

**MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE, RASIPURAM.**

**Women's forum &  
Anti sexual Harassment and Gender Violation Cell**

குழு உறுப்பினர்கள் விவரம்.

வ.எண் (S.NO)	பெயர் (NAME)	பதவி (DESIGNATION)
1	Dr.S.P VIJEIKUMAR	PRINCIPAL
2	DR.A.STELLA BABY	VICE PRINCIPAL
3	DR.V.VIJAYADEEPA	HEAD-STUDENT PROGRESSION
4	MRS.A.M.NIRMALA	ASST PROF,DEPARTMENT OF COMPUTER SCIENCE COORDINATOR-WOMEN'S FORUM & ANTI SEXUAL HARASSMENT CELL
5	MRS.M.SARANYA	ASST PROF,DEPARTMENT OF CHEMISTRY ASST.ORDINATOR-WOMEN'S FORUM & ANTI SEXUAL HARASSMENT CELL
6	L.MOHANA	ASST PROF,DEPARTMENT OF PHYSICS MEMBER - WDC
7	R. SATHYA	ASST PROF,DEPARTMENT OF ENGLISH MEMBER - WDC
8	P. MUTHAMILSELVI	ASST PROF,DEPARTMENT OF COMPUTER SCIENCE MEMBER - WDC
9	S. RAJAKUMARI	ASST PROF,DEPARTMENT OF COMMERCE MEMBER - WDC



  
PRINCIPAL  
PRINCIPAL,  
MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE  
RASIPURAM - 637 408  
Namakkal District  
TamilNadu, India

# Muthayammal College of Arts & Science, Rasipuram

## Women's Forum

### Women in Leadership

#### OBJECTIVE :



The prime aim of this event is to become a women leader, ability to understand others create an awareness among the girls on women' protection, rights, importance of higher education, steps to positive, building a leadership skills.

#### PLATFORM:

Virtual Meet

**DATE:** 31.08.2021

#### AGENDA

 <b>VANETRA Muthayammal Institutions</b> <b>Rasipuram, Namakkal DT.</b> <b>Women's Forum</b> <b>Women in Leadership</b> 	
<b>31.08.2021</b>	<b>2.00PM</b>
<b>Venue: Google Meet</b>	
02.00 PM Welcome Address	: <b>Ms.A.M.NIRMALA</b> Coordinator, Women's Forum MCAS
02.05 PM Felicitation	: <b>Dr.V.VIJAYADEEPA</b> Head-Student Progression MCAS
02.25 PM Presidential Address	: <b>Dr.A.STELLA BABY</b> Vice-Principal MCAS
02.55 PM Vote of Thanks	: <b>Ms. M.SARANYA</b> Asst.Coordinator, Women's Forum MCAS

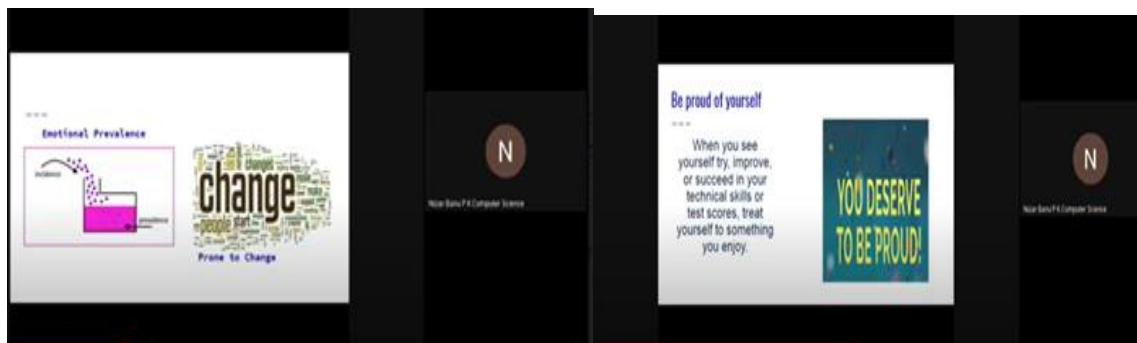
## SUBJECT / TITLE

This Programme conducted by Women's Forum and DR. P K. Nizar Banu, M.sc., M.Phil., MCA., Ph.D. Assistant Professor, Dept. of Computer science, CHRIST (Deemed to be University) Bengaluru was the chief guest. The guest motivated the staff and students by telling female leadership, building our leadership skills and steps to positive.

She speaks about leadership and differentiated leadership Vs leadership, female leadership, building our leadership skills, men can learn from women, steps to positive and test ourselves. She said female is a part of the group the society gets benefited. Now a days men and women have a compliment each other. Women has inborn capacity to think and operating different things. Women are very strong and lead many roles and skills and still they achieve it.

She discussed some points about emotional prevalence. Women wants to control certain things change themselves. Women does all things what she has to do and women generally tempt to participate more. Now a days Women contribute many thing and find a best solution. Like wise participate discipline, learn to follow, inspire others, keep learning and resolve conflicts. she said the world is ready to accept , be positive and focus on leadership quality.

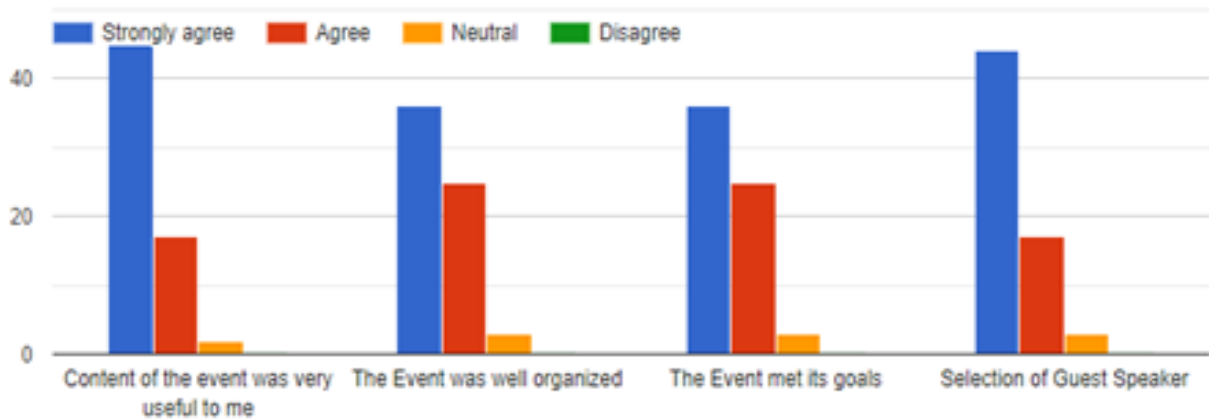
## PHOTOGRAPHS



## 5. Feedback

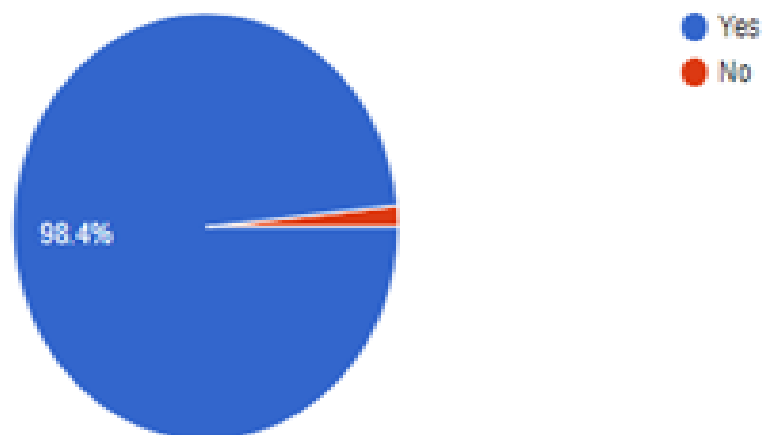
This event helps to the staff and students to learn leadership skills, steps to positive and test ourselves. It creates confidence in their mind and motivate to follow discipline, learning, inspiring others and resolve conflicts.

