 rd IDD
19.	DEPT SEC OF B.SC(CS)	AYESHA FARHA T	3 rd B.SC (CS)
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24.	DEPT SEC OF ZOOLOGY	ATHUFA YUSRA.E	2 nd B.SC ZOOLOGY
25.	PG DEPT SECRETARY	SADIYA FATHIMA TABASSUM S	2 nd M.SC MATHS


Co-ordinator


Principal


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI.

GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING

2021-2022

DATE: 09.08.2021

The Proceedings of the meeting held on 09.08.2021 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

Dr. A. Ragamathbee, Assistant Professor, Department of Zoology

Ms. H.M. Tanveera Sultana, Assistant Professor, Department of Mathematics

Ms. S. Kanimozhi, Assistant Professor, Department of English

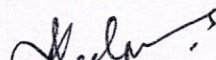
OTHER MEMBERS:


President and members of the Students' Union along with the department secretaries were in attendance.

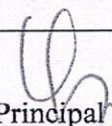
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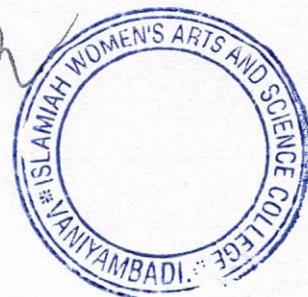
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
To install additional Projectors	One additional Projector was installed in the classroom of Chemistry department and one in the classroom of Computer Science Department.
Leaky hose of the wash basin in the A Block III Floor	Leaky hose of the wash basin in the A Block III Floor was replaced.


Co-ordinator


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIAMBADI.


Principal



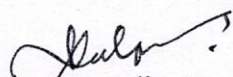



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell

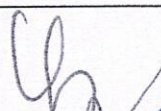
CIRCULAR

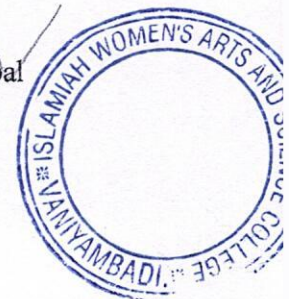
There will be meeting for the representatives of all departments on 05.09.2021 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

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1.	PRESIDENT	ROOYA NOOREE.B	3 rd B.COM(CA)
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Co-ordinator


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.


Principal





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.
GRIEVANCE REDRESSAL CELL
MINUTES OF MEETING 2021-2022

DATE: 05.09.2021

The Proceedings of the meeting held on 05.09.2021 in the Conference hall.

The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

- Dr. A. Ragamathbee, Assistant Professor, Department of Zoology
- Ms. H.M. Tanveera Sultana, Assistant Professor, Department of Mathematics
- Ms. S. Kanimozhi, Assistant Professor, Department of English

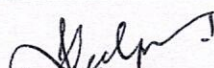
OTHER MEMBERS:

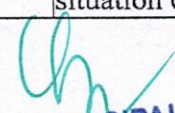
The President of the Students' Union along with the department secretaries attended the meeting.

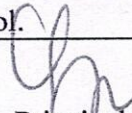
Minutes:

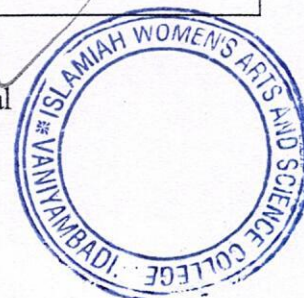
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- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
Provision of Stationery items at reasonable rates.	The prices of the stationery items were revised by the stationery vendor and were sold to the students at reasonable price.
Requirement of Educational trips	It was proposed to organize educational trips by all the departments soon after the pandemic situation would come under control. Industrial & Field Visits were organized to places like Yelagiri Hills, Hatsun dairy industry at Kolasanahallim, Mahabalipuram, Queensland, MGM by different departments soon after the pandemic situation came under control.


Co-ordinator


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.


Principal

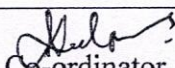


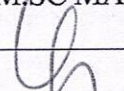
ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell


CIRCULAR

There will be meeting for the representatives of all departments on 06.10.2021 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	ROOYA NOOREE.B	3 rd B.COM(CA)
2.	GENERAL SECRETARY	FARIQA.Y	3 rd B.SC BIO-CHEMISTRY
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Co-ordinator


Principal


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ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.
GRIEVANCE REDRESSAL CELL
MINUTES OF MEETING 2021-2022

DATE: 06.10.21

The Proceedings of the meeting held on 06.10.2021 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

- Dr. A. Ragamathbee, Assistant Professor, Department of Zoology
- Ms. H.M. Tanveera Sultana, Assistant Professor, Department of Mathematics
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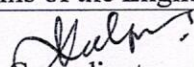
OTHER MEMBERS:


The President of the Students' Union along with the department secretaries attended the meeting.

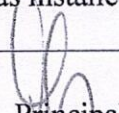
Minutes:

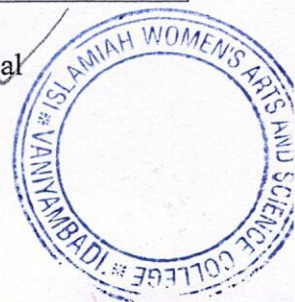
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- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action Taken
To conduct exhibition in IDD Department.	A proposal was forwarded by the IDD Department to conduct an exhibition during the even semester. The IDD Department organized an Exhibition Named Spektra -2022 from 03.03.2022-05.03.2022.
To install software of Auto CAD in all the systems of the English Lab.	Software of Auto CAD was installed in all the systems of English Lab.


Co-ordinator


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.


Principal



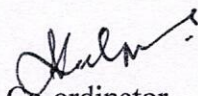
ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI


Student's Grievance Redressal Cell


CIRCULAR

There will be meeting for the representatives of all departments on 05.11.2021 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	ROOYA NOOREE.B	3 rd B.COM(CA)
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Co-ordinator


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.


Principal





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.

GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING 2021-2022

DATE: 05.11.21

The Proceedings of the meeting held on 05.11.2021 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

Dr.A. Ragamathbee, Assistant Professor, Department of Zoology

Ms. H.M. Tanveera Sultana, Assistant Professor, Department of Mathematics

Ms. S. Kanimozhi, Assistant Professor, Department of English

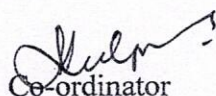
OTHER MEMBERS:


The President of the Students' Union along with the department secretaries attended the meeting.

Minutes:

- Status of Redressal process of the grievances discussed in the preceding meeting were updated.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action Taken
Incinerator is not in operating condition.	The Incinerator was repaired and was put into use and is being maintained properly.


Co-ordinator


PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.


Principal

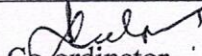


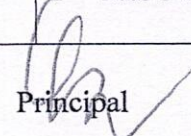
ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell


CIRCULAR

There will be meeting for the representatives of all departments on 03.02.22 at 11 a.m. in the conference hall to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	ROOYA NOOREE.B	3 rd B.COM(CA)
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ISLAMIAH WOMEN'S ARTS
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VANIYAMBADI.





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.

GRIEVANCE REDRESSAL CELL
MINUTES OF MEETING 2021-2022

DATE: 03.02.22

The Proceedings of the meeting held on 03.02.2022 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

1. Dr. A. Ragamathbee, Assistant Professor, Department of Zoology
2. Ms. H.M. Tanveera Sultana, Assistant Professor, Department of Mathematics
3. Ms. S. Kanimozhi, Assistant Professor, Department of English

OTHER MEMBERS:

The President of the Students' Union along with the department secretaries attended the meeting.

Minutes

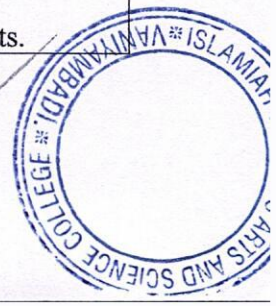
- Status of Redressal process of the grievances discussed in the preceding meeting were updated.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action Taken
Extra fans in the classrooms	Extra fans were fixed in the English Department classrooms because the strength in the I B.A. English class had increased.
Provision of Free sanitary napkins to the students in times of emergency	Free sanitary napkins were provided by the respective departments to the students in times of emergency.
To sell Healthy and variety food options in the canteen.	The canteen contractor planned a day-wise scheduled menu and provided the students with healthy breakfast, lunch and fresh juice to the students.

Co-ordinator

Principal

PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.

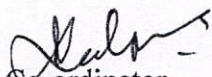


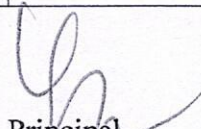
ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell


CIRCULAR

There will be meeting for the representatives of all departments on 02.03.22 at 11a.m. in the conference hall to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	ROOYA NOOREE.B	3 rd B.COM(CA)
2.	GENERAL SECRETARY	FARIQA.Y	3 rd B.SC BIO-CHEMISTRY
3.	PLACEMENT SECRETARY	MINHA MARIYAM	3 rd B.COM(CA)
4.	PLACEMENT SECRETARY	SADIYA TASLEEM S	3 rd BCA
5.	SPORTS SECRETARY	BAGYA DHARSHINI S	3 rd NFSM&D
6.	RRC SECRETARY	SORNALATHA.B	2 nd M.SC BIO-CHEMISTRY
7.	YRC SECRETARY	RIMSHA THAREEN.M	2 nd M.SC BIO-CHEMISTRY
8.	YRC SECRETARY	TAQIYA AIMEN	3 rd NFSM&D
9.	NSS SECRETARY	LAVANYA.M	2 nd B.A. ENGLISH
10.	NSS SECRETARY	MANIMOZHI	3 rd NFSM&D
11.	DEPT SEC OF TAMIL	SHAISTHA S	2 nd B.COM(CA)
12.	DEPT SEC OF URDU	AYESHA BATHOOL.K	2 nd B.SC CHEMISTRY
13.	DEPT SEC OF ENGLISH	TASKEEN KOUSER M.	3 rd BA ENGLISH
14.	DEPT SEC OF MATHS	AABIDA H	3 rd B.SC MATHEMATICS
15.	DEPT SEC OF NUTRITION	AYISHA IKRAMULLAH.	3 rd NFSM&D
16.	DEPT SEC OF BIO-CHEMISTRY	HASEENA B	3 rd B.SC. BIO-CHEMISTRY
17.	DEPT SEC OF B.COM(CA)	RAKIYA HARMAIN A	3 rd B.COM(CA)
18.	DEPT SEC OF IDD	NIHA KULSOOM.M.L	3 rd IDD
19.	DEPT SEC OF B.SC(CS)	AYESHA FARHA T	3 rd B.SC (CS)
20.	DEPT SEC OF BCA	ZAINUL ARAB. O. H	3 rd BCA
21.	DEPT SEC OF BBA	AYISHA SIDDIQUA N	3 rd BBA
22.	DEPT SEC OF B.COM(G)	SARAH SHAHEEN.K	3 rd B.COM(G)
23.	DEPT SEC OF CHEMISTRY	SANA MUNAWARLA	3 rd B.SC CHEMISTRY
24.	DEPT SEC OF ZOOLOGY	ATHUFA YUSRA.E	2 nd B.SC ZOOLOGY
25.	PG DEPT SECRETARY	SADIYA FATHIMA TABASSUM S	2 nd M.SC MATHS


Co-ordinator


Principal


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ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI.

**GRIEVANCE REDRESSAL CELL
MINUTES OF MEETING 2021-2022**

DATE: 02.03.22

The Proceedings of the meeting held on 02.03.2022 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Ms. N. Kalpana, Head, Department of Zoology

COMMITTEE MEMBERS:

Dr. A. Ragamathbee, Assistant Professor, Department of Zoology

Ms. H.M. Tanveera Sultana, Assistant Professor, Department of Mathematics

Ms. S. Kanimozhi, Assistant Professor, Department of English

OTHER MEMBERS:


The President of the Students' Union along with the department secretaries attended the meeting.

