



## **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: [principalwvc@gmail.com](mailto:principalwvc@gmail.com)

[www.islamiahwomensartsandsciencecollege.com](http://www.islamiahwomensartsandsciencecollege.com)

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5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees



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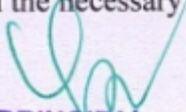
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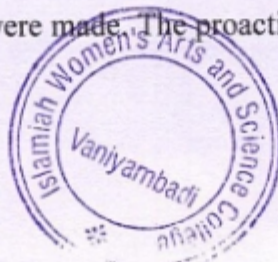
### GRIEVANCE REDRESSAL CELL

#### 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

  
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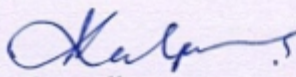




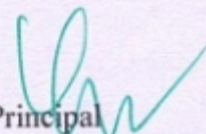
concerns reflects the institution's commitment to ensuring accuracy and fairness in academic processes.

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  
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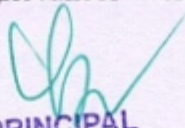
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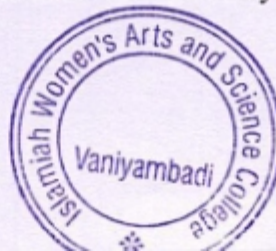
## GRIEVANCE REDRESSAL CELL

### 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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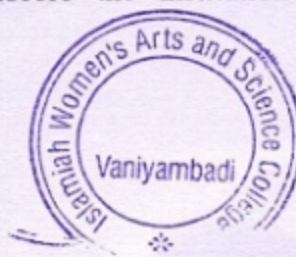


facilitated by the revision of prices by the stationery vendor, and the organization of educational trips by departments post-pandemic. Notably, industrial and field visits were successfully conducted to various locations once the pandemic situation improved, exemplifying the institution's commitment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

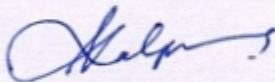
  
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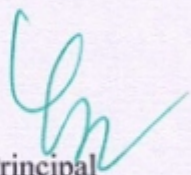


addressing student concerns and enhancing facilities to ensure a conducive learning environment.

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  
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## GRIEVANCE REDRESSAL CELL

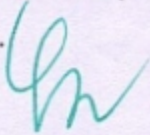
### ANNUAL REPORT 2020 -2021

#### 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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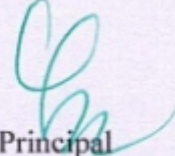


5. Feedback mechanisms: We have actively encouraged students to provide feedback on their experiences during the pandemic. This has allowed us to identify areas for improvement and make necessary adjustments to better meet their needs.

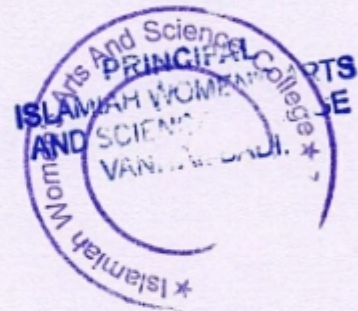
Based on the analysis of student feedback, it was found that there have been no grievances raised by students during the pandemic period. This positive outcome can be attributed to the collective efforts of our institution, faculty, staff, and students themselves.

P. Kavitha ,

Co-ordinator



Principal







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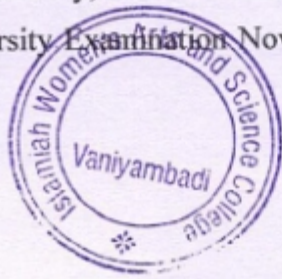
## GRIEVANCE REDRESSAL CELL

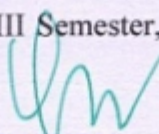
### ANNUAL REPORT 2019 -2020

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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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. Kuntla*  
Co-ordinator

*[Signature]*  
Principal



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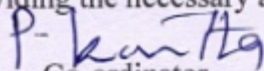
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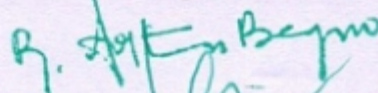
### Annual Report 2018-2019

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.

  
Co-ordinator



  
Principal

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