For each question below, please select one of the choices presented, ranging from strongly agree to disagree



Would you recommend similar event to be conducted regularly?

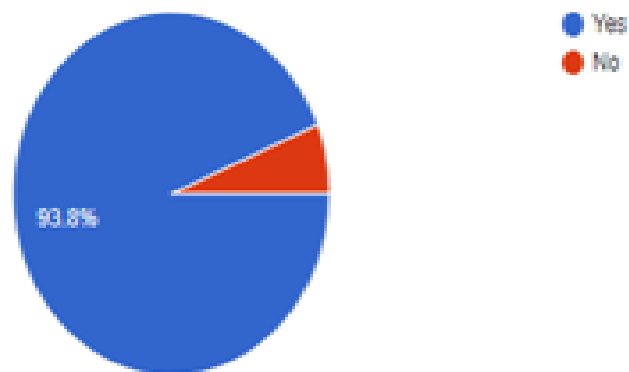
64 responses





Were you able to relate to the interaction session?

64 responses



## 6. Participants

About 80 students and 20 staff members benefitted from this event.

**Muthayammal College of Arts & Science, Rasipuram**

**Women's Forum**

**Counseling Session for I-Year Girls AY 2021-22**

**OBJECTIVE:**

The prime aim of this event is create awareness among the girls.



**PLATFORM:**

B-Block Conference Hall, MCAS

**DATE:**

10.12.2021

**AGENDA:**

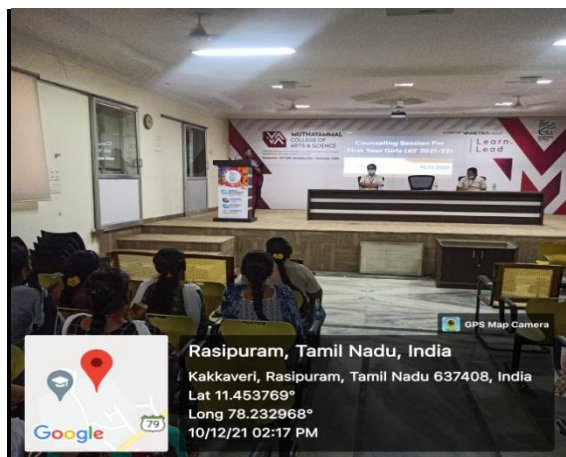
 <b>VANETRA MUTHAYAMMAL INSTITUTIONS</b> <small>COLLEGE OF ARTS AND SCIENCE   POLYTECHNIC INSTITUTION  </small>		<b>VANETRA Muthayammal Institutions</b> <b>Rasipuram, Namakkal DT.</b> <b>Women's Forum</b> <b>Counseling Session for I-Year Girls AY 2021-22</b>		 <b>25</b> <b>Celebrating 25 Years</b> <small>1994 - 2019</small>
<b>10.12.2021</b>		<b>2.00 PM</b>		
<b>Venue:</b>				
2.00 PM	Welcome Address	:	<b>Ms.A.M.NIRMALA</b> Coordinator, Women's Forum MCAS	
2.05 PM	Felicitation	:	<b>Dr.V.VIJAYADEEPA</b> Head-Student Progression MCAS	
02.25 PM	Presidential Address	:	<b>Dr.A.STELLA BABY</b> Vice-Principal MCAS	
2.55PM	Vote of Thanks	:	<b>Ms. M .SARANYA</b> Asst.Coordinator, Women's Forum MCAS	

She gave some advice about dressing sense for girls, like wearing shawl and pants. She explained rule of this college for girls. She advised the girls should leave the class room when their bell rang. Don't spend much time in the canteen and restroom after 3.55 PM.

She motivated the girls. Women also can achieve anything. They have ability to overcome any difficult situation in their life. She gave some awareness about girls safety. She said that don't save any unknown numbers in their mobile phone. At the same don't response with unknown chats. Because it creates some unwanted problem in their life and also don't speak with unknown person in all time. Be true to their parents. Suppose if you meet any kind of problem you tell to your parents. They will comfort you. At the same time if you have any problem in our campus you can go and tell WDC coordinator, WDC members and your class incharges.

Now a day's technology occupy most important place in our life. It has both good and bad. So girls should aware when they use technology. She informed the girls don't install "Any desk app". If we unknowingly install this app hackers will hack our phone

## PHOTOGRAPHS



## 5. Feedback



This session was very useful for us. We have received awareness like that how to use mobile phones and technologies. This kind of awareness will comfort in when we go in wrong way.

## 6. Participants

About 350 students benefitted from this event.

**Muthayammal College of Arts & Science, Rasipuram**

**Women's Forum**

**Taekwondo for Girls AY 2021-22**

**OBJECTIVE:**

The prime aim of this event is create Martial arts awareness for girl's students.



**PLATFORM:**

MCAS GROUND

**DATE:**

**18.05.2022**

**AGENDA:**

		<b>VANETRA Muthayammal Institutions</b> <b>Rasipuram, Namakkal DT.</b> <b>Women's Forum</b> <b>Taekwondo for Girls AY 2021-22</b>		
<b>18.05.2022</b>		<b>10.30 AM</b>		
<b>Venue:</b>				
10.30 AM	Welcome Address	:	<b>Ms.A.M.NIRMALA</b> Coordinator, Women's Forum MCAS	
10.35 AM	Felicitation	:	<b>Dr.V.VIJAYADEEPA</b> Head-Student Progression MCAS	
10.40 AM	Presidential Address	:	<b>Dr.R.Selvakumaran</b> Director-Academics MCAS <b>Dr.A.STELLA BABY</b> Vice-Principal MCAS	
11.00 AM	Vote of Thanks	:	<b>Ms. M .SARANYA</b> Asst.Coordinator, Women's Forum MCAS	



MCAS Physical Director and his team described taekwondo game and it's playing techniques. Taekwondo is a Korean form of martial arts characterized by punching and kicking techniques, with emphasis on head-height kicks, spinning jump kicks, and fast kicking techniques. The literal translation for tae kwon do is "kicking," "punching," and "the art or way of." They are a kind of martial arts in which one attacks or defends with hands and feet anytime or anywhere, with occasional use of weapons. The physical training undertaken in Taekwondo is purposeful and fosters strength of mind through mental armament. Some of the girls practiced with sports team girls. That girls show demo about how we do punch and kick to opponent.

## PHOTOGRAPHS



## 5. Feedback

This session was very useful for us. We have received awareness like how can we defend from unexpected situations. It gives some motivation in our mind. At the same time we learned some steps for punching and kicking.

## 6. Participants

About 60 students benefitted from this event.



MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE  
 (A UNIT OF VANETRA GROUP) RASIPURAM - 637 408

ANTI-RAGGING CONFERENCE : 2021-22  
FOR FIRST UG STUDENTS

S.No	Date	Course Details	Remarks
1.	04.10.2021	B.Sc., Computer Science, B.Com	
2.	08.10.2021	B.Com(CA), BCA, BBA.	
3.	11.10.2021	B.Sc., TED, HM&CS, Biotechnology, Chemistry, zoology, Statistics, Biochemistry, EC, Mathematics Microbiology, physics, B.A., English	

Students had been assigned responsibilities to organize the events right from welcome address to vote of thanks. principal Dr. S.P. Vijeikumar limee lighted the sailent features of the college and vice principal Dr. A. Stella Baby highlighted the importance of Discipline and Awareness about Anti-Ragging within the premises.