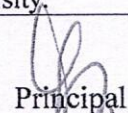
Minutes

- Status of Redressal process of the grievances discussed in the preceding meeting were updated.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action Taken
To organize cultural and sports activities, as there had been no cultural and sports activities because of COVID-19 Pandemic.	Cultural and Sports activities, were organised soon after the pandemic situation came under control.
To rectify the misspelled name of outgoing student Masiha Banu. F of BBA Department in the mark-sheets and certificates.	The grievance was forwarded to the University to rectify the misspelled name of outgoing student Masiha Banu. F of BBA Department in the mark-sheets and certificates and the rectification was made by the University.


Co-ordinator



PRINCIPAL
ISLAMIAH WOMEN'S ARTS
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VANIYAMBADI.


Principal



CONSOLIDATED STUDENTS' GRIEVANCES & REDRESSAL LIST (2021-2022)

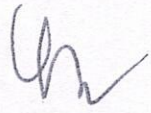
S. No	Source of Grievance	Grievances	Grievance Redressal YES/ NO
1	SUGGESTION BOX	Requirement of Educational trips	Resolved
2	SUGGESTION BOX	Leaky hose of wash basin in the A Block III Floor	Resolved
3	SUGGESTION BOX	Extra fans in the classrooms	Resolved
4	SUGGESTION BOX (NFMSD)	Provision of Healthy and variety food options in the canteen	Resolved
5	SUGGESTION BOX	Incinerator maintenance	Resolved
6	SUGGESTION BOX -B.Com (CA)	Provision of Free sanitary napkins to the students in times of emergency	Resolved
7	SUGGESTION BOX	To replace new Green Boards in the place of old worn out black-boards in rest of the classrooms.	Resolved
8	IDD DEPARTMENT	To conduct exhibition in IDD Department.	Conducted from 03.03.22 to 04.03.22
9	IDD DEPARTMENT	To install software of Auto CAD in all the systems of the English Lab.	Arranged
10	BBA DEPARTMENT	To rectify the misspelled name of outgone student Masiha Banu.F of BBA Department in the mark-sheets and certificates.	Resolved
11	SUGGESTION BOX	Provision of Stationery items at discounted rates	Resolved
12	CHEMISTRY DEPARTMENT	To install additional Projectors	Projector fixed
13	SUGGESTION BOX	To organize cultural and sports activities, as there had been no cultural and sports activities because of COVID-19 Pandemic.	Resolved


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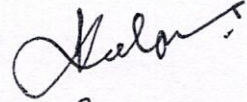
Signature of the Grievances Redressal Committee Members

CONVENOR : Dr. M. Renu, Principal

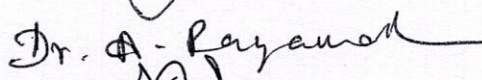


Committee Members :

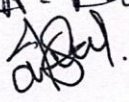
Ms. N. Kalpana, Co-Ordinator



Dr. A. Ragamathbee




Ms. H. M. Tanveera Sultana



Ms. S. Kanimozhi




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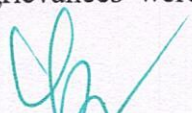
Phone: 04174 - 235266

GRIEVANCE REDRESSAL CELL

ANNUAL REPORT 2021-2022

The Grievance Redressal Cell meeting was held on August 9th, 2021, with Dr. M. Renu, Principal, as the Convenor, and Ms. N. Kalpana, Head of the Department of Zoology, as the Committee Coordinator. Other Committee Members present were Dr. A. Ragamathbee from the Department of Zoology, Ms. H.M. Tanveera Sultana from the Department of Mathematics, and Ms. S. Kanimozhi from the Department of English. Additionally, the President and members of the Students' Union, along with department secretaries, attended the meeting. The primary agenda revolved around addressing student grievances outlined in received letters, which were subsequently compiled and forwarded to the Principal for further action. Among the grievances discussed, the installation of additional projectors was addressed by installing one each in the classrooms of the Chemistry and Computer Science Departments. Additionally, a leaky hose in the wash basin of A Block III Floor was promptly replaced, ensuring the maintenance and functionality of facilities within the institution. These actions reflect the proactive approach of the administration in addressing student concerns and ensuring the smooth functioning of campus amenities.

During the meeting convened on September 5th, 2021, in the Conference hall, Dr. M. Renu, the Principal, assumed the role of Convenor, with Ms. N. Kalpana, Head of the Department of Zoology, acting as the Committee Coordinator. Joined by Committee Members Dr. A. Ragamathbee, Ms. H.M. Tanveera Sultana, and Ms. S. Kanimozhi from various departments, alongside the President of the Students' Union and department secretaries, the gathering focused on addressing student concerns. Updates on the redressal process of grievances from the previous meeting were provided, followed by discussions on recently received letters, culminating in the compilation of grievances for necessary action. Key among these grievances were the provision of stationery items at reasonable rates,



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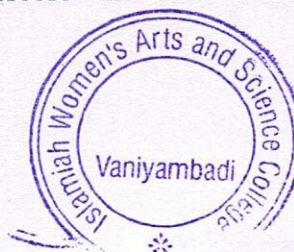


facilitated by the revision of prices by the stationery vendor, and the organization of educational trips by departments post-pandemic. Notably, industrial and field visits were successfully conducted to various locations once the pandemic situation improved, exemplifying the institution's commitment to enriching students' educational experiences despite challenges.

The meeting held on October 6th, 2021, in the conference hall was chaired by Dr. M. Renu, the Principal, with Ms. N. Kalpana, Head of the Department of Zoology, serving as the Committee Coordinator. Committee Members including Dr. A. Ragamathbee, Ms. H.M. Tanveera Sultana, and Ms. S. Kanimozhi, alongside the President of the Students' Union and department secretaries, were present. The minutes of the meeting focused on two main agenda items: an update on the status of grievance redressal from the previous session and discussions regarding letters received from students, with identified grievances was forwarded to the Principal for further action. Notably, proposals for conducting an exhibition in the IDD Department during the upcoming semester and installing Auto CAD software in all systems of the English Lab were addressed. Following deliberation, the IDD Department organized an Exhibition Named Spektra -2022 from March 3rd to March 5th, 2022, and Auto CAD software was successfully installed in the English Lab systems. These actions underscored the institution's commitment to addressing student concerns and enhancing academic resources, contributing to a conducive learning environment.

