

**Providence College for Women
(Autonomous), Coonoor**



Code of Conduct

Code of conduct - Principal

The Principal of the Institution should always be piquant, punctual, sincere, honest, unbiased, honourable, equitable, supportive, protective, and law-abiding. The Principal should possess and cultivate the following distinguishing traits.

- Plan and execute the vision and mission of the institution.
- Design, review and implement short and long-term plan of action for the progress of the students and the institution.
- Finalise the Institute Academic Calendar.
- Behave with the highest standard of integrity and exhibit magnificent and powerful leadership skills.
- Monitor the overall discipline, administration and all the activities of the Institution efficiently and effectively.
- Ensure premium quality in education and academic activities.
- Has to maintain a cordial relationship with all the members of the staff, students, and other stakeholders.
- Ensures to facilitate good rapport between the administrative and the teaching staff.
- Upgrade the curriculum by introducing new programs/courses related to the need of the society.
- Ensure that the staff and students are well aware of the rules, policies, and procedures constituted by the institution and implement them appropriately.
- To Form various committees, clubs and appoint coordinators for the smooth functioning of programmes.
- Convene meetings for Faculty, administrative staff, non – teaching staff, different clubs and committees as and when required for the overall development of the college.
- Motivate faculty members to enhance their knowledge by attending various training programs and FDP.
- Encourage the heads of the departments to organise conferences, seminars, symposia, workshops, as well as to have invited expert lectures.
- To focus on high level placement of the students by inviting reputed firms and organisations to hold campus interviews in the institution.
- Be determined to insist on discipline, punctuality, and accountability of students, staff and stakeholders.
- Be responsive to monitor the character or behaviour of the students and staff in daily life, social commitments, and individual achievements.
- Be a good listener to hear patiently the grievances of the students, staff , as well as the parents or guardians of the students and should be resourceful to solve the problems.
- Equitable in all the actions towards the staff and students.
- Competent to keep oneself updated with all the new techniques in educational administration

Code Of Conduct HEAD OF THE DEPARTMENT

The heads of departments should endeavour to :

- The heads of departments should lead, manage and strive to develop and sustain the quality of the department.
- To prepare the annual department calendar
- Proper Implementation of academic planning and monitoring progress of the same.
- Framing the timetable and distribution of workload among the staff to attain the desired teaching outcomes and curriculum development.
- To monitor and ensure that classes are held according to the timetable.
- To verify the Lesson Plan and Work Done diary of the faculty members
- The HoD should coordinate with the teaching and non-teaching staff of the department for the smooth conduct of academic, practical ,co curricular, and extracurricular activities of the department.
- Assure the completion of all tasks assigned by higher authorities within the time frame.
- To develop the research culture in the department and motivate the faculty members for continuous learning by deputing them to seminars/workshops/conferences/FDP/Training.
- To ensure that every staff will write a project proposal once in two years.
- Should be responsible for ensuring the educational progress and welfare of the students.
- Should supervise the attendance of the students in the classes (theory and practical)
- To conduct periodic meetings with the faculty members to plan and review department activities and to maintain the minutes- book.
- Plan for funds, budget costs, monitor expenses and manage
- finance to conduct activities through- out the year.
- To arrange guest lectures, industrial visits, and webinars.
- To encourage students to gain knowledge.
- Planning and executing the department association activities.
- Redress the grievances of the students and guide to solve them.
- To monitor department/laboratory maintenance (wherever applicable).
- To ensure records are filed as per the NAAC requirements (hard and soft copies).
- To ensure the proper functioning of association activities,MoU,collaboration,Extension etc.
To monitor and ensure the overall development of both slow and fast learners.
- To confirm from the staff on leave of absence about the replacement for classes.
- In case HoD is on leave, he/she should handover the duty to the next senior-most person in the department.
- The ‘code of conduct’ of the faculty members will also be applicable to the Head of the Department.

