

2.5.2 LIST OF GRIEVANCE

DEPARTMENT OF TRAVEL AND TOURISM MANAGEMENT 2023-24

NAME OF THE STUDENT	CLASS	LEVEL OF EXAM	SUMMARY OF GRIEVANCE	NATURE OF GRIEVANCE	TIME TAKEN TO SOLVE
RANIYA	2 ND YEAR BTTM	INTERNAL	TOUGH QUESTION PAPER	WRITTEN	3 DAYS
ASWATHI	1 ST YEAR BTTM	INTERNAL	TOUGH QUESTION PAPER	WRITTEN	2 DAYS
FEMNA	3 RD YEAR BTTM	INTERNAL	LESS TIME FOR COMPLETING EXAM	WRITTEN	1 DAY
ANANYA SURESH	2 ND YEAR BTTM	INTERNAL	OUT OF SYLLABUS QUESTIONS	WRITTEN	2 DAYS
LIYA MEHRA	3 RD YEAR BTTM	INTERNAL	CHANGE OF DATE IN EXAM	WRITTEN	4 DAYS



SMITHA S
Head of the Department of Travel &
Tourism Management
Providence Women's College, Calicut

2023 - 24.

The grievance redressal committee for the academic year 2023-24 was reconstituted during the student council convened on June 2023. The following members were appointed as committee members.

1. Ms. Smitha S S
2. Ms. AnnRose Angels T Anrose
3. Ms. Liya Mehra (Student representative) Liya

The meeting of committee held on 13 June 2023 reviewed the functioning of the committee, the previous year. The meeting decided to create an awareness among the students regarding the ~~rules~~ discipline rules and actions to be taken. The tutors should make aware of such committee to the students, so they can raise complaints to committee if needed.

Members :

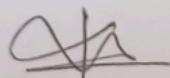
Smitha S S
AnnRose Angels T. Anrose
Liya Mehra Liya

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

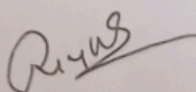
DATE	GRIEVANCE	COMPLAINTS
	<p>I would like to inform that I had not attended the psychology internal exam as I was not feeling well. So I am ^{kindly} requesting for a retest.</p> <p>Diya Sajith <i>[Signature]</i> Sneha Sathesh <i>[Signature]</i></p>	
<p style="text-align: center;">Action Taken</p> <p>Retest is scheduled for these students after verifying the medical certificate.</p>		

Signatures



Head of the Department / Tutor

Complaints



Dr. RINJU GEORGE
Assistant Professor & HOD
Dept. of Psychology
Providence Womens College
Calicut - 673009

PROVIDENCE WOMEN'S COLLEGE, GALICUT - 673 009

GRIEVANCE REDRESSAL FORM

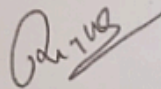
DATE	GRIEVANCE	COMPLAINTS
	<p>I couldn't Submitted the Audit Exam. Please extend the time.</p> <p>Jameela Thanka.K.M <u>Shaf</u>.</p>	
<p style="text-align: center;">Action Taken</p> <p>Time extended for those who faced network issue during submissions.</p>		

Signatures



Head of the Department / Tutor

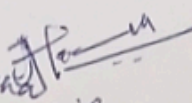

Complaints




Dr. RINJU GEORGE
Assistant Professor & HOD
Dept. of Psychology
Providence Womens College
Calicut - 673009

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

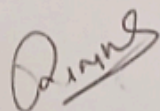
DATE	GRIEVANCE	COMPLAINTS
	<p>I am kindly requesting to reduce the test portions as in such short notice. I won't be able to study this much portions.</p> <p>Elizabeth Alena </p> <p>Diya Sajith </p>	
<p style="text-align: center;">Action Taken</p> <p>Give awareness about the importance of studying two modules for internals. otherwise they wouldn't get enough time to study for the University exams.</p>		

Signatures



Head of the Department / Tutor


Complaints



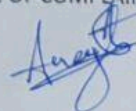
Dr. RINJU GEORGE
 Assistant Professor & HOD
 Dept. of Psychology
 Providence Womens College
 Calicut - 673009

PROVIDENCE WOMEN'S COLLEGE(AUTONOMOUS) CALICUT-673009
GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINANT
22/5/23	The speaker box lacks clarity while making the announcement.	Anagha P Anagha 14-PIR
Action Taken		
The issue with the speaker has resolved by concerned authority.		