The meetings held on November 5th, 2021, and February 3rd, 2022, in the conference hall, under the guidance of Dr. M. Renu, the Principal, and with Ms. N. Kalpana, Head of the Department of Zoology, as the Committee Coordinator, addressed crucial matters with the participation of Committee Members, department secretaries, and the President of the Students' Union. The minutes of both meetings primarily focused on updating the status of the redressal process for grievances discussed previously and reviewing letters received from students, with compiled grievances forwarded to the Principal for further action. Noteworthy actions taken include the repair of the incinerator, which was subsequently put into operation and maintained properly. Additionally, in response to identified grievances, extra fans were installed in English Department classrooms due to increased student numbers, free sanitary napkins were provided to students in times of emergency, and the canteen contractor introduced a day-wise scheduled menu offering healthy breakfast, lunch, and fresh juice options. These proactive measures underscore the institution's commitment to


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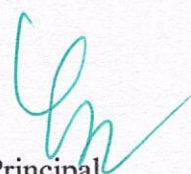


addressing student concerns and enhancing facilities to ensure a conducive learning environment.

The meeting convened on March 2nd, 2022, addressed key issues under the leadership of Dr. M. Renu, the Principal, and with Ms. N. Kalpana, Head of the Department of Zoology, serving as the Committee Coordinator. The attendance comprised Committee Members, department secretaries, and the President of the Students' Union. The session primarily focused on updating the status of previously discussed grievances and reviewing letters received from students, forwarding compiled grievances to the Principal for further action. Two significant actions were taken: firstly, cultural and sports activities were organized post-pandemic to enrich student engagement, and secondly, a grievance regarding the misspelled name of an outgoing student was promptly addressed by the University, ensuring accuracy in official documents. These actions underscore the institution's commitment to addressing student concerns and maintaining academic integrity and student well-being.



Co-ordinator



Principal
PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIYAMBADI.

MINUTES OF MEETINGS HELD BY THE STUDENT GRIEVANCE COMMITTEE

2020-2021

ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell

CIRCULAR

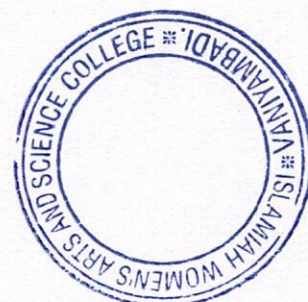
There will be meeting for the representatives of all classes on 15.02.21 at seminar hall to discuss about the grievances faced by the students following the SOP:

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	PRESIDENT	SAYEMA KULSOOM	II B.A-'B' (English)
2.	GENERAL SECRETARY	ZOHRA KOUSER.M	II IDD
3.	DEPARTMENT SECRETARY ENGLISH	NIKHATH NAAZ	II B.A-'B' (English)
4.	DEPARTMENT SECRETARY B.COM (G)	ARSHIYA SIDDIQUA	II B.COM (G)
5.	DEPARTMENT SECRETARY BIO-CHEM	K. RAISA FATHIMA	II BIO-CHEM
6.	DEPARTMENT SECRETARY 8.B.A	SHAFIYA.T.U	II B.B.A
7.	DEPARTMENT SECRETARY B.C.A	RUQAIYA MUSKAN	II B.C.A
8.	DEPARTMENT SECRETARY CHEMISTRY	MUBASHIRA	II B.SC CHEMISTRY
9.	DEPARTMENT SECRETARY MATHS	URAINA SADAF.K	II B.SC'B' (Maths)
10.	DEPARTMENT SECRETARY COMPUTER SCIENCE	UMME KULSUM.M	II B.SC (CS)
11.	DEPARTMENT SECRETARY NUTRITION	REEBA MAHIN	II B.SC (Nutrition)
12.	DEPARTMENT SECRETARY IDD	KAKA.RUFAH AFSHEEN	II IDD
13.	DEPARTMENT SECRETARY URDU	NIMRA KOUNAIN	I B.SC CHEMISTRY
14.	DEPARTMENT SECRETARY TAMIL	SAJEEDA	I B.COM (G)
15.	SPORTS SECRETARY	DURGA DEVI	B.B.A
16.	PLACEMENT SECRETARY	SHAFIA AMREEN	B.C.A
17.	NSS SECRETARY	MADHUMITHA.R JANANI.V	II B.SC (CS)
18.	YRC SECRETARY	AFFREEN BEGUM	I BIO CHEM
19.	RRC SECRETARY	SNEKA.M	I B.A-'B'
20.	PG SECRETARY	H. HUMERA AMRIN	M.COM (G)

P. Jeyanthan
Convener

[Signature]
Principal

[Signature]
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ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI
Student's Grievance Redressal Cell

MINUTES OF MEETING

Academic Year: 2020- 2021

MEETING :

The Grievance Redressal meeting was conducted on 15.02.21. In this meeting the following points were discussed

Academic grievances

Issues related to

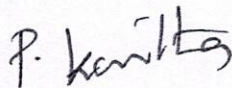
- Online classes
- Internal Assessment
- Slow learners and Advance learners classes
- Semester Examination

Minutes:

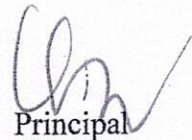
- Due to pandemic situation we have maintained open lines of communication with students through various channels, including email, online platforms, and virtual meetings. This has allowed us to address any concerns or queries promptly, ensuring a smooth flow of information.
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items.


Report:

No complaints were received from the students



Convener


Principal


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GRIEVANCE REDRESSAL CELL

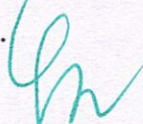
ANNUAL REPORT 2020 -2021

Status of student grievances during the pandemic period:

As per the analysis and interactions with students, it was analysed that there have been no reported grievances from students during this challenging time.

Throughout the pandemic period, our institution has taken proactive measures to ensure the well-being and support of our students. These measures include:

1. Regular communication: We have maintained open lines of communication with students through various channels, including email, online platforms, and virtual meetings. This has allowed us to address any concerns or queries promptly, ensuring a smooth flow of information.
2. Mental health support: Recognizing the potential impact of the pandemic on students' mental health, we have provided access to counseling services and resources. This has helped students cope with the challenges they may have faced during this period.
3. Academic support: Our faculty and staff have worked diligently to adapt to online learning and provide continuous academic support to students. This has included virtual office hours, online tutorials, and additional resources to facilitate effective remote learning.
4. Transparent decision-making: We have strived to keep students informed about any changes or decisions made by the institution. Regular updates have been shared regarding academic schedules, assessment methods, and any other relevant information, ensuring transparency and minimizing confusion.


