



## St. Christopher's College of Education

No. 63, E.V.K. Sampath Road, Vepery, Chennai-7

Minutes of the Grievance Redressal Committee of St. Christopher's College of Education held on Saturday, 3<sup>rd</sup> August, 2024 at 12.30 p.m. The meeting was conducted solely with second-year students, as the first-year students have not yet been admitted.

### MEMBERS PRESENT:

Dr. P. Nithila Devakarunyam  
M.Sc., M.Ed., M.Phil., Ph.D.

Principal & Secretary

Mrs. Parimala Paul  
M.Sc., M.Ed., M.Phil.

Assistant professor of Mathematics &  
Vice Principal

Mrs. Nalini. N  
M.Com., M.Ed., M.Phil., M.Sc (Psy)

Assistant Professor of Education &  
Convener

Mrs. R. Libin Saral  
M.Sc., M.Ed., M.Phil

Assistant Professor of Physical  
Science

Mrs. Enid Ruth  
M.Sc., M.Ed., M.Phil., M.A

Assistant Professor of Education

### STUDENT REPRESENTATIVES

#### II YEAR

Name of the student	Department
Kalpana .A	Tamil
Nimitha .S	English
Ashwini .S	Mathematics
Suganya. S	Physical science
Deborah Grace. J	Biological science
Pavithra. P	Computer Science
Sophia Priyadharshini. S	History
Banupriya. V	Commerce and Accountancy

**ACTION TAKEN**

Leaking taps were replaced with new ones.

**ACTION PLAN**

- ✓ The Grievance Redressal Committee will orient first-year students about the functioning of the committee. The first year department representatives will be included in the committee.
- ✓ Grievances addressed by the students in Advisory meeting will be resolved through the discussion with head of the institution

**GRIEVANCES DISCUSSED:**

- Students were encouraged to follow the rules of the schools during internship. They were also guided to inform the college if they have any grievance in schools.
- The committee suggested the office bearers that the Department Faculty and school in charge faculty should be informed first about the issues encountered by the student teachers in their respective schools. If the problem is not resolved then it can be taken to the notice of the Grievance Redressal Committee.

  
CONVENER

  
PRINCIPAL



# St. Christopher's College of Education

No. 63, E.V.K. Sampath Road, Vepery, Chennai-7

The Grievance Redressal Committee of St. Christopher's College of Education  
held on 29<sup>th</sup> November, 2024 at 2.30 p.m.

## MEMBERS PRESENT:

Dr. P. Nithila Devakarunyam M.Sc., M.Ed., M.Phil., Ph.D.	Principal & Secretary
Mrs. Parimala Paul M.Sc., M.ED., M.Phil.	Assistant Professor of Mathematics & Vice Principal
Mrs. Nalini. N M.Com., M.Ed., M.Phil., M.Sc (Psy)	Assistant Professor of Education & Convener
Mrs. R. Libin Saral M.Sc., M.Ed., M.Phil	Assistant Professor of Physical Science
Mrs. Enid Ruth M.Sc., M.Ed., M.Phil., M.A	Assistant Professor of Education

N. Nalini

R. Libin Saral

Enid Ruth

## STUDENT REPRESENTATIVES II YEAR

Name of the student	Department
Kalpana .A	Tamil
Nimitha .S	English
Ashwini .S	Mathematics
Suganya. S	Physical Science
Deborah Grace. J	Biological science
Sophia Priyadharshini. S	History
Pavithra. P	Computer Science
Banupriya. V	Commerce and Accountancy

A. Kalpana  
N. Nimitha  
S. Ashwini  
S. Suganya  
Deborah Grace J  
S. Sophia  
P. Pavithra  
Banupriya V

## STUDENT REPRESENTATIVES I YEAR

Karena Maria Stephenson	English
DevaLakshmi	Tamil
Janetjeeva	Mathematics
Prisillia Roseline	Physical Science
Agalya	Biological Science
Esther	History
Divyadharshini	Computer Science
Maria Auxeliya	Commerce and Accountancy

K. Maria Stephenson

Janetjeeva

Prisillia Roseline

Agalya

Esther

Divyadharshini

Maria Auxeliya

## **Minutes of the Grievance Redressal Meeting held on 29.11.2024**

The Grievance Redressal Committee convened a meeting on November 29, 2024, with participation from both first-year and second-year B.Ed student teachers.