Mr. K.P. Ramaswamy, chairman, Dr. R. Selvakumaran Director Academics VANETRA Muthayammal Institutions, dwelt upon the fact that necessitated them to establish Muthayammal College of Arts and Science CA Unit of VANETRA Group, in a rural environment. He spoke out his heart about their mission to uplift the rural community.

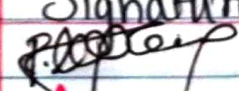



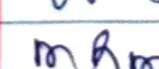
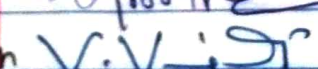

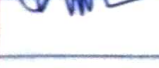



Principal Dr. S.P. Vijeikumar enumerated the eventful programmes Conducted periodically only with a welfare eye and outlook to promote Students in all spheres. He laid on emphasis on the evils



and ill-effects of ragging and strictly cautioned the students not to resort to ragging in any form. He made the students aware of the existence of anti-Ragging cell in the college and gave an assurance that if any grievance concerning ragging had been brought to notice, instantaneously it would be addressed and redressed.

Vice principal Dr. A. Stella Baby elaborated to an extent on the indispensability of discipline in all walks of life. She insisted that it was an imperative to adhere discipline in whatever the venture everyone entrusted in.

The parents had responded very well with open hearted positive and encouraging statements to energize the administration further.

Members present	Designation	Signature
1. Mr. Muthurel Ramasamy	Chairman/Secretary	
2. Dr. R. Selvakumaran	Director Academics	
3. Dr. S.P. Vijeikumar	Principal	
4. Dr. A. Stella Baby	Vice principal	
5. Dr. M.N. periasamy	Dean Administration	
6. Mr. M. Ramamoorthy	Head Social Activities	
7. Dr. V. vijayadeepa	Head Student progression	
8. Dr. H. Lookmansithic	Head placement & Skill development	
9. Dr. S. Mohanprabhu	HOD Statistics	
10. Mr. R. Rajendran	Manager Hostel	
11. Mrs. K. Mallika	Hostel DY- Warden	

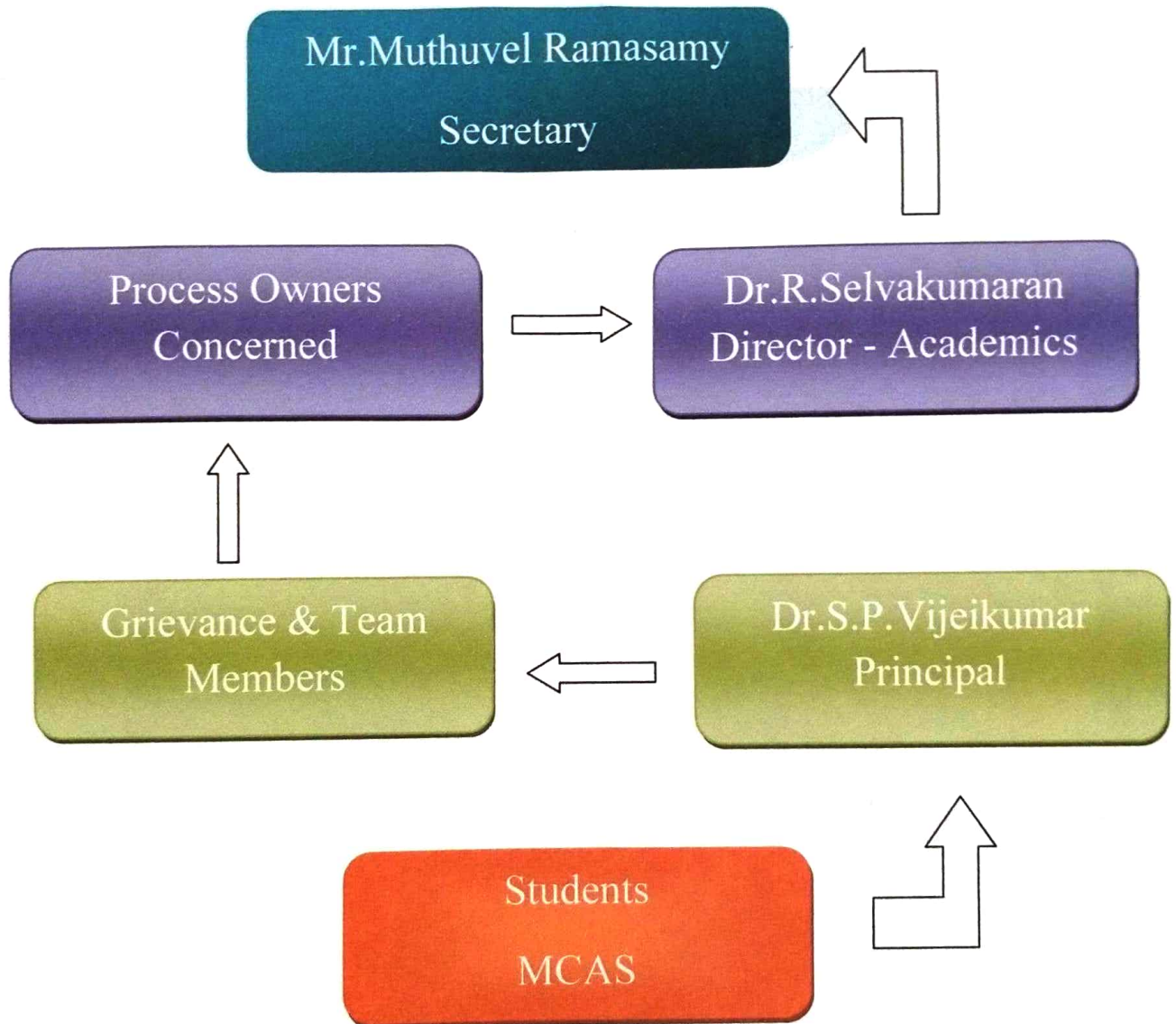



**MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE, RASIPURAM**

**(A UNIT OF VANETRA GROUP)**

**GRIEVANCE REDRESSAL CELL**

**COMMITTEE DETAILS-2021-2022**



  
PRINCIPAL,  
MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE  
RASIPURAM - 637 408  
Namakkal District  
TamilNadu, India

**MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE, RASIPURAM**  
**PROCEDURE FOR GRIEVANCES COLLECTION AND RECTIFICATION**  
**GRIEVANCE REDRESSAL CELL**

Collection of grievances through both online ([gvc@muthayammal.in](mailto:gvc@muthayammal.in)) and offline (grievance boxes at each block in the college and one each at boys and girls hostels) modes.

Forwarding the grievances collected from the grievance boxes to the Principal by the Co-ordinator two times a month

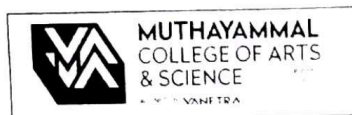
Sending the grievances from the Principal's office to the incharges concerned for the redressal within 48 hours

Displaying the redressals solutions to the grievances in the notice board and preparation of annual report on the grievances addressed and redressed



**PRINCIPAL,**  
**MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,**  
**RASIPURAM - 637 408**  
**Namakkal District,**  
**TamilNadu, India**

## Muthayammal College of Arts and Science, Rasipuram



(A Unit of Vanetra Group)

### Grievance Redressal Cell

- A Grievance Redressal cell has been in activation in the college.
- A co-ordinator has been nominated to exclusively look into grievances lodged by both the employees and the students.
- Grievances have been analysed by the grievance Redressal Cell then and there.
- Grievances are scaled on their nature, and depth/ quantum.
- Redressals have been provided on priority based on their emergency.
- The complaints are at their free-will to submit the grievances in person at the Redressal cell.
- Additionally suggestion boxes have been affixed at prime junctions of every block so that the grievances might be dropped into the boxes.
- Those who have grievances to be redressed can send them to the cell through e-mail (gvc@muthayammal.in)
- Almost all the grievances are addressed and redressed instantly or later without ignoring any grievance.