AMBILI THOMAS
SIGNATURE OF HOD/TUTOR
ASSISTANT PROFESSOR & HEAD
DEPT. OF POLITICAL SCIENCE
PROVIDENCE WOMEN'S COLLEGE
CALICUT - 673009

SIGNATURE OF COMPLAINANT



PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
29/6/23	<p>The practical internal examination is scheduled to be held on 05.07.2023. The duration of the examination does not match with the University Practical examination. Hence we request for a model examination as per the University norms which be arranged by rescheduling the of the classes on the same day.</p>	<p>Ms. Theetha Shaji III BSc. Physics</p>

Action Taken

The committee decided to conduct the practical exam as per the university norms. Model exam was rescheduled on 5/7/2023

Sinil
 Signatures

Sinil
 Dr. SINIL R
 Head of the Department / Tutor
 Head of the Dept. of Physics
 Providence Women's College
 Kozhikode-673 009, Kerala

Theetha Shaji
 Complaints

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
21/7/23 23/7/23	The NAAC team visited the college on last week of July. Cultural programme was organised for the NAAC visit. A few 4 th sem BSc students participated for the prog same. Hence we request to conduct remedial classes for all these students who participated the programme.	As. Sangeetha III rd BSc Physics
<p>Action Taken</p> <p>As the students performed well in the NAAC cultural programme, we decided to give them remedial classes in all subjects. The classes will be scheduled on coming week.</p> <p style="text-align: right;"><i>Sirnil</i></p>		

Signatures

Sirnil

Dr. SINI R.
Head of the Department / Tutor
Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

Sangeetha
Complaints

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
25.9. 28	Due to Nipah outbreak, the college remained closed for one week and online classes were taken during this period. Many of the recorded sessions were difficult to follow and hence we request that these portions may be covered again on offline classes.	Ms. Nikita S. Arun I PG Physics

Action Taken

Considering the absence of students during the live sessions, and also due to the shortage of time, those classes cannot be taken ~~can~~ again. However, discussions on online classes will be provided.

Sini R

Dr. SINI R
Head of the Department / Tutor
Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

Signatures

[Signature]

Complaints

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
4/12/23	<p>The student's day 'Navrasa' is to be held on 13.12.2023. We wish to participate in 'Thiruvathira' competition and we need time to practice. As internal examination is scheduled in the same week, we request to postpone the exams so as to enable us to participate in the student's day competitions.</p>	<p>Ms. Anuja Roy I Msc Physics</p>

Action Taken

The department of Physics promotes participation of students in cultural programmes. Hence to encourage the students to participate in such activity, we post-poned the internal examination to the following week. Timetable will be provided soon.

Swil
Signatures

Swil
Head of the Department/Tutor
Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

Anuja Roy
Complaints

05/06/2023

Meeting of the Department Grievance Redressal Cell (DGRC) held in the Department of Physics (staff room) to elect the members of DGRC during the academic year 2023-24. The committee was reconstituted for the following members.

Members present:-

- 1) Head of the Department : Dr. Sobha.A. ~~Sobha~~
- 2) Teacher in Charge : Dr. Sini.R Sini R
- 3) Student representative : Ms. Ashida Nasseem
(III DC Physics) Ashida
: Ms. Aleena Akhilesh Aleena
(II DC Physics)
: Ms. Sanjana Sasa Stephen
(I P.C. Physics)
San

Sini R
Dr. SINI R
Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

• 26/06/23.
3.15 PM

The first meeting of the internal grievance redressal cell for the academic year 2023-24 was conducted on 26/6/2023.

Agenda:-

To discuss the grievance received on 23/6/2023.

Members present:

- 1) Dr. A. Sobha. ~~A. Sobha~~
- 2) Dr. Sini. R. Sini R
- 3) Ms. Threertha Shaji. Threertha

Minutes of the meeting:

The committee discussed the matter in detail and decided to conduct the practical model exam as per the university norms on

5/7/2023. The meeting concluded at 3.45 PM.

