



**ANNAMMAL COLLEGE OF EDUCATION FOR WOMEN**  
**THOOTHUKUDI**  
**GRIEVANCE REDRESSAL COMMITTEE MEETING MINUTES**  
**2023-2024**

The Grievance Redressal Committee Members met in the Principal's room at 03.00 p.m. on 20.09.2023.

The purpose of the meeting is as follows:

- To decide on the mode of communication to students about Grievance Redressal Committee
- To decide on the duties of the Grievance Redressal Committee Members

The members discussed and decided that Mrs. D. Shunmuga Selvasivasankari will orient the students about Grievance Redressal Committee during the Student Induction Programme on 20.09.2023. After discussion, it was decided to assign the following duties to the members of the Committee:

S.No.	Duties	Committee Member
1	Preparation of meeting minutes and other documentation works	Mrs. K. C. Shunmugapriya
2	Orientation to students about the Committee	Mrs. D. Shunmuga Selvasivasankari
3	Convening meeting for grievances	Dr. A. Joycilin Shermila
4	Periodical checking of suggestion box	Mrs. K. C. Shunmugapriya
5	Conducting enquiry for complaints received	All members
6	Confirmation of Redressal of grievances	Dr. R. Suryakala
7	Taking measures to redress grievances.	All members

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

Dr. R. Suryakala

Mrs. D. Shunmuga Selvasivasankari

Mrs. K. C. Shunmugapriya

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**GRIEVANCE REDRESSAL COMMITTEE MEETING MINUTES**

**2023 - 2024**

The Grievance Redressal Committee members met in the Principal's room at 03.00 p.m. on 12.09.2023. The meeting was convened for the following reason:

- To decide on the action to be taken against the grievance received from students on 11.09.2023

The members considered the request from students for controlling mosquitoes in the college and college hostel. It was decided to spray mosquito repellent in both the hostel and college campus to avoid mosquito bites. It was decided that Dr.N.Sudhakumari will ensure that the work is completed and report it to the members of the grievance committee.

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

Dr. R. SURYAKALA

Mrs. D. SHUNMUGA SELVASIVASANKARI

Mrs.K.C.SHUNMUGAPRIYA

Ms. S. AYESHA BEEVI

Ms. A EVANJALIN ELAISIYA RANI

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**GRIEVANCE REDRESSAL COMMITTEE MEETING MINUTES**

**2023 - 2024**

The Grievance Redressal Committee members met in the Principal's room at 03.00 p.m. on 03.01.2024. The meeting was convened for the following reason:

- To decide on the action to be taken against the grievance received from students on 02.01.2024

The members considered the request from students for controlling termites in the college hostel. It was decided to direct the hostel deputy warden to take responsibility for implementing termite control measures in the hostel. It was decided that the deputy warden will ensure that the spraying of termite killer is completed and report it to the members of the grievance committee.

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

Dr. R. SURYAKALA

Mrs. D. SHUNMUGA SELVASIVASANKARI

Mrs. K.C. SHUNMUGAPRIYA

Ms. S. AYESHA BEEVI

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