S. No.	Name	Designation
1	Dr.R.Selvakumaran – Director Academics	Chairman
2	Dr.S.P.Vijeikumar - Principal I/C	Secretary
3	Dr.A.Stella Baby- Vice Principal	Member
4	Dr.M.N.Periasamy - Dean Administration	Member
5	Mrs.T.Madhumathi - Co-ordinator Grievance Redressal Cell	Member

  
Co-ordinator

  
Principal





**MUTHAYAMMAL**  
**COLLEGE OF ARTS**  
**AND SCIENCE**

A UNIT OF VANETRA GROUP


Learn  
Lead

# GRIEVANCE BOX

 : [gvc@muthayammal.in](mailto:gvc@muthayammal.in)







functions of grievance

Active

?

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VIVEKA MUTHAYAMMAL INTELLECTUALS

Compose

Inbox 1,551

Starred

Snoozed


Sent

Drafts 7

More

Labels +

FUNCTIONS OF GRIEVANCE CELL. Inbox x



Grievance Cell Muthayammal <gvc@muthayammal.in>  
to students, principalarts, DIRECTOR, secretary

Sat, Oct 16, 2021, 12:25 PM

☆ ↶ ⋮

### கோரிக்கை மற்றும் குறை தீர்ப்பு மன்றம்

அன்புள்ள மாணவர்களே!

நமது கல்லூரியில் கோரிக்கை மற்றும் குறை தீர்வு மன்றம் செயல்பட்டு கொண்டிருக்கிறது என்பதை மகிழ்வுடன் தெரிவித்துக் கொள்கிறோம்.

### மன்றத்தின் நோக்கங்கள்


- 1.மாணவர்களின் கோரிக்கை ஏற்றல்.
2. மாணவர்களின் குறைகளுக்கு தீர்வுகாணல்.
- 3.கல்லூரி வளாக தூய்மைப்பணிகளில் குறை இருப்பின் நிவர்த்தி செய்தல் .
- 4.இணைய வழி கல்வி முறையில் குறை இருப்பின் தீர்வு காணல்.
5. மாணவர்கள் ஆசிரியர்கள் இடையே கருத்து பரிமாற்றத்தை மேம்படுத்துதல்.
- 6.இருபால் கல்லூரி விடுதிகளிலும் கோரிக்கை ஏற்றல் மற்றும் குறை நீக்குதல்.

குறிப்பு : குறை காண்பின் எவ்வித தயக்கமும் இன்றி எடுத்துரைக்கலாம் .

மின்னஞ்சல்- [gvc@muthayammal.in](mailto:gvc@muthayammal.in)

கைபேசி - 9363222137

Activate Windows

 Gmail

functions of grievance

Active

Compose

Inbox1,551

Starred

Snoozed

Sent

Drafts7

More

Labels +

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30 of many

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Dear Students,

We wish to inform you that a 'Grievance cell' has been in operation in our college. We want every student to be aware of the functions of the Grievance cell.


**Duties of Grievance Cell**


- To receive the grievances of the students and find probable solutions.
- To address and redress the complaints if any regarding the hygiene and cleanliness of the college campus.
- To set right the drawbacks if noticed in the online mode of teaching.
- To create a cordial relationship between the students and staff in settling the grievances of all sorts within the campus.
- To sort out the issues if there are any regarding hostel and transport facilities.

“BE FRANK and FAIR in forwarding grievances.  
“BE SURE that genuine grievances will be redressed.

Mail: [gvc@muthayammal.in](mailto:gvc@muthayammal.in)  
Cell: 9363222137

—  
With Regards,  
T.Madhumathi  
Co-ordinator - Grievance Cell

 **MUTHAYAMMAL**  
COLLEGE OF ARTS & SCIENCE  
A UNIT OF MUTHAYAMMAL INSTITUTIONS

 **MUTHAYAMMAL INSTITUTIONS**  
WOMEN EMPOWERMENT

Learn  
Lead

Activate Windows  
Go to Settings to activate Windows.

<https://www.muthayammal.in/grievance-redressal-cell.php>





**MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE**

**A UNIT OF VANETRA GROUP OF INSTITUTIONS**

**GRIEVANCE REDRESSAL CELL**

**GRIEVANCE REDRESSAL CELL POLICIES:**

**“TO MAKE EVERYBODY *KNOW***

**THAT THERE ARE *NO* GRIEVANCES”**

1. Grievances are collected through two modes: Via
  - a) Online
  - b) Grievances boxes at each block &
  - c) Hostel Representatives.
2. Grievances of all sorts will be forwarded to the Principal.
3. Grievances received will be sorted out and forwarded to the process owners concerned.
4. The process owners will take two days time to analyze the grievances and suggest redressals.
5. The process owners will come out with the grievances requires some more time.
6. Details of the addressal & Redressal of the grievances will be displayed in the NOTICE BOARDS at the last week of every month.

  
Co-ordinator

  
Principal

  
Director - Academics

## MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE



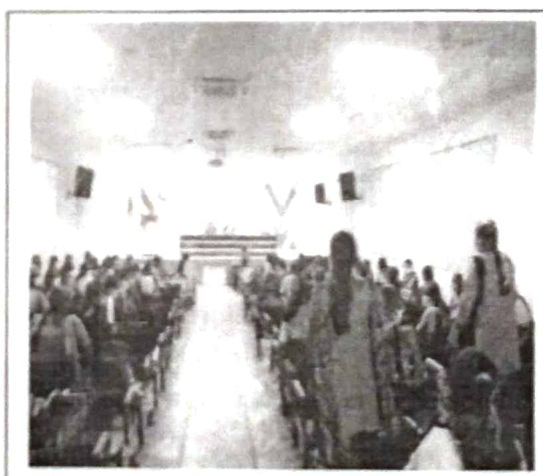
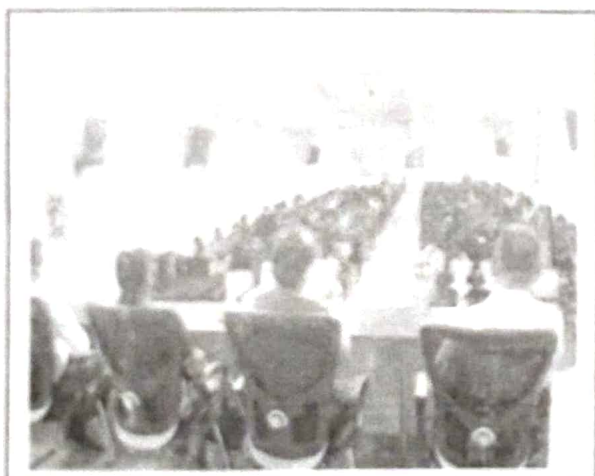
A UNIT OF VANETRA GROUP OF INSTITUTIONS

### GRIEVANCE REDRESSAL CELL

#### ABOUT ORIENTATION PROGRAM:

All the I-UG students had been assembled at the conference hall on 05.01.2022 and the Director –Academics, Principal, Vice Principal and the Dean Administration had oriented the students on the importance of the Grievance Redressal Cell and its roles and responsibilities.