Coordinator: Sini R Dr. Sini R.

Dr. SINI R
Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

31/07/2023

3.15 Pm

Agenda:- To address the grievance received
on 27/7/2023.

Members present :- Dr. A. Sobha ~~AbL~~
Ms. Siji. A. J ~~dyj~~
Dr. Sini. R ~~Sini R~~
Ms. Anusree. P. ~~Anusree~~
Ms. Aleena Akhilesh. ~~Aleena~~

Minutes of the meeting :-

We have considered the matter in detail and observed that the student's problem is genuine. So, we decided to conduct the remedial classes for all those students who participated in NAAC cultural programme immediately.

The meeting came to an end at 4 Pm.

Coordinator. Dr. Sini. R.

~~Sini R~~
Dr. SINI R
Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

26/9/23.
3.20 pm

Agenda: To address the grievance received on
25/9/23.

Members present: Dr. A. Sobha. ~~A. Sobha~~

Dr. Sini R. ~~Sini R.~~

Ms. Sanjana Sasa Stephan.

Ms. Nikitha S. Arun. ~~Nikitha S. Arun~~

Minutes of the meeting: -

The committee discussed the matter in details and found that the problem received is only partially true. Teachers remarked that student's attendance was poor even in live sessions. So those classes may not be repeated again & students are free to watch the recorded classes again. However, it was decided to conduct discussions over the topics covered during the online sessions in the coming days. The meeting concluded at

4.15 pm ~~Sini R.~~
Dr. SINI R.

Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

Coordination - Dr. Sini R.

Agenda:- To address the grievance received in
in 4/12/2023.

7/12/2023
3:20 pm

Members present :- Dr. A. Sobha. ~~A Sobha~~
Dr. Sini R Sini R
Ms. Anuja Roy ~~Anuja Roy~~

Minutes of the meeting:-

The committee considered the grievance in detail and found that the problem is genuine. As our department supports participation of ~~all~~ students in cultural activities, the committee decided to post-pone the scheduled internal examination to the following week. The revised timetable will be issued. The meeting concluded at 4.15 pm.

Coordinator :- Dr. Sini R. ~~Sini R~~

~~Sini R~~

Dr. Sini R.
Head of the Dept. of Physics
Providence Women's College
Kozhikode-673 009, Kerala

2023-24:

The grievance redressal committee of the academic year 2023-24 was constituted on June 5th 2023 during the department meeting.

Members

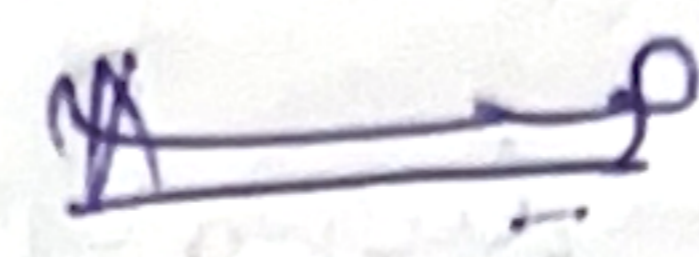
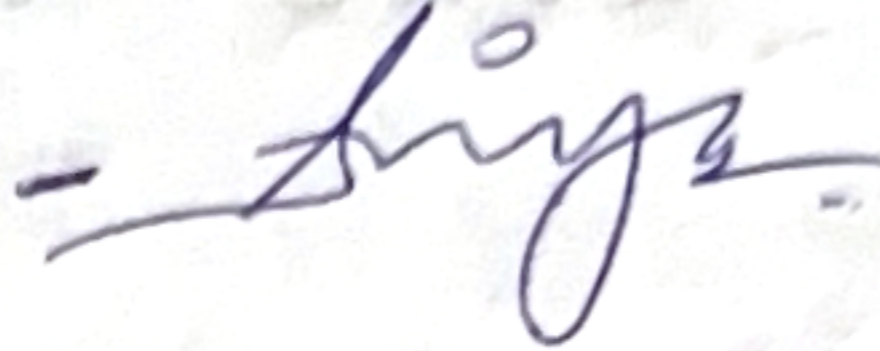