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5. Feedback mechanisms: We have actively encouraged students to provide feedback on their experiences during the pandemic. This has allowed us to identify areas for improvement and make necessary adjustments to better meet their needs.

Based on the analysis of student feedback, it was found that there have been no grievances raised by students during the pandemic period. This positive outcome can be attributed to the collective efforts of our institution, faculty, staff, and students themselves.

P. Kavitha ,

Co-ordinator

[Signature]
Principal



MINUTES OF MEETINGS HELD BY THE STUDENT GRIEVANCE COMMITTEE

2019-2020

ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell

CIRCULAR

There will be meeting for the representatives of all classes on 16/10/2019
in the conference hall at 11 a.m. to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	President	Predhanekar Jasia Alman.	III B.Sc (Bio-Chemistry)
2.	Vice-president	Nabera Thareem.K	III B.B.A
3.	General Secretary	Umrah Daaniya Khulood.V	III B.Com(CA)
4.	Joint Secretary & discipline secretary	Hina Kouser. D	III B.Sc (Bio-Chemistry)
5.	Treasurer	Mehabuba Haneefa	III B.Com(CA)
6.	Department Secretary(Urdu)	Rabiya Konain.C	III B.Sc (IDD)
7.	DepartmentSecretary(Tamil)	Thasneem A	III B.Sc (Chemistry)
8.	DepartmentSecretary(English)	Nazneen Ruhee. C	III B.A (English)
9.	English Magazine Editor	Nuseba Aafreen.V	III B.A (English)
10.	Department Secretary	Aysha Siddiqua.P	II B.Com(G)
11.	Department Secretary	Masuma Thasfeen.P	III B.Com(CA)
12.	Department Secretary	Maddalkar Saqiya Bareen	III B.B.A
13.	Department Secretary	Rizwana Afreen. A	III B.Sc (Maths)
14.	Department Asst. Secretary	Sadiya Fathima Tabassum.5	III B.Sc (Maths)
15.	Department Secretary	Naiyara.K	III B.Sc (Bio-Chemistry)
16.	Department Secretary	Sana Afsheen.K	III B.Sc (Nutrition)
17.	Department Secretary	Zainab Fathima.H	III B.Sc (Chemistry)
18.	Department Secretary	Maleeha Nayab.M	III B.Sc (IDD)
19.	Department Secretary	Salma Shaheen. K	III B.Sc (CS)
20.	Department Secretary	Ghaliya Naaz.M.S	III B.C.A
21.	Department Secretary	Arshiya Samreen	II M.Sc (Maths)
22.	Placement Secretary	Fariha Tamkeen.K	III B.Sc (CS)
23.	Placement Secretary	Samra Nousheen.M	III B.C.A
24.	Cultural Secretary	Monisha.J	III B.Com(CA)
25.	Cultural Secretary	Asma Tabasum Saleemuddin	III B.Sc (Maths)
26.	Transport Secretary	Azra Farheen. S	III B.Com(G)
27.	Sports Secretary	Gomathi	III B.Sc (Maths)
28.	Sports Secretary	Savitha	III B.Sc (Maths)
29.	NSS	Vennila.C	III B.C.A
30.	YRC,RRC	Rimsha Thareen.M	III B.Sc (Bio-Chemistry)

P. Karthika
Convener

Ch
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AND SCIENCE COLLEGE
VANIYAMBADI.

Jess
Principal





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.
GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING 2019 -2020

DATE: 16/10/2019

The Proceedings of the meeting held on 16/10/2019 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. S. Jamuna

COMMITTEE CO-ORDINATOR: Dr. Kavitha Department Of Commerce General

COMMITTEE MEMBERS:

Ms. S. Uma Mageshwari., Department Of Mathematics

Ms. V. Ezhilarasi.,

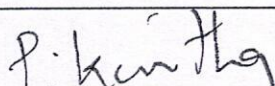
OTHER MEMBERS:

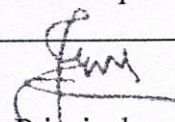
President and members of the Students Union along with the department secretaries were in attendance.


MINUTES:

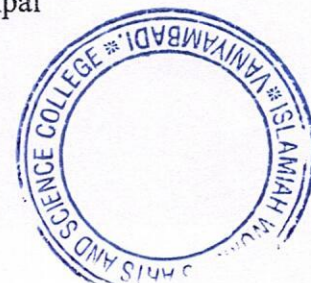
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
Requisition of seminar hall.	Seminar hall was extended by installing, Projectors, input Speakers and other arrangements
Extension of library timings.	Extended from 1.10 p.m to 1.40 p.m


Convener


Principal


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AND SCIENCE COLLEGE
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ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI

Student's Grievance Redressal Cell

2019-2020

CIRCULAR

There will be meeting for the representatives of all classes on 27.02.2020 in the conference hall at 11 a.m. to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	President	Predhanekar Jasia Alman.	III B.Sc (Bio-Chemistry)
2.	Vice-president	Nabera Thareem.K	III B.B.A
3.	General Secretary	Umrah Daaniya Khulood.V	III B.Com(CA)
4.	Joint Secretary & discipline secretary	Hina Kouser. D	III B.Sc (Bio-Chemistry)
5.	Treasurer	Mehabuba Haneefa	III B.Com(CA)
6.	Department Secretary(Urdu)	Rabiya Konain.C	III B.Sc (IDD)
7.	Department Secretary(Tamil)	Thasneem A	III B.Sc (Chemistry)
8.	Department Secretary(English)	Nazneen Ruhee. C	III B.A (English)
9.	English Magazine Editor	Nuseba Aafreen.V	III B.A (English)
10.	Department Secretary	Aysha Siddiqua.P	II B.Com(G)
11.	Department Secretary	Masuma Thasfeen.P	III B.Com(CA)
12.	Department Secretary	Maddalkar Saqiya Bareen	III B.B.A
13.	Department Secretary	Rizwana Afreen. A	III B.Sc (Maths)
14.	Department Asst. Secretary	Sadiya Fathima Tabassum.5	III B.Sc (Maths)
15.	Department Secretary	Naiyara.K	III B.Sc (Bio-Chemistry)
16.	Department Secretary	Sana Afsheen.K	III B.Sc (Nutrition)
17.	Department Secretary	Zainab Fathima.H	III B.Sc (Chemistry)
18.	Department Secretary	Maleeha Nayab.M	III B.Sc (IDD)
19.	Department Secretary	Salma Shaheen. K	III B.Sc (CS)
20.	Department Secretary	Ghaliya Naaz.M.S	III B.C.A
21.	Department Secretary	Arshiya Samreen	II M.Sc (Maths)
22.	Placement Secretary	Fariha Tamkeen.K	III B.Sc (CS)
23.	Placement Secretary	Samra Nousheen.M	III B.C.A
24.	Cultural Secretary	Monisha.J	III B.Com(CA)
25.	Cultural Secretary	Asma Tabasum Saleemuddin	III B.Sc (Maths)
26.	Transport Secretary	Azra Farheen. S	III B.Com(G)
27.	Sports Secretary	Gomathi	III B.Sc (Maths)
28.	Sports Secretary	Savitha	III B.Sc (Maths)
29.	NSS	Vennila.C	III B.C.A
30.	YRC,RRC	Rimsha Thareen.M	III B.Sc (Bio-Chemistry)

P. Kutha
Convener

Principal

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AND SCIENCE COLLEGE
VANIAMBADI





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI.
GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING 2019 -2020

DATE: 27/02/2020

The Proceedings of the meeting held on 27/02/2020 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. M. Renu, Principal

COMMITTEE CO-ORDINATOR: Dr. Kavitha Department Of Commerce General

COMMITTEE MEMBERS:

Ms. S. Uma Mageshwari., Department Of Mathematics
Ms. V. Ezhilarasi.,

OTHER MEMBERS:

President and members of the Students Union along with the department secretaries were in attendance.

MINUTES:

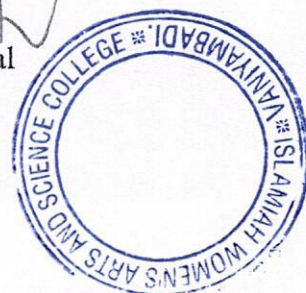
- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
N.Sasikala of II B.Sc. Chemistry met with an accident and was unable to attend the III CIA test and University Examination Nov/Dec 2019 of III Semester	The University included the student name in the portal for fourth semester.
Arrear codes of students from B.Com (CA) B.Sc. Bio Chemistry and B.Sc. Mathematics was missing.	After verification, the university issued hall tickets of arrear codes

P. Kavitha
Convener

Principal
PRINCIPAL
ISLAMIAH WOMEN'S ARTS
AND SCIENCE COLLEGE
VANIAMBADI.

Principal
Principal





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI.
GRIEVANCE REDRESSAL CELL
2019-2020

TIMELY REDRESSAL OF THE GRIEVANCES THROUGH APPROPRIATE COMMITTEE

Details of Grievances Redressal

S.No	Date of Redressal Meeting	Number of Grievances	Number of Grievances Redressed	Average Time taken to Redress the Grievances
1	16/10/2019	2	2	15 DAYS
2	27/02/2020	2	2	10 DAYS

P. Kartha
Convener

[Signature]
Principal

[Signature]
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ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIAMBADI.
GRIEVANCE REDRESSAL CELL

CONSOLIDATED STUDENTS' GRIEVANCES & REDRESSAL LIST (2019-2020)

S. No	Source of Grievance	Grievances	Grievance Redressal YES/ NO
1	Student Union Letter	Requisition of seminar hall.	Redressed
2	Student Union Letter	Extension of library timings.	Redressed
3	Student Letter – Department of chemistry	N.Sasikala of II B.Sc. Chemistry met with an accident and was unable to attend the III CIA test and University Examination Nov/Dec 2019 of III Semester	Redressed
4	Student Letter – Department of B.Com (CA) B.Sc. Bio Chemistry and B.Sc. Mathematics	Arrear codes of students from B.Com (CA) B.Sc. Bio Chemistry and B.Sc. Mathematics was missing.	Redressed

P. Kaitha
Convener

[Signature]
Principal

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Islamiah Women's Arts and Science College, Vaniyambadi.

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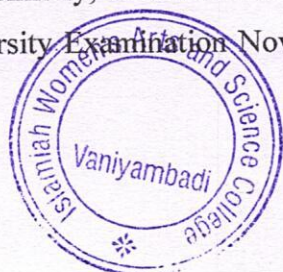
GRIEVANCE REDRESSAL CELL

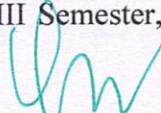
ANNUAL REPORT 2019 -2020

On the 16th of October 2019, a Grievance Redressal meeting was convened in the conference hall with Dr. S. Jamuna serving as the Convenor, Dr. Kavitha from the Department of Commerce General as the Committee Coordinator, and Ms. S. Uma Mageshwari and Ms. V. Ezhilarasi as Committee Members, along with the participation of the President, members of the Students Union, and department secretaries. The meeting primarily focused on addressing student grievances, resulting in several actionable outcomes.

Firstly, in response to the requisition of the seminar hall, enhancements were made by installing projectors, input speakers, and other necessary arrangements. Secondly, to accommodate student needs, library timings were extended from 1.10 p.m to 1.40 p.m. Lastly, plans were set in motion to install inter-com/speakers in every block for effective dissemination of announcements. The minutes of the meeting, including the list of grievances and proposed actions for further deliberation and action, encapsulates the significant discussions and decisions undertaken during the meeting, reflecting a proactive approach to address student concerns and enhance campus facilities.