They emphasized that the students could express their grievance either in person or via E-mails or grievance boxes. They told the students the details of the redressals will be informed to the students then and there through the mode or the other.



Coordinator

Dean Administration

Vice Principal

Principal

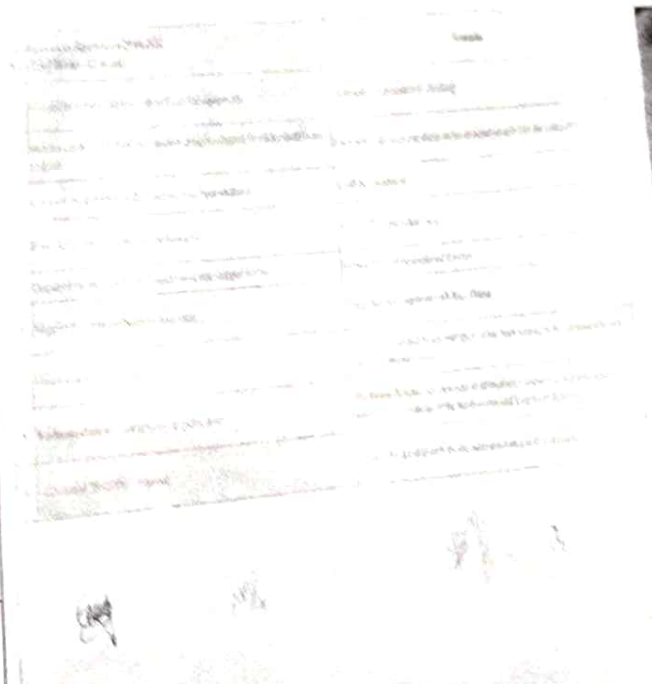
Director-Academics

**MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE, RASIPURAM**

**(A UNIT OF VANETRA GROUP)**

**GRIEVANCE CELL CONSOLIDATED REPORT**

**FROM AUG 2021 - MAY 2022**

S. No	Particulars	Numbers of Grievances	Action Taken	Remarks
1	Hostellers	76	76	
2	Day scholars	4	4	
3	Infra-structure	Nil	Nil	
4	Canteen	Nil	Nil	
5	Transport	Nil	Nil	
6	Academics	Nil	Nil	
<b>Total</b>		<b>80</b>	<b>80</b>	

**Co-ordinator**

**Principal**

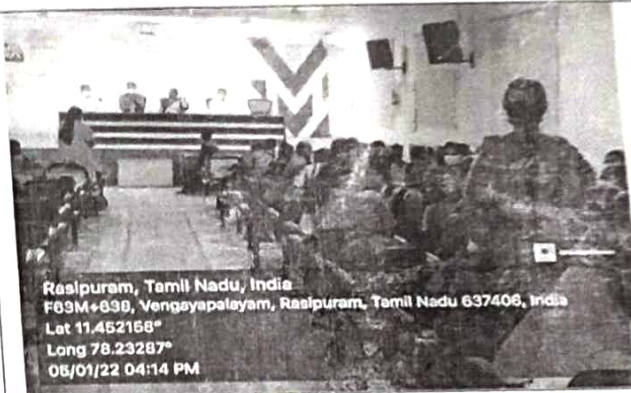
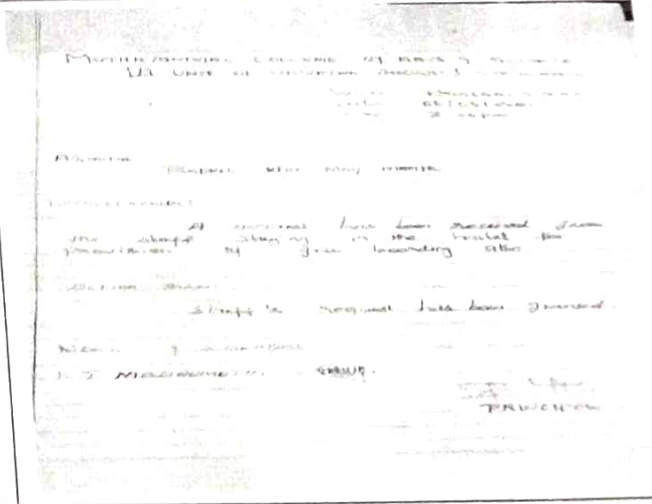
**Director - Academics**

**MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE, RASIPURAM**

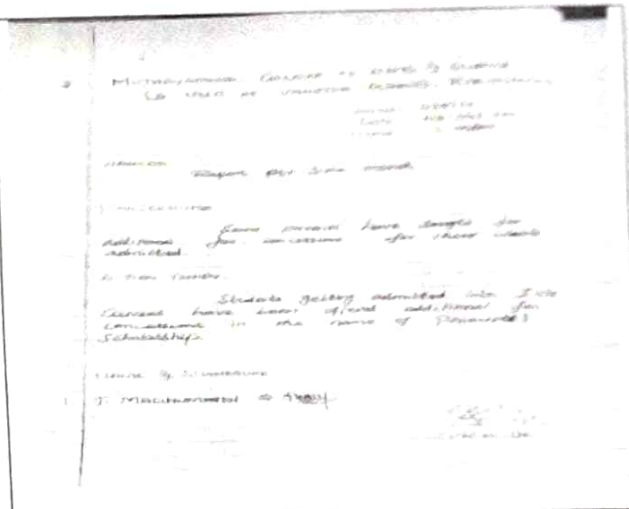
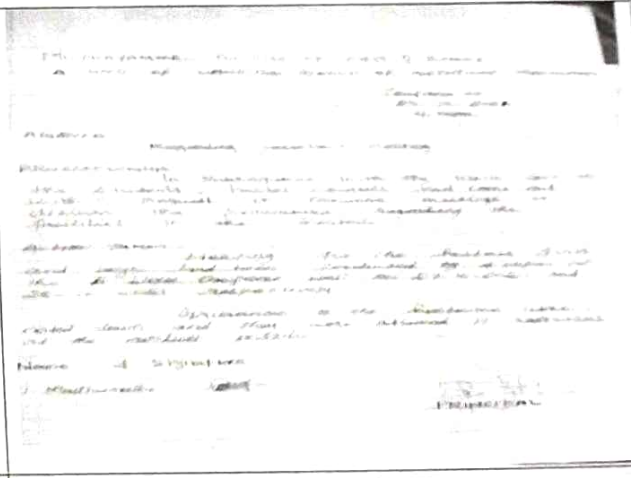

**(A UNIT OF VANETRA GROUP)**

**GRIEVANCE CELL CONSOLIDATED REPORT**

**FROM AUG 2021 – MAY 2022**

S. No	Particulars	Status	Duration	Numbers of Grievances	Document Proof
1	Periodically convening meeting	Completed	Aug 2021 to April 2022	9 (Meetings)	 <p>Rasipuram, Tamil Nadu, India F69M+838, Vengayapalayam, Rasipuram, Tamil Nadu 637406, India Lat 11.462168° Long 78.23287° 05/01/22 04:14 PM</p>
2	Allotting a grievance – hours for Hostel Students	Completed	Jan 2022 , March & April	76	
3	Grievances Collected from the faculty members	Completed	May 2021 to June 2022	1 (Faculty from Hostel)	



4	Grievances Collected from Parents (During admission)	Completed (Principal's Scholarship)	May 2021 to June 2021	Courses for LDC	
5	Forwarded the grievances to the respective process owners	Completed	Administration	80	
6	Action taken	Completed	Administration	80	

1. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
[A UNIT OF VANETRA GROUP] RABIPURAM,

Venue: Conference Hall

Date: 06/08/2021

Time: 12:00pm.