Code of conduct - Faculty members

- Maintain decorum, both inside and outside the classroom, and strive hard to be a role model to students.
- To be punctual and regular to the class and abide by the rules and regulations to sustain quality and the reputation of the department ,thereby offering dedicated and loyal services for the welfare of the institution.
- To Guide the students morally and academically and to provide opportunities to bring out the innate talents of students.
- Updating oneself in academics and technical knowledge according to the developing educational scenario.
- To be unbiased among the students.
- Completion of NAAC file work in time.
- Follow the lesson plan as much as possible. Record the variation, if any, of the lesson plan along with the lesson delivery.
- To cover 100% syllabus (both theory and practical) well in time to conduct revision/ remedial classes before the final examinations.
- Regular evaluation of each student's lab work.
- Organising the assigned department activities with utmost dedication.
- Encourage students to participate in both curricular and co-curricular and extension activities.
- Inculcate a healthy research aptitude amongst the students.
- To establish a reliable and trust worthy relationship with the students and not to behave in a vindictive manner for their past mistakes and endeavour to cultivate a healthy and relaxed atmosphere for the students.
- Inculcate in students the respect for national heritage, national goals, and national integrity.
- Treat students impartially, and respect the rights and dignity of the student regardless of their caste, creed, religion, political, economic, or social status.
- Co-operate with the higher authorities, and extend support towards carrying out programmes related to educational responsibilities, such as advice and counselling students to facilitate the smooth conduct of activities, like admission, examination, invigilation, evaluation and administrative work and the likes.
- Dress modestly and formally.
- Regard themselves as learners and engage in continual professional development, by being teachable.
- Treat colleagues and associates with respect, provide assistance for their professional endeavours and work with them peacefully to create a congenial environment.
- Avoid degrading (or) putting down fellow staff members in front of students and public.
- To call parents of the students who are irregular and absent to college for more than 3 days.
- Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist students to ensure that the teaching -learning process is effective and successful. Value based education must be their motto. Aim to be approachable at all times to the best of your ability.

Code of Conduct - Non- teaching Staff

A. Administrative staff

- Adhere strictly to the rules and regulations of the college, and to their individual responsibilities.
- Meticulous maintenance of files and records.
- To respect and maintain hierarchy in administration.

- Should be sensitive in following the norms of protocol in the institute.
- Sustain honesty, integrity, impartiality, punctuality and professional ethics.
- The administrative staff should maintain confidentiality with the policy related information, unless asked to reveal by the institutional authority.
- Behave with due dignity and decorum and cooperate with the faculty members, other staff members to maintain a harmonious relationship with them.
- Ensure the smooth conduct of the student's admission.
- Be responsive to student's queries with due concern, to make sure they get all possible help and to treat all students impartially, regardless of caste, creed, religion, political, economical, social and cultural status or background.
- Interact positively with parents and other stakeholders.
- They should assign proper time limit for completing the file works.
- They should be knowledgeable in e- administration and make effort for their continuous development through training programme, workshops and skill development activities.
- To comply with instructions issued by the administrative head and execute the duties assigned consistently.
- They should avoid procrastination of the daily office work and should adopt the zero pending files policy.
- They should not indulge in any form of addiction during the office hours (or) within the campus.
- They should make use of e- resources and inculcate paper free practices in order to adapt to eco friendly methods.
- To strictly refrain from altering or forging official documents/ receipts
- Must not intercept or misappropriate college money.
- If there be a necessity, administrative staff will stay back / come early/ even on a holiday.

B. Support Staff

- Report for routine duty on time and remain in the campus during the working hours of the institution.
- To stay back after duty hours in case of additional requirement.
- Perform the duty assigned consistently.
- Avoid using cell phones during working hours.
- Dress neatly and modestly.
- They should not indulge in any form of addiction during working hours (or) inside the campus.
- Should follow the rules and regulations of the college.

Code of Conduct - Students

- To abide by the rules and regulations of the College.
- The student should be regular and must have 75% attendance.
- Maintain the highest standards of discipline and a dignified behaviour inside as well as outside the College.
- Be present in the class well -within time and not to leave the campus during class hours.
- Submit the leave application on time to the concerned class teachers and HoD for sanction/ approval of leave of absence.
- To wear their identity cards at all times.
- Follow uniform dress code weekly thrice and during important college functions.
- Students are expected to come to college dressed suitably, maintaining decency.
- Enrol either in NSS or sports.
- Enrol in certificate courses.
- Enrol in various clubs of the college
- Maintain the cleanliness of the college
- Abstain from ragging and any other offensive activity/ behaviour.
- Restrict the use cell phones inside the college and utilise the same for education purpose or for emergency communications only.
- Use social networking sites responsibly to ensure that neither personal reputation nor the College's reputation is compromised by inappropriate postings.
- Use all resources in college, library, lab judiciously and with care.
- Intentionally damaging or destroying college property or property of other students or faculty members is strictly forbidden and on offenders, strict action will be taken.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both inside and outside the College.
- Our institution is an English medium institution, so students should show special interest and work towards improving their English communication skills.

CODE OF ETHICS

Faculty and research scholars involved in research shall maintain high ethical standards in accordance with the guidelines of Bharathiar University.