1. Alena Jay - HOD
2. Sriya Suresh Kumar - Asst. Professor
3. Nayana G.S. - Asst. Professor.

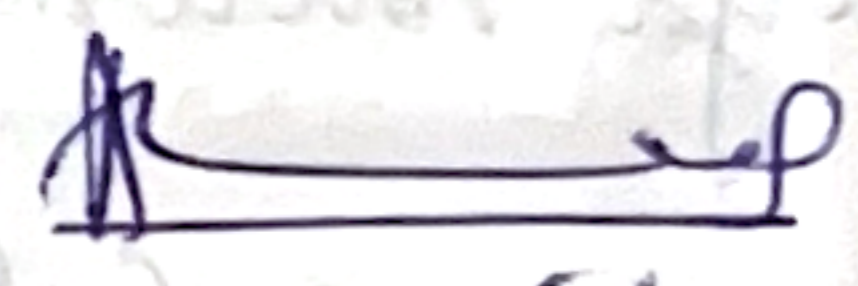
The first meeting of the committee was held on June 5th 2023. It was decided that the committee will function, strictly following the rules and regulations prescribed by the college.

ALENA JOY
Head of Dept. of HRM
Providence Women's College
Calicut, Kerala - 673009



The class tutors were asked to remind the students about the functioning of this committee.

1. Aleena Joy - 
2. Saiya Suresh Kumar - 
3. Nayana G.S - 



ALEENA JOY
Head of Dept. of HRM
Providence Women's College
Calicut, Kerala - 673009

1. Grievance regarding open-course

Ms. Lakshmi Nambiar of 5th semester wanted the open course to be Psychology, but she was listed under English.

Action Taken

The issue was addressed and we inquired with Dr. Shoba (faculty in charge of open course)

But it was informed that the seals for psychology was filled and must continue under English.

18.11.2023

Q. Grievance regarding formal uniform for the first years.

Ms. Caeyathri Menon & Ms. Shabina suggested a requirement of formal uniform for the 1st years, since they want to look more professional.

Action taken:-

1. The Issue was addressed in the department meeting. It decided to take a poll among the students. 25-students out of 46 marked their interest for a formal uniform.
2. It was decided to address in the PTA meeting and will take a final decision after considering the parents opinion to -

8.01.2024
Monday

3. Grievance regarding internal examinations

Ms. Catherine and Lakshmi Nambiar of 6th semester BA HRM, have expressed a concern regarding the internal exam dates for 6th sem. Both of these students will be out of town during the first week of February and have requested us to schedule the exam dates, considering their situation.

Action Taken

The concerned issue was addressed in the grievance redressal forum and we decided to schedule the 6th semester internal examination during the second week of February.

16.01.2024
Tuesday

4. Grievance regarding internal examinations

The internal examination dates for the 6th semester were announced on January 16, with the schedule set for February 20-21. Ms. Shafina Fathima has requested to reschedule the exams due to her wedding on 17th Feb, suggesting to move them earlier since she has functions coming up.

Action Taken

The grievance redressal forum decided that, change in exam dates are not possible. But, considering the situation, Ms. Shafna can attend the exam and may leave to home, soon after the completion of her exam with prior permission of the principal or may take retest for the exam.

9/02/2024.
Friday.

5. Grievance related to misbehaviour.

Shahina T.P of 1st HRM raised a concern regarding a misbehavior from a few students from 11th

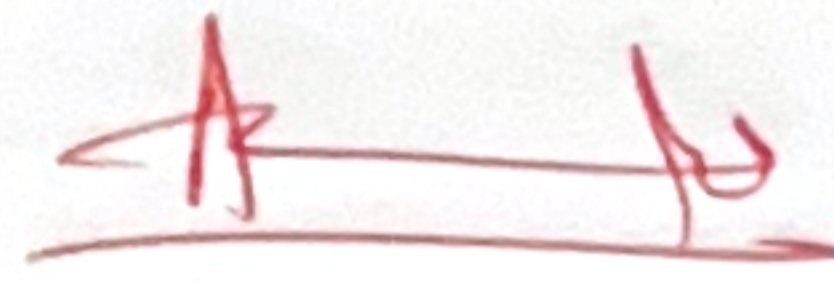
HRM from the campus, during the college hour.