AGENDA:

Report for August Month,

PROCEEDINGS:

Students expected the management to bring into use additional Thermometer's to check the temperature of the students & staff.

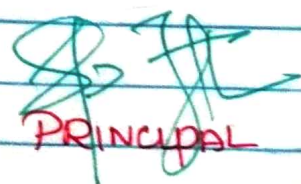
ACTION TAKEN:

Three more thermometers in addition to the two already in use have been served to the staff who have been doing the thermochecks.

NAME

& SIGNATURE

1. T. MADHUMATHI → T. MATHI

  
 PRINCIPAL

6. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE.

[A UNIT OF VANETRA GROUP], RASIPURAM.

Venue : Principal's Cabin

Date : 21/09/2024

Time : 10:00 AM

### AGENDA:

Report for September month.

### PROCEEDINGS:

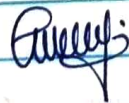
Students viewed that offline classes should be wound up by 3.00pm. Since there were no frequent buses after 4.00pm.


### ACTION TAKEN:

Classes have been wound up around 3.00pm and in two phases with an interval of 10 minutes. College busses have been operated to drop the students at Rasipuram.

NAME & SIGNATURE

1. T. Madhumathi



  
PRINCIPAL



6. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE, RAIPUR  
A UNIT OF VANETRA GROUP.

Venue: Office

Date: 04-10-2021

Time: 11-30 Am.

AGENDA:

Report for October month.

PROCEEDINGS:

A meeting was held at the Principal's Office to discuss the request of the PG Students regarding colour change of their ID cards for unique identification.


Action Taken:

The request was paid heed to and new PG ID cards with a different colour have been served to the PG-students.

Name                      of Signature

1- J. Madhumathi



  
 PRINCIPAL



7. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, RAJIVURAM

Venu: Conference Hall,

Date: 25-10-2021

Time: 4.00pm.

AGENDA:-

Regarding Hostellers Meeting.

PROCEEDINGS:-

In Subsequence with the mails sent to the students, hostel students had come out with a request to convene meetings to discuss the grievances regarding the facilities in the hostels.


Action Taken:-

Meeting for the hostels girls and boys had been conducted by 4.00pm at the B block Conference Hall on 27-10-2021 and 28-10-2021 respectively.

Grievances of the hostellers were noted down and they were assured of redressals at the earliest possible.

Name & Signature

1. T. Madhumathi 

  
PRINCIPAL

8. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, RASIPURAM.

Venue : Office

Date :

Time : 11.00AM.

AGENDA:

Report for November

PROCEEDINGS:


Nomination of Assistant coordinator


ACTION TAKEN:

Assistant co-ordinator of the cell  
 Mrs. S. Bharathi, Assistant Professor, Dept of  
 Computer Science has availed medical leave.

Mrs. G. Kalaimani, Assistant Professor  
 of English has been nominated as "Assistant  
 Coordinator of Grievance Redressal Cell."

Name & Signature.

1. T. Madhumathi - 

2. G. Kalaimani - 

  
 PRINCIPAL



8. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, RASIPURAM.

Venue : Principal's Cabin  
Date : 16-12-2021  
Time : 3.30 pm.

AGENDA :-

Report for December

PROCEEDINGS :-


Conducting Grievance Meeting frequently - Reg.

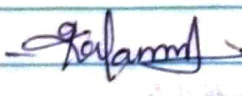
ACTION TAKEN :


As a result of the grievances surfaced by the hostel students at the meetings conducted on 02-12-2021 and 03-12-2021, most of the grievances have been addressed and redressed.

Yielding to the requests of the hostellers, they have been assured such type of meetings will be conducted during the month of January 2022.

Name & Signature

1. J. Madhumathi 

2. G. Kabirani 

  
PRINCIPAL

10. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, RASIPURAM.

Venue : Conference Hall

Date : 5-01-2022

Time : 4.00 pm.

### AGENDA:

Report for January.

### PROCEEDINGS:-

Hostellers - Grievances.

Suggestions / opinions / needs in the form of  
FEEDBACK have been collected from the hostellers.


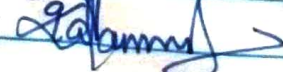
As many as 48 grievances have been  
placed at the meetings by both boys and girls.

Grievances have been classified and sent to  
the process owners concerned for redressal.

Redressals for most of the grievances have  
been arrived at and executed within five  
days after the receipt of grievances.

Redressal measures have been in implementation  
even after the reopening of the college to hold  
classes through physical mode.

Name & Signature

1. T. MADHUMATHI > 
2. G. KALAMANI > 

  
PRINCIPAL





MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE, RASIPURAM

(A UNIT OF VANETRA GROUP)

GRIEVANCE REDRESSAL CELL - 2021-2022

GRIEVANCE REDRESSAL MEETING FOR HOSTELLERS

S. No.	Grievances Received on 05.01.2022 (Girls Hostel - 4.00 pm)	Suggestions /Recommendation
<b>Basic Amenities</b>		
1	Microphone and speaker haven't been in proper working condition.	Devices shall be replaced with new ones if necessary and periodically their working condition shall be checked.
2	Notice board hasn't been updated with issues and hostel-related with details. It is found mostly information less.	One student and a staff shall be nominated to update the noticeboard then and there.
3	Broomsticks and floor mats must be served to each room.	Broomsticks and mats will be served at the beginning of every Semester.
4	Bus to the hostel is not operated according to the strength. It arrives the hostel either late or early.	It is assured that the operation of the bus to the hostel will be streamlined.
5	Canteen service can be offered after 4.00 p.m on Sundays; instead of the service up to 4.00 pm.	Time can be extended upto 5.30 pm or 6.00 pm.
6	Zero watts bulbs at the restroom emit dim light instead of zero watt bright white bulb can be provided.	LED bulbs shall be provided.
7	One of the two bio-metric systems doesn't function properly. It leads to a long-wait and waste of time.	Devices shall be replaced with new ones if necessary and periodically their working condition shall be checked.
8	The duration for service at the messes on Sundays can be extended.	Services on Sundays shall be extended upto 9.00 am.
9	Students want to have a cup of tea or coffee either in the morning (6.00 to 6.30 am) or evening (5.00 to 5.30 pm).	Their request can be granted.
10	Water cooler cum heater at every floor must be provided.	Provisions shall be made available as per their request.
11	Any intimation sent to the hostel Whatsapp group (yearwise) has not been seen or read. On coming late a bit, the students have been shouted at.	The hostel Co-ordinator will be the incharge to look into the issue hereafter.
12	Space for dining is not sufficient.	Dining space shall be expanded or dining tables in adequate numbers can be provided. Students can be permitted to dine on a shift system
13	Foods are not served at the rooms even when the students fall sick.	Food will be served at the rooms with the knowledge of the hostel Co-ordinator on prior intimation.



Quality/Quantity of Food/Dishes		
1	Quality of the food served at the cost of Rs. 2500/ a month earlier was better than that of the food served now at Rs. 4000/ a month.	Dividing system will be followed.
2	Chicken guruma has been served with no chicken pieces. It can be called only guruma.	Only guruma will be served. On request, chicken pieces will be served on token system.
3	Food/ dishes worthy Rs. 4000/ a month must be served. Monthly mess bill however doesn't matter.	Quality dishes/ food items shall be provided to the expectation of the students.
4	Milk served on Sundays is of less quality and more diluted.	Serving quality-milk shall be looked into giving way for no complaints.
5	All the tiffin items have been half-boiled/ half-cooked Idlies, Chappathies & Parottas have been hard to chew and eat.	An hostel staff a day shall take the initiative to test the food items whether they are well-cooked or half-cooked before serving them to the hostellers.