On the 27th of February, 2020 with Dr. S. Jamuna serving as the Convenor and Dr. Kavitha from the Department of Commerce General as the Committee Coordinator, accompanied by Committee Members Ms. S. Uma Mageshwari and Ms. V. Ezhilarasi. Additionally, the President, members of the Students Union, and department secretaries were present. During the meeting, the focus was on addressing various student concerns as conveyed through received letters. These grievances were thoroughly discussed, and a list of actionable items was compiled. Two notable grievances were highlighted: firstly, N. Sasikala of II B.Sc. Chemistry, who had met with an accident and consequently missed the III CIA test and University Examination Nov/Dec 2019 of III Semester, was accommodated by the




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VANIYAMBADI.

University, with the student's name being included in the portal for the fourth semester. Secondly, discrepancies in arrear codes were noted for students from B.Com (CA), B.Sc. Biochemistry, and B.Sc. Mathematics. Following verification, the University promptly issued hall tickets for the arrear codes in question. These actions reflect the commitment of the institution to address student welfare and academic concerns effectively.

P. Kurtha
Co-ordinator

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Principal



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AND SCIENCE COLLEGE
VANTHAMBADI.**

MINUTES OF MEETINGS HELD BY THE STUDENT GRIEVANCE COMMITTEE

2018-2019

ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE , VANIYAMBADI
Student's Grievance Redressal Cell

CIRCULAR

Date: 05.10.2018

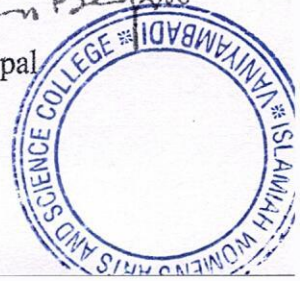
There will be meeting for the representatives of all classes on 05.10.2018 in the conference hall at 11 a.m. to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
1.	STUDENT UNION PRESIDENT	NASHITA IRAM	II BCA
2.	GENERAL SECRETARY	HAFSA TABASSUM	II BIO
3.	JOINT SECRETARY	NAZIYA AYMAN	II MATHS
4.	DEPT .SEC OF NFSMD	AYESH SAMA	II NFSMD
5.	DEPT. SEC BIO	KANZUL MASNA V S	II BIO
6.	DEPT .SEC BA	KANITHA MARIYAM R	II BA
7.	DEPT.SEC MATHS	SALMA ZAINUB	II MATHS
8.	DEPT SEC B. COM (GEN)	THANSEERA THABASSUM S.R	II. B.COM
9.	DEPT SEC. B.B.A	SUFIYA KASHAF K	II BBA
10.	DEPT SEC B.COM (CA)	SHAZIYA KOUSER	II B.COM (CA)
11.	DEPT SEC.COMP	UZEFATASKEEN	II COMP
12.	DEPT SEC BCA	SHAIRA FATHIMA MOTTUR	II BCA
13.	DEPT.SEC.CHEM	ZAINAB FATHIMA. H	I CHEMISTRY
14.	DEPT.SEC.URDU	HINA KOUSER D	I BIO
15.	DEPT SEC.TAMIL	SWATHI	II BSC (COMP)
16.	PG DEPT. SEC	AAMINA AYMAN	I MSC COMP
17.	MAGAZINE COMMITTEE	AISHA AFNAAN	II BA
18.	FINANCE SEC	SUMAN FATHIMA	II B.COM (CA)
19.	PLACEMENT FOR ARTS	MOHSINA SADAF N	II BBA
20.	PALCEMENT FOR SCIENCE	SHIFA FATHIMA	II BCA
21.	CULTURAL SEC FOR SCIENCE	ARSHIYA ZAREEN	II MATHS
22.	CULTURAL SEC. ARTS	NANDHINI	II B.COM (GEN)
23.	SPORTS SEC	LOGESHWARI	COMP
24.	SPORTS JOINT SEC	GOMATHI M	I MATHS (A)
25.	SOCIAL SERVICE SEC	AKASHYA M	II BIO

P. Kumthar
Convener

Chm
PRINCIPAL
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AND SCIENCE COLLEGE
VANIYAMBADI.

R. S. S. Begum
Principal





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.
GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING 2018 -2019

DATE: 05.10.2018

The Proceedings of the meeting held on 05.10.2018 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. R. Akthar Begum

COMMITTEE CO-ORDINATOR: Dr. Kavitha Department Of Commerce General

COMMITTEE MEMBERS:

Ms. N. Vijayalakshmi., Department Of Mathematics

Ms. S. Uma Mageshwari ., Department Of Mathematics

OTHER MEMBERS:

President and members of the Students Union along with the department secretaries were in attendance.

MINUTES:

- During the Grievances Redressal Cell meeting, complaints and suggestions were collected from various sources, including the complaint box and oral suggestions from the students' representative. The suggestions/complaints collected from both the complaint box and the students' representative was analysed to identify common themes and prioritize action items. The Grievances Redressal Cell would work towards addressing the issues raised and implementing necessary changes for addressing the issues raised.
- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
Shanthini S of BBA did not receive the 6th semester marksheet, provisional certificate and consolidated marksheet.	All the certificates were received from the university and given to the student. The degree certificate has also been issued by the university

P. Kavitha
Convener

[Signature]
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ISLAMIAH WOMEN'S ARTS
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VANIYAMBADI.

R. Akthar Begum
Principal



ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI
Student's Grievance Redressal Cell

CIRCULAR

Date: 15.11.2018

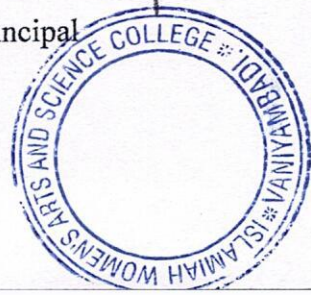
There will be meeting for the representatives of all classes on 15.11.2018 in the conference hall at 11 a.m to discuss about the grievances faced by the students.