### **Orientation for First-Year Students**

The session began with an orientation exclusively for first-year students, focusing on the functioning and significance of the Grievance Redressal Committee in the college. The importance of addressing student concerns in a timely and constructive manner was highlighted, along with an overview of the committee's structure and operational processes. Students were encouraged to utilize the grievance redressal mechanism to ensure a supportive and harmonious academic environment.

### **Action Taken Report**


Based on feedback and suggestions received during the previous meeting, the committee implemented the following actions to address student concerns effectively:

Modifications were made to the diagnostic and achievement tests, reducing their total marks to 25. This adjustment aims to streamline the process, allowing student teachers to conduct the tests within one hour during their practice teaching sessions in schools. This change addresses time management challenges faced by student teachers, ensuring greater efficiency and less stress during their practical assignments.

### **Discussion and Feedback**

The meeting also provided a platform for students to share their feedback and new suggestions for improving the teaching-learning process. Active participation was observed, with constructive inputs that will guide future actions by the committee.

The session concluded with an assurance from the committee to continually address concerns and create a conducive learning environment for all student teachers.

  
CONVENER

  
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## St. Christopher's College of Education

No. 63, E.V.K. Sampath Road, Vepery, Chennai-7

Minutes of the meeting of the Grievance Redressal Committee of St. Christopher's College of Education held on Saturday 5<sup>th</sup> October 2024 at 12.30 p.m.

### MEMBERS PRESENT:

Dr. P. Nithila Devakarunyam  
M.Sc., M.Ed., M.Phil., Ph.D.

Principal & Secretary

Mrs. Parimala Paul  
M.Sc., M.ED., M.Phil.

Assistant professor of Mathematics &  
Vice Principal

Mrs. Nalini. N  
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Assistant Professor of Physical  
Science

Mrs. Enid Ruth  
M.Sc., M.Ed., M.Phil., M.A

Assistant Professor of Education

*N. Nalini*

*R. Libin*

*Enid Ruth*

### STUDENT REPRESENTATIVES

#### II YEAR

#### Name of the student

#### Department

Kalpana .A

Tamil

Nimitha .S

English

Ashwini .S

Mathematics

Suganya. S

Physical Science

Deborah Grace. J

Biological Science

Sophia Priyadharshini. S

History

Pavithra. P

Computer Science

Banupriya. V

Commerce and Accountancy

*A. Kalpana*

*Nimitha*

*A. Ashwini*

*S. Suganya*

*Deborah Grace*

*S. Sophia*

*P. Pavithra*

*Banupriya V*

### **Minutes of the Grievance Redressal Meeting held on 05.10.2024**

The Grievance Redressal Committee convened a meeting on 5th October 2024 with second-year B.Ed. students, as first-year students had not yet been admitted. The following points were discussed:

The committee provided an update regarding the upcoming admissions for first-year B.Ed. students. Students were reminded that the college maintains a strict zero-tolerance policy on ragging, and all necessary measures will be taken to ensure a safe and welcoming environment for new students.

Second-year students were instructed to complete all pending records and documentation related to their first-level internship promptly. An orientation session for the upcoming second-level internship was conducted. Key aspects, expectations, and timelines for the second-level internship were discussed, along with guidance on preparing for the internship experience.

The committee emphasized that a minimum of 95% attendance is mandatory for students to be eligible to appear for the practical examinations. Students were advised to monitor their attendance closely and ensure compliance with this requirement.

  
CONVEALER

  
PRINCIPAL