Issues Related to Manager/Supervisor		
1	Whenever the deputy warden is approached for requirements, she says that the items haven't been provided by the management.	Requests for requirements can hereafter be channelled through the hostel Co-ordinator.
2	Deputy warden's approach and behaviour towards the students have been rough and tough.	Deputy Warden shall be oriented enough to maintain a cordial relationship with the students.
3	On a day last week, the students obtained from availing the food on the same day, they requested for the vessel to prepare black coffee in the induction stove. They were not provided the vessel informing that it had been found missing.	Deputy Warden shall be instructed to develop a polite attitude towards the students.
4	a) When students arrived at the hostels, they are not allotted the rooms immediately. b) It is alleged that the deputy warden/hostel incharge delays in allotting the rooms saying that she has been in tension.	a) Allotment of rooms can be done only through the hostel Co-ordinator. b) Deputy Warden shall be oriented enough to maintain a cordial relationship with the students.
5	Hostellers have be conditioned that they would be allowed to go home only after clearing the hostel charges.	Deputy Warden shall be oriented enough to maintain a cordial relationship with the students.
6	Deputy Warden applies dual approaches both soft and hard to the students who paid the fees and who are yet to pay.	
7	Washroom cleaners speak and behave rubbishly. When asked to clean the dustbins, they clean them murmuring.	Shift-system shall be introduced and a special package shall be provided to the employees. They shall be instructed to be polite and mild in their responses to the students.
8	They use the same brush used to clean the bathrooms/toilets to clean the wash-basins.	Separate brushes will be provided to wash the restrooms and wash basins.

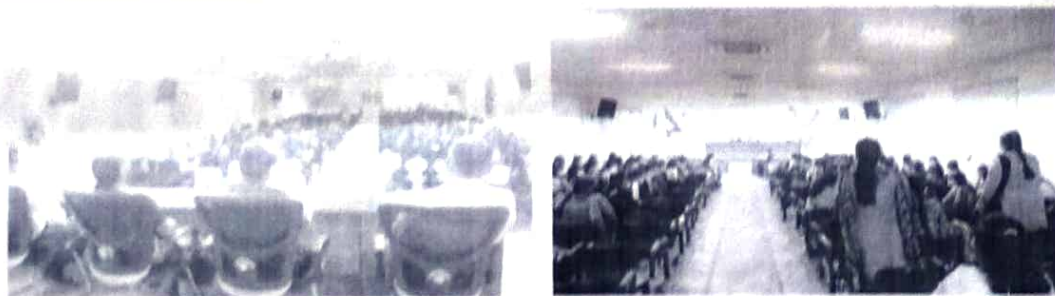


Advances Received on 06.01.2022 3. (Boys Hostel - 4.00 pm)		Suggestions /Recommendation
Basic Amenities		
1	First-Aid boxes must be provided.	First-Aid boxes (without tablets) will be provided.
2	Hostellers shall be taken on an Industrial Visit.	Hostel Day celebrations and Industrial visits shall be thought of only after the retention to normally from pandemics.
3	Permission shall be given to the students to use lap-tops.	Can be considered on prior requests.
4	Wifi provision shall be made available.	
5	Man-power shall be increased for ironing the clothes.	Steps will be taken to increase man-power for ironing the dresses.
6	Foul smell from the neighbouring sago factory is unbearable. No solution so far has been arrived at.	Room-freshners will be provided.
Quality/Quantity of Food/Dishes		
1	Quality of the food served at the cost of Rs. 2500/ a month earlier was better than that of the food served now at Rs. 4000/ a month.	Dividing system will be followed.
2	Food/ dishes worthy Rs. 4000/ a month must be served. Monthly mess bill however doesn't matter.	Quality dishes/ food items shall be provided to the expectation of the students.
3	All the tiffin items have been half-boiled/ half-cooked Idlies, Chappathies & Parottas have been hard to chew and eat.	An hostel staff a day shall take the initiative to test the food items whether they are well-cooked or half-cooked before serving them to the hostellers.
4	a) Insufficient quantity of food items / dishes are served. b) They should be served quantity enough to the strength of the hostellers.	Enough quantity of food items/dishes will be served.
5	Butter-milk served is diluted to the maximum being mixed with water.	To make butter milk suitable to the health, it will be served as a mixture of proper ratio.
6	Serving egg-rice at nights can be avoided since it might lead to stomach-upset or digestive issues.	Revised menu-system will be implemented.
7	Breads served are very dried.	Care will be taken to avoid serving dried breads.



### Issues Related to Manager/Supervisor/Staff

1	Mess-employees do not serve free-hand. They have always been under the threat of the hostel incharges.	Mess employees will be instructed / directed to serve food free hand.
2	Sports students are less-fed stating that they avail the hostel facilities free of cost.	Hostel employees shall be instructed to serve food to the sports students in enough quantity to make them feel sufficiently-fed.
3	Students registered a complaint on the missing of number plates of room numbers 316 & 317 complaint hasn't been redressed. Instead, the students have been asked to pay a fine of Rs.6000/-.	The staff concerned will be oriented to smoothen his approach.
4	When the sports students come late to the dining hall, they are not served food. But the rule is relaxed when a staff comes late.	Late comers to the mess, particularly sports students will be served food on prior intimation/request.
5	If a complaint is made against the quality of food, the menu has been changed without any information. But there is a change of menu with same quality.	Revised menu will be followed. Daily feedback will be collected.
6	Though you convened a hostel meeting, there is no redressal.	A system of displaying a redressal report at the hostel notice boards has already been in practice.
7	It seemed that on the complaint of non-functioning or slow rotation of the fans, Dr.G.Thangapandi, HoD of Commerce told them to rotate the fans with hands.	Dr.G.Thangapandi, HoD of Commerce shall be instructed to be polite and cordial in his approach so as not to create any ill-will / ill-feelings among the students.
8	a) Dr.G.Thangapandi, HoD of Commerce hasn't been cordial with hostel boys. b) He was harsh on the students suspecting them when his bedsheet had been lost.	
9	When any unwanted activity takes place at the hostel, HoD of Commerce Dr.G.Thangapandi blames only the sports students.	



*[Signature]*  
Coordinator  
14/01/2022

*[Signature]*  
Dean Administration

*[Signature]*  
Vice-Principal / Principal

*[Signature]*  
Director-Academics  
21.1.22

Secretary/Executive Director



11. MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCES  
A UNIT OF VANATHRA GROUP OF INSTITUTIONS, RASIPURAM.

Venue : Principal's Cabin.

Date : 14-02-2022

Time : 3.30 pm.

AGENDA :

Report for February.

PROCEEDINGS :

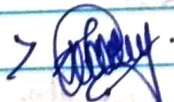
New Guidelines,

In consequence with the previous meeting, a set of new guidelines have been formed and the same guidelines have been texted to every individual student's email.

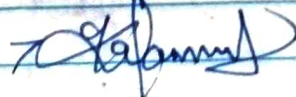
Additionally the hostellers have been intimated through a circular.

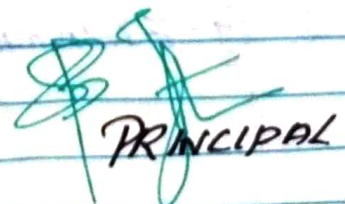
Name & Signature :

1. T. MADHUMATHI



2. G. KALAIMANI



  
 PRINCIPAL

12. MUTHAYANMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, RAIPURAM.

Venue : TRUST OFFICE

Date : 03-03-2022

Time : 2.00pm.

### AGENDA:

Report for March

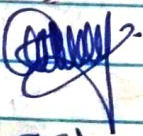
### PROCEEDINGS:-

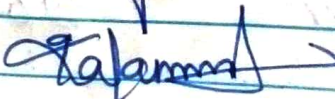
"Additional provision of wash rooms."

The students' demand for additional provision of wash rooms has been discussed and the possible ways and means have been analysed.

It has been decided to shuffle/shift the departments among the blocks taking into account the strengths of the departments and the number of washrooms available.

Sign & SIGNATURE

1. T. MADHUMATHI > 

2. G. KALAMANI > 

  
 PRINCIPAL



13.

MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, TRASIPURAM.

Venue: Conference Hall

Date: 29.04.2022.

Time: 4.00pm.

AGENDA:

Report for April.

PROCEEDINGS:	Remarks
1. Feedback Register is not kept now - a - days to record feedback.	It has been instructed to keep the feedback Register available at the dining halls for the students to register their grievances.
2. Non-Functioning of biometric system (3 out of 4) in the women's hostel.	Completed.
3. Working of the fans - not at good condition.	The employees concerned are directed to periodically check the working - conditions of the fans.
4. Washroom cleaning - not upto the hygienic level.	The House-keepers are instructed to immediately attend to complaints regarding unhygienic conditions of the washrooms and keep them hygienic.



## PROCEEDINGS

## REMARKS

- |   |  |
|---|--|
| 5. Insecticide is not Sprayed regularly   | It is regularly done.  |
| 6. Idlies & Chappathies are hard and dry.   | Instructions will again be given to the mess employees to prepare the idlies and chappathies soft and tasty. |
| 7. Serving substandard Quality of Bread and Jam.                                    | Better brand of Bread and Jam will be bought and served.   |
| 8. Variety rice served - overspicy.   | To avoid the dish being overspicy, it has been solicited to buy and use alternate brands of Masala items.    |
| 9. Quality of the puff and dishes served at the hostel canteen - not upto the mark. | Canteen owner is asked to serve better quality Puffs.  |
| 10. Quality of tea is to be improved.   | Employees are instructed to improve the quality of tea without giving room for further grievances.           |
| 11. Celebration of "Hostel day" - requested.  | It has to be decided only by the administrators a policy decision.   |



44

MUTHAYANMAL COLLEGE OF ARTS &amp; SCIENCE.

A UNIT OF VANETRA GROUP OF INSTITUTIONS, RASIPURAM.

Venue : Principal's Cabin.

Date : 03-05-2022

Time : 11.30 Am.

PROCEEDINGS	REMARKS
1. Availability of First-Aid box without First-Aid equipments	There will be a periodically checking.
2. Students can be relieved off the transport charges collected for taking them to the hospitals.	It is a policy decision and decision has to be taken only by the authorities.
3. Damaged mosquito nets at the windows have been unattended to.	It will be attended to.
4. Ropes for drying the clothes can be provided.	Ropes will be provided soon.
5. Displayed <del>was</del> the menu card only (March) once and stopped further	Menu cards will be displayed for ever.
6. Maggi in the menu can better be discarded.	Maggi has been replaced with Ragi Dosa.

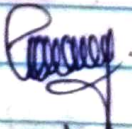
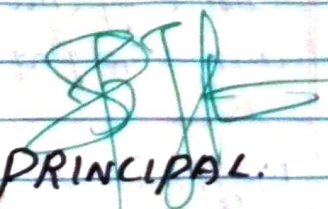


## PROCEEDINGS

## REMARKS

- |   |  |
|---|--|
| 7. Variety rice served - overspicy                  | To avoid the dish being overspicy, it has been suggested to buy and use alternate brands of Masala items.                                      |
| 8. Washroom cleaning - not upto the hygienic level. | The House Keepers are instructed to immediately attend to complaints regarding unhygienic conditions of the wash rooms and keep them hygienic. |
| 9. Celebration of Hostel day regarding.             | It has to be decided only by the administrators a policy decision  |

Name &amp; Signature

1. J. madhumathi - 2. G. kabimani - 
  
 PRINCIPAL



15. MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, RASIPURAM.

Venue : Hostel

Date : 17/06/2022

Time : 4.00pm.

AGENDA:

Report for June - 2022.

PROCEEDINGS	REMARKS
1. Salt - boxes without lids/caps & flies found dead in the salt boxes.	Salt boxes with proper lids/caps will be served hereafter.
2. Serving of Idli-podi	Idli - chutni powder will be served.
3. Variety rice served - overspicy	Branded of Masala items will be changed.
4. Shuttle - Cocks worn out	New cocks to play badminton will be provided.
5. Late Serving of breakfast [for ex. serving breakfast by 8.45 am].	Hostel employees will be instructed to serve breakfast on time.

## Boys' Hostel

## PROCEEDINGS

## REMARKS

- |   |   |
|---|---|
| 5. Salt - boxes without lids/caps & flies found dead in the salt boxes. | Salt boxes with proper lids/caps will be served hereafter.  |
| 6. Variety rice served - Overspicy.                                     | Branded & masala items will be changed.   |
| 7. Issues of outpass even after 5.30pm on emergency.                    | Outpass can be issued on emergency even after 5.30 pm only at the permission granted by the co-ordinator. |

NAME

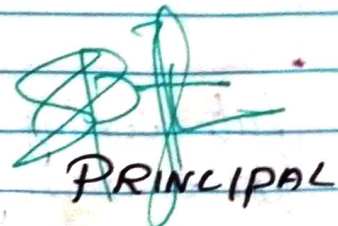
SIGNATURE

1. T. Madhumathi

Y. [Signature]

2. G. Jalaimani

Y. [Signature]


 PRINCIPAL



10 MUTHAYAMMAL COLLEGE OF ARTS AND SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS,

Venue : Principal's cabin  
Date : 8/07/2022  
Time : 2.00pm.

AGENDA :

Report for July - 2022.

PROCEEDINGS	REMARKS
<p>* Additional Provision of "Wash Rooms".</p> <p>* The students demand for additional provision of wash rooms has been discussed and the possible ways and means have been analysed.</p>	<p>It has been decided to shuffle / shift the departments among the blocks taking into account the strengths of the departments and the number of washrooms available.</p>

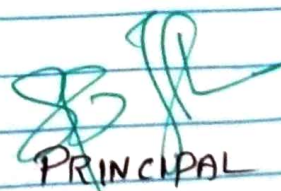
NAME

& SIGNATURE

1. T. Madhumathi



2. G. Kakimani

  
PRINCIPAL



17 MUTHAYAMMAL COLLEGE OF ARTS & SCIENCE,  
A UNIT OF VANETRA GROUP OF INSTITUTIONS, RASIPURAM.

Venue: Office

Date: 25-08-2022.

Time: 3.00pm.

AGENDA:

Report for August.

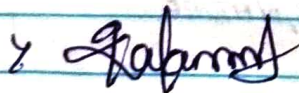
PROCEEDINGS:

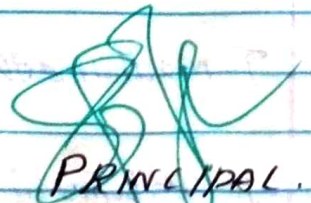
No letters related to grievances have been received during the month of August 2022.

A few grievances received through mails have been addressed by the principal then and there.

Name & Signature

1. T. Madhumathi & 

2. G. Kalaimani & 

  
PRINCIPAL.