S.NO	DESIGNATION	NAME	DEPARTMENT
26.	STUDENT UNION PRESIDENT	NASHITA IRAM	II BCA
27.	GENERAL SECRETARY	HAFSA TABASSUM	II BIO
28.	JOINT SECRETARY	NAZIYA AYMAN	II MATHS
29.	DEPT .SEC OF NFSMD	AYESH SAMA	II NFSMD
30.	DEPT. SEC BIO	KANZUL MASNA V S	II BIO
31.	DEPT .SEC BA	KANITHA MARIYAM R	II BA
32.	DEPT.SEC MATHS	SALMA ZAINUB	II MATHS
33.	DEPT SEC B. COM (GEN)	THANSEERA THABASSUM S.R	II. B.COM
34.	DEPT SEC. B.B.A	SUFIYA KASHAF K	II BBA
35.	DEPT SEC B.COM (CA)	SHAZIYA KOUSER	II B.COM (CA)
36.	DEPT SEC.COMP	UZEFA TASKEEN	II COMP
37.	DEPT SEC BCA	SHAIRA FATHIMA MOTTUR	II BCA
38.	DEPT.SEC.CHEM	ZAINAB FATHIMA. H	I CHEMISTRY
39.	DEPT.SEC.URDU	HINA KOUSER D	I BIO
40.	DEPT SEC.TAMIL	SWATHI	II BSC (COMP)
41.	PG DEPT. SEC	AAMINA AYMAN	I MSC COMP
42.	MAGAZINE COMMITTEE	AISHA AFNAAN	II BA
43.	FINANCE SEC	SUMAN FATHIMA	II B.COM (CA)
44.	PLACEMENT FOR ARTS	MOHSINA SADAF N	II BBA
45.	PALCEMENT FOR SCIENCE	SHIFA FATHIMA	II BCA
46.	CULTURAL SEC FOR SCIENCE	ARSHIYA ZAREEN	II MATHS
47.	CULTURAL SEC. ARTS	NANDHINI	II B.COM (GEN)
48.	SPORTS SEC	LOGESHWARI	COMP
49.	SPORTS JOINT SEC	GOMATHI M	I MATHS (A)
50.	SOCIAL SERVICE SEC	AKASHYA M	II BIO

P. Kumthar
Convener

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VANIYAMBADI.

R. J. En Begum
Principal





ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE, VANIYAMBADI.
GRIEVANCE REDRESSAL CELL

MINUTES OF MEETING 2018 -2019

DATE: 15.11.2018

The Proceedings of the meeting held on 15.11.2018 in the conference hall. The following members were present for the Meeting.

CONVENOR: Dr. R. Akthar Begum

COMMITTEE CO-ORDINATOR: Dr. Kavitha, Department Of Commerce (General)

COMMITTEE MEMBERS:

Ms. N. Vijayalakshmi., Department Of Mathematics

Ms. S. Uma Mageshwari Department Of Mathematics

OTHER MEMBERS:

President and members of the Students Union along with the department secretaries were in attendance.

MINUTES:

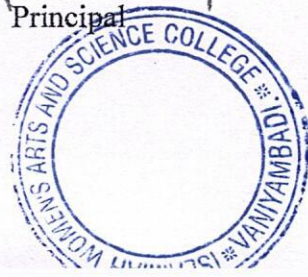
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- The grievances were discussed and the list of grievances was sent to the Principal for further action.

Grievance	Proposed Redressal/ Action taken
Sapna B of B.Com (CA) Complaint to RJD for not issuing her degree certificate, her father was not issue certificate by the college in her absentitia.	The student was asked to collect the degree by submitting evidence document.

P. Kavitha
Convener

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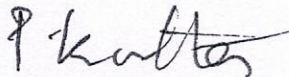
R. Akthar Begum
Principal

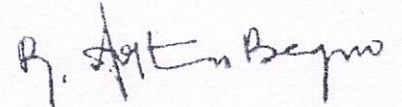


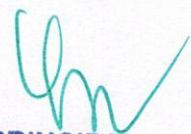
TIMELY REDRESSAL OF THE GRIEVANCES THROUGH APPROPRIATE COMMITTEE

Details of Grievances Redressal

S.No	Date of Redressal Meeting	Number of Grievances	Number of Grievances Redressed	Average Time taken to Redress the Grievances
1	05.10.2018	1	1	10 DAYS
2	15.11.2018	1	1	5 DAYS


Convener

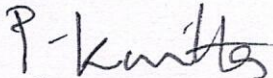

Principal

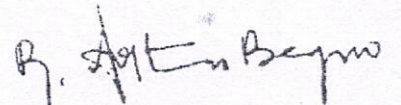

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VANIYAMBADI.




CONSOLIDATED STUDENTS' GRIEVANCES & REDRESSAL LIST (2018-2019)

S. No	Source of Grievance	Grievances	Grievance Redressal YES/ NO
1	Student Letter – Department of BBA	Shanthini S of BBA did not receive the 6th semester marksheet , provisional certificate and consolidated marksheet.	Redressed
2	Letter from JRD	The student was asked to collect the degree by submitting evidence document.	Redressed


Convener


Principal


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GRIEVANCE REDRESSAL CELL

Annual Report 2018-2019

On 05.10.2018 with Dr. R. Akthar Begum presiding as the convenor and Dr. Kavitha from the Department of Commerce General serving as the committee coordinator and the committee members Ms. N. Vijayalakshmi and Ms. S. Uma Mageshwari from the Department of Mathematics, alongside members of the Students Union and department secretaries, a grievance redressal committee meeting was convened. The primary agenda of the meeting revolved around addressing grievances raised by students, as discussed in received letters. One notable issue concerned Shanthini S, a BBA student, who had not received her 6th-semester marksheet, provisional certificate, and consolidated marksheet. Subsequent actions involved obtaining all necessary certificates from the university and promptly distributing them to the student, including the issuance of the degree certificate by the University itself.

On 15.11.2018 proceeding, with Dr. R. Akthar Begum as the convenor, and Dr. Kavitha from the Department of Commerce General serving as the committee coordinator and the committee members Ms. N. Vijayalakshmi and Ms. S. Uma Mageshwari from the Department of Mathematics, along with members of the Students Union and department secretaries, a grievance redressal committee meeting was convened. During the meeting, letters received by students were reviewed, and a list of grievances was compiled and forwarded to the Principal for necessary action. One particular grievance highlighted was from father of student Sapna B, a B.Com (CA) student, who complained to the RJD about not receiving her degree certificate, citing her father's inability to collect it on her behalf due to her absence. In response, the student was advised to collect the degree certificate by providing the necessary authorised letter.

P. Kavitha
Co-ordinator



R. Akthar Begum
Principal

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AND SCIENCE COLLEGE
VANIYAMBADI.**