They shall observe and promote the following principles of integrity in research:

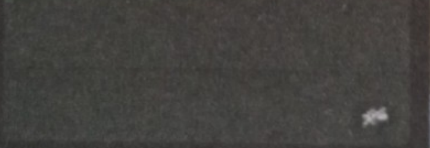
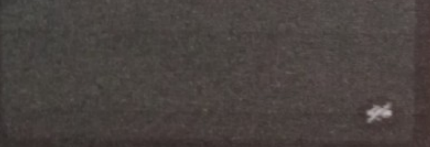
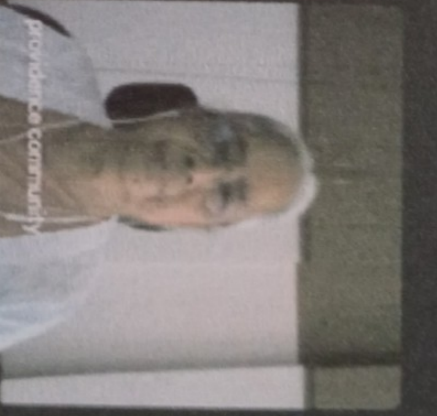
- honesty in communication
- avoid fabrication and falsification during research
- keep promises and agreements made during admission to research in the college
- respect supervisors, colleagues and scholars fairly

Code of Conduct

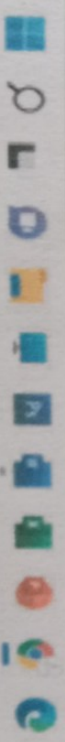
- To facilitate an enabling environment to stimulate research culture in the college.
- To create awareness and opportunities in the field of research among faculty and students.
- To promote research activities by insisting faculty to undertake projects by agencies like UGC, DRDO, CSIR, ICSSR, etc.
- To encourage students to apply for funding for research under student project schemes from agencies like TNSCST, DBT, etc.
- To motivate faculty and students to involve in interdisciplinary research projects.
- To ensure publications in reputed, quality journals like Scopus, Web of Science, Indian Citation Index with high impact factor.
- To promote collaborative research activities with other national institutes, universities and colleges.
- To organise workshops, seminars and training related to research.
- To boost revenue for the institution by encouraging faculty and students apply for patents and consultancy.
- To provide information and service in support of research activities of the college.


PRINCIPAL,
Presidence College For Women,
COONOUR - 513104

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3:14 PM | Governing Body Meeting - Providence College



CODE OF CONDUCT

RAGGING CURB COMMITTEE

- All the students must adhere to the College Ragging Curb committee rules and regulations.
- Ragging, inside or outside the campus, is strictly prohibited and considered a cognizable offence.
- If any incident of ragging comes to the notice of the authority, the concerned student shall be given chance to explain and her explanation is not satisfactory, the management would expel her from the institution.
- Complaint box is placed in the administration block and email Id is displayed in the notice board for the students to send their complaints.
- Student Council Members will be a part of Anti ragging Committee.
- Orientation, Awareness programmes to be organised for the students.
- The Phone numbers of the members should be exhibited in the notice board and given to the Police department.

CODE OF CONDUCT

PREVENTION OF SEXUAL HARASSMENT COMMITTEE

- The committee has to ensure students, a safe and sound mind and enhance their self-confidence.
- The committee has to support the students to overcome their stress.
- The members have to give personal advice on receiving any complaint.
- Issues to be kept confidential and appropriate solution to be provided for such issues.
- The members of the committee must be good listeners, attentive and should have concern and the decision should not be personalized.
- The committee has to create awareness on gender equality issues.

PROVIDENCE COLLEGE FOR WOMEN
STUDENT GRIEVANCE REDRESSAL CELL
CODE OF CONDUCT

Motto: *Facilitating a Conducive Learning Environment*

Discipline is formative and helps students to develop self-control which is the essence of a well-ordered and successful life. Providence expects all the students to follow certain rules which are meant to ensure a smooth functioning of the college

RESPONSIBILITIES

Coordinator:

- Coordinating 'Student Grievance Redressal Cell'.
- Taking up responsibility to maintain discipline to facilitate a conducive learning environment to the students and smooth functioning of the activities inside the campus.
- Organize meeting for council members and student representatives every month on the first Monday and receive grievance if any from them.
- Representing the grievances received from the students to the concerned authorities and to ensure prompt redressal.
- Framing rules and regulations to be followed by the students in consultation with members of SGRC committee, student council members, IQAC members and Sr. Principal.
- Announcing the framed rules and regulations to the students in the common college assembly and put it up in the college notice board.
- Organizing meetings for SGRC members and different sections of students whenever need arises.
- Ensure minutes of these meetings are properly recorded and sent to DQAC whenever asked for.

Members:

- Taking up responsibility to maintain discipline to facilitate a conducive learning environment to the students and smooth functioning of the activities inside the campus.
- Attending and giving suggestions in the meetings organized for council members and student representatives every month on the first Monday and receive grievance if any from them.
- Representing the grievances received from the students to the concerned authorities and to ensure prompt redressal.
- Framing rules and regulations to be followed by the students in consultation with members of SGRC committee, student council members, IQAC members and Sr. Principal.
- Announcing the framed rules and regulations to the students in the common college assembly and put it up in the college notice board.
- Attending and giving suggestions in the meetings conducted for SGRC members and different sections of students whenever need arises.
- Taking up the responsibility allotted to each one by the SGRC committee.

Students:

- As student council members and directors are a part of this cell, few responsibilities are vested upon them.
- Maintaining discipline and organizing students during common assemblies of the college.
- Attending the grievance meeting.
- Representing the grievances of the students to the committee and to the concerned authorities on certain occasions.
- To ensure prompt Readressal is being carried out.
- To ensure that all students attend the college common assembly and programs in the auditorium.
- To give their representation and participate in meeting conducted for framing rules and regulations for the students.

Sequential order of events:

- Organize grievance meeting
- Conducting awareness programs.
- Conducting meeting whenever necessary.

Commitments:

- Representing the grievances of the students to Sr. Principal the concerned authorities and ensure prompt Readressal.
- Maintaining discipline in the campus.

Misconduct:**The following are considered to be misconduct:**

- Unnecessarily using mobile phones inside the campus.
- Using abusive words while speaking with their fellow students/staff inside the campus.
- Not following the dress code of the college.
- Coming late to the college.
- Leaving the college before college hours.
- Loitering inside the campus during class hours.

Disciplinary action:

In accordance with the suggestions of the student representatives, Sr. Principal and IQAC, it is decided that students should get signature from their class in charge, respective HOD, SGRC coordinator and principal on any misconduct.

Causing disrepute to the institution/staff/students:

If students are found to have involved in any activity which causes disrepute to the institution/staff/students they have to face an enquiry with Sr. Principal.

Punishment/Penalty:

If any student has been found to have misconduct more than three times, the concerned student's parents would be called for an enquiry with Sr. Principal.

PROVIDENCE COLLEGE FOR WOMEN (AUTONOMOUS)

COONOOR, THE NILGIRIS

Report

Cyber crime and Prevention of sexual harassment

Awareness programmes on Cyber crime conducted in the year 2022-23

Providence College for Women has conducted many awareness programmes in the academic year 2022-2023. Right from the first day in the college, students were given awareness regarding the difficulties faced by women and young girls. They were introduced to the committee which takes care of the grievances of students in this regard. Many counselling sessions were conducted throughout the academic year by the members of the staff . Every 20-25 students are assigned a mentor from their own departments to address their problems in person. Apart from this, many official programmes were conducted for all the students in common.

The Social Welfare and Women Rights Department conducted one such programme in the college. Mrs. Helen Christina from One stop centre and Mrs. Rajammal , Inspector, Women Police Station addressed the students and highlighted the necessity of using the internet and mobile phone in an appropriate manner. They gave examples of women who face similar difficulties and the measures taken by them, without disclosing their identity. They also educated the children about the availability of the free legal aid service given to students who face problems like sexual harassment. This truly served as an eye opener for all the students.



Signature of the staff incharge



Signature of the Principal



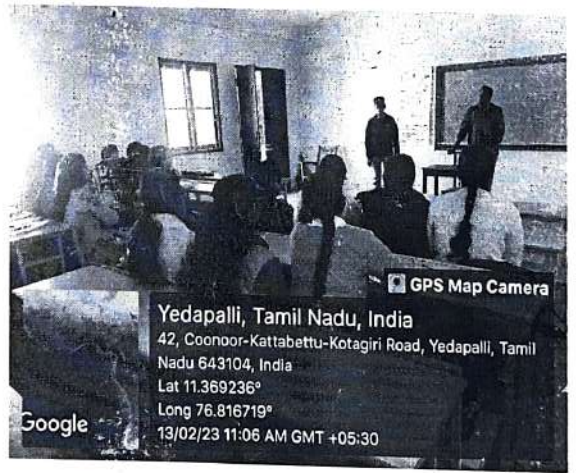