The concern raised was on the comment passed by the senior students on Shahina.

Action Taken

All these students were called to department on the same day in the presence of HoD & faculty.

Each student was given a chance to express themselves and clarify their part. After the discussion the issue was sorted out. The students who raised the concern was completely fine after the discussion, which involved the students & faculty. The issue was completely resolved in 2 days, since 2 students were absent on Friday and the next days were holidays.



ALEENA JOY
Head of Dept. of HRM
Providence Women's College
Calicut, Kerala - 673009



From,

Shahina.TP
IDC HRM
PWC

To,

Aleena Joy
HOD, HRM
PWC

Date, ~~9/12~~ 9/2/2024
Friday

Subject: Complaint for Ragging

As I had a bad and sad feeling from
Nandhana and Anyana ^{Adithya pavithran} ~~(their group)~~. please
take a desired action and do me needful.

Faithfully

For

Shahina.TP
IDC HRM
PWC
Shahina

GRIEVANCE REDRESSAL 2023-2024

The Grievance Redressal cell of the department of Economics consisted of three teachers and two student co-ordinators.

The teachers are,

1. Dr. Sr. Sheeba Andrews

2. Dr. K T Vidya

3. Miss Gopika Unni


The student co-ordinators are,

1. Anju KV

2. Athira V

The student co-ordinators brought the complaints and accordingly the meeting was arranged to settle the problem. This year two grievances were reported orally.

DR. K T VIDYA
Assistant Professor and Head
Department of Economics
Providence Women's College
Kozhikode-673009


Dr. K T VIDYA
Assistant Professor and Head
Department of Economics
Providence Women's College
Kozhikode-673009

GRIEVANCE NO. 1 (28/7/2023)

Some of the students expressed the inability of communicating in English and to write without grammar mistake. It was a good suggestion specially for a response of better confidence and conviction.

Teachers offered Spoken English classes where they could communicate and write as they intend to be. It was helpful to monitor even during the classes. They could improve in communication with others.

Dr. K. VIDYA
Assistant Professor and Head
Department of Economics
Providence Women's College
Kozhikode-673009

GRIEVANCE NO. 2 (15/2/2024)

Students requested help for doing project. They expressed difficulties in referencing, Data entry and analysis through we had to attain goals.

The department managed to have peer tutoring where peer tutors were trained and distributed the knowledge to other weak students. It was found a real help in accomplishing project with much clarity and professional level.

Dr. K. VIDYA
Assistant Professor and Head
Department of Economics
Providence Women's College
Kozhikode-673009

Dr. K. VIDYA
Assistant Professor and Head
Department of Economics
Providence Women's College
Kozhikode-673009

Computer Science 2023 -24



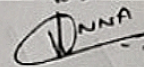
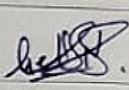
Document for Internal Evaluation and Grievance Redressal

Sl No	Name	Class	Level of Exam(Interna l/External)	Summary of Grievance	Nature of the Grievance (Oral/Written)	Status of the Grievance (Solved/ Unsolved)	Time taken to solve(No. of Days)
1	Fathima Nourin	III DC	Internal	Retest Exam.	Oral	Solved	1 Day
2	Haniya Abdulla	II DC	Internal	Retest Exam	Oral	Solved	1 Day



Dept. of Computer Science
Providence Women's College
Calicut-9

The Grievance Redressal Committee for the academic year 2023-24 was reconstituted during the department meeting convened on June, 2023. The following members were appointed to the committee

1. Mr. Savitba S.V (HOD) 
2. Ms. Shwanya V.P (Faculty) 
3. Ms. Anna Jacob (Faculty) 
4. Geetha Nanda (Student Representative) 




The Grievance Redressal committee convened a meeting on June 12, 2023 to discuss its functioning. The following agenda were discussed:

Agenda

1. To review and address the grievances submitted to the redressal box in a prompt manner.
2. To appoint one student representative from each class
3. To encourage students to directly address their issues to their respective class teachers.

During the meeting, the following points were discussed for implementation: The grievance box will be regularly opened to consider grievances and resolve issues as soon as possible.

Student representatives were appointed from the 3rd year, 2nd year and postgraduate classes. The following student were appointed.

1. Dhalal Varissery (IIIrd year BSc. CS) 
2. Rayeesha Shanu (1st MSc. CS) 
3. Hanuya Abdulla (IInd BSc. CS) 

04/01/2024

Based on request from Fathima Nourin of IIIrd DC GRC met on 4 January at 3 PM. The request was to conduct a retest for the subject Android and the committee decided to inform the teacher in charge Ms Anna Jacob to conduct the retest.

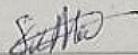
Ms Savitha S V



Ms Anna Jacob



Fathima Nourin



15/01/2024

Based on request from Haniya Abdulla of IInd DC the GRC met on 15 January at 3 PM. The request was to conduct a retest for the subject Microprocessor and the committee decided to inform the teacher in charge Ms Sharanya V P to conduct the retest.

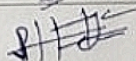
Ms Savitha S V

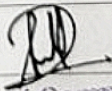


Ms Sharanya V P



Haniya Abdulla




Dept. of Computer Science
St. Vincent's Women's College
Calicut-9


2023 - 24


The grievance redressal committee of the academic year 2023-24 was reconstituted and the department convened a meeting on June 4th 2023.


Members:

1. Dr. Ninikala K - HOD
2. Shiji P - Assistant Professor.
3. Fisha Sherin - Association Secretary.

The first meeting of the committee held on 4th June 2023 reviewed the functioning of the committee for the previous year. The committee discussed the Modus Operandi with the students to make them aware about the rights and responsibilities of students. Committee assured that students grievance will be considered and sorted at the earliest.

Dr. Ninikala K - 

Shiji P - 

Fisha Sherin - 

05/09/2023

Fisha Sherin, IIIrd Bcom student raised a complaint that, fan ~~is~~ is not working in their class and students find it difficult to adjust with the conditions. The committee discussed the matter and decided to inform in the office and to get the fan replaced, at the earliest.

Dr. Nirikala K ~~Thil~~

Shiji P ~~Shiji P~~


Fisha Sherin ~~Fisha~~

NINIKALA. K
Asst. Professor
Dept. of Commerce
Providence Women's College
Calicut - 673 009

Department of Chemistry

Internal/external examination related grievances: 2023-24

SI No	Name of the complainant	Date	Class	Type of Exam	Summary of the grievance	Retest was conducted	Status of Grievance	Time taken to solve
1	Aleena Baiju C M	08/01/24	I DC	Internal	Unable to write the I semester internal exam due to food poisoning	Retest was conducted	Solved	1 day
2	Ajmala Hussain	08/01/24	I DC	Internal	Unable to write the I semester internal exam because of viral fever	Retest was conducted	Solved	1 day
3	Gouripriya P	08/01/24	I DC	Internal	Unable to write the I semester internal exam due to cold and fever	Retest was conducted	Solved	1 day
4	Vaishnavi M	08/01/24	I DC	Internal	Was hospitalized due to high blood pressure and couldn't write the I semester internal exam	Retest was conducted	Solved	1 day
5	Noora Nasrin K K	08/01/24	I DC	Internal	Unable to write the I semester internal exam due to illness	Retest was conducted	Solved	1 day


Sr. ASHA THOMAS
Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS BY
8/1/24	Due to food infections.	Aleena Baijer Roll no. 1. 1st year Bsc. che <u>Aleena Baijer</u>

Action Taken

Retest was conducted on 10/01/24

Deep

Deepthi Jose

Signatures

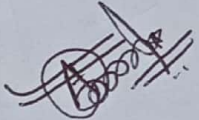
Head of the Department / Tutor

Sr. ASHA THOMAS
Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

Complaints

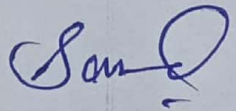
PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINANT
8/1/24	I was suffering from viral fever during the internal exam.	Ajmala hussain sc. Roll No: 09. Bsc. zoology. 

Action Taken

Re-exam was conducted on 10/1/24


S. Asha Thomas

Signatures

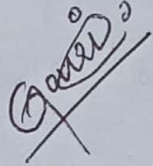
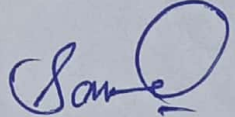

Sr. ASHA THOMAS
Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

Head of the Department / Tutor

Complaints

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINANT
8/1/24	Admitted in hospital kindly request to retest write the retest.	Gowipriya. P I DC Botany Roll No: 20 
<p style="text-align: center;">Action Taken</p> <p>Re-exam was conducted on 10/1/24</p> <p style="text-align: right;"> Saseena. c</p> <p style="text-align: center;"></p>		

Head of the Department / Tutor

Signatures

Sr. ASHA THOMAS
Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

Complaints

PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINANT
08/01/24	Respected ma'am, This is to inform you that I was absent for the chemistry internals due to high blood pressure, I was hospitalized and could not attend on the allotted date.	VALSHNAVI. M PHYSICS - 1 st <i>Valshnavi</i>

Action Taken

Retest was conducted on 10/1/23

San D
Bareena. e

Signatures

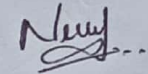
Head of the Department / Tutor

[Signature]
Sr. / Sr. ASHATHOMAS
Asst. Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

Complaints

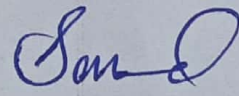
PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

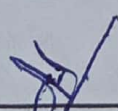
GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINANT
8/10/24	I couldn't attend chemistry internal exam due to some health issues. So, kindly permit for retest.	Noora Nassrin K.K. 

Action Taken

Re exam was conducted on 10/1/24


Sareena C


Signatures

Sr. ASHA THOMAS
Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

Head of the Department / Tutor

Complaints

02/06/2023

3.15 pm.

The grievance redressal committee of the department of Chemistry for the academic year 2023-24 was reconstituted in the departmental meeting held on 02/06/23

It was decided to keep the student representatives as the members of the grievance redressal cell.

members present:

Dr. (Sr.) Asha Thomas, HoD

Dr. Deepthi Jose (Faculty in Charge)

Ms. Adithya Saji (III DC Chemistry)

Ms. Ansita Nasrin K (II DC Chemistry)

The meeting reviewed the functioning of the committee in the previous year and the student representatives were entrusted to give awareness to the students about the committee. The meeting ended by 4.00 pm.

Sr. ASHA THOMAS
Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

09/01/2024

3.20 pm.

Agenda: To address the grievances received on 08/01/2024.

members present:

Dr. (Sr.) Asha Thomas, HoD

Dr. Deepthi Jose (Faculty in charge)

Ms. Adithya Saji (II DC Chemistry)

Ms. Anasita Nasrin K (II DC Chemistry)

Ms. Fakhima Fida K M (I DC Chemistry)

The meeting was conducted to address the grievances received on 08/01/2024 from Aleena Baiju CM, Ajmala Hussain, Gouripriya P Vaishnavi M and Noora Nasrin K K of 1st B-SC. They couldn't attend the 1st semester internal exam due to various reasons. The committee examined their grievance letter and decided to give a retest seeing their reasons are genuine.

Sr. ASHA THOMAS
Assistant Professor & Head
Dept. of Chemistry
Providence Women's College
Calicut-9

2023 - 2024

The Grievance Redressal Committee of the academic year 2023-2024 was reconstituted as follows in the Dept meeting convened on June 12th 2023. The members of the meeting.

1. Deepa K. Ashok - H.O.D.
2. Prasy V.K.
3. Rashmi R.
4. Nirisha Balagopalan.
5. Nooha (Association Secretary)
6. Ektha Annaprem (Student Representative - IIIrd year)
7. Gayatri (" IInd year).

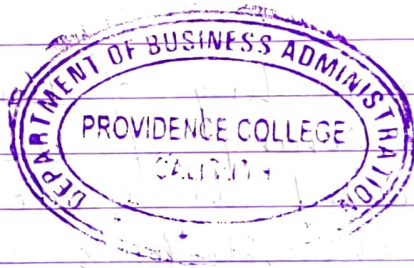
The meeting of the committee reviewed the functioning of the previous Committee and decided to create an awareness among the students regarding the modus operandi of the committee and the rights and duties of the students. Any personal or other issues raised by the students should be brought into the notice of the committee. The tutors should make aware of such committee to the students for addressing their problems from time to time. To avoid the complaints regarding syllabus internal mode of calculations it should be detailed to the students in their first tutorial hours for every batch.

The meeting was attended by all the committee members. It was also decided to address the apprehensions of the students.

regarding the classes and any other issues. The teachers promised to consider each grievance, if any, which the students are free to raise any time to any of the faculty in the Department with empathy.

MEMBERS PRESENT :

1. Deepa K. Ashok (H.O.D) ~~Deepa~~
2. Prasy V.K. ~~Prasy~~
3. Rashmi R. ~~Rashmi~~
4. Nimisha Balagopalan. ~~Nimisha~~
5. Nooka Rijas. ~~Nooka~~




PROVIDENCE WOMEN'S COLLEGE, CALICUT - 673 009

GRIEVANCE REDRESSAL FORM

DATE	GRIEVANCE	COMPLAINTS
	<p>Respected Maam,</p> <p>I request you to kindly allow me to appear for a re-exam. as I was absent on the exam day due to health issues</p>	
<p style="text-align: center;">Action Taken</p> <p style="text-align: center;">Retest was conducted</p>		

Signatures


Head of the Department / Tutor
PROVIDENCE COLLEGE
CALICUT


Chandana
Complaints

DEPARTMENT OF BOTANY**Grievances received during 2023-24 related to Internal/External Examinations**

Sl, No.	Name of the Complainant	Class	Date	Type of exam (Internal/ External)	Summary of Grievance	Nature of Grievance	Status of Grievance	Action taken	Time taken to resolve
1.	Adheena Raj	V Sem UG	7.08.2023	Internal	Couldn't perform well for the Tissue Culture exam due to medical reasons	Oral	Solved	Conducted Oral test as the marks was too low in the internal test	One day
2.	Jovita Meria Libera	V Sem Botany	6.08.2023	Internal	Couldn't attempt the internal exam	Oral	Solved	Conducted Re-test	3 days
3.	Arya Dinesh	V Sem Botany	6.08.2023	Internal	Couldn't attempt the internal exam	Oral	Solved	Conducted Re-test	3 days
4.	AMRUTHA PRASAD T	V Sem Botany	6.08.2023	Internal	Couldn't attend all the papers due to illness	Oral	Solved	Conducted Re-test	3 Days
5.	Krishnaja K	VI Sem Botany	17.02.2024	Internal	Couldn't attend the practical model exam	Written	Solved	Asked to attend the second model exam during the next week	1 day
6.	Akhila P.	II Sem PG	2.9.23	Internal	Adding mistake in the exam manuscript	Oral	Solved	Revalued and better marks awarded	One day

From
Krishnaji
3DC Botany

To
Archanika Makim (Tutor)
Botany department

Dear Ma'am,

I was not able to attend the practical model exam due to
fever and head ache. please help me to attend the retest.

Thank you.

Krishnaji

17/02/2024

From

Krishnaji

3DC Botany

To

Archana Makam (Tutor)

Botany department

Dear Ma'am,

I was not able to attend the practical model exam due to fever and head ache. please help me to attend the next.

Thank you.

Krishnaji

17/02/2024

IInd English.
Dept of English.
Providence Women's College.

17 November 2023

The Head of the Department
Dept of English.
Providence Women's College.

Sub: Regarding attendance shortage.

We, the students of IInd English were confused about our roll numbers. So, we have a doubt that, there is attendance shortage because of this reason. So, we request you to consider it.

Thanking You,
Yours Faithfully,
Ameetha ns (33)
Anna (6)
Haneena (10)
Akiswariya (2)
Harsha ()

Forwarded to
~~DGRC~~
SV

SV

Head of the Department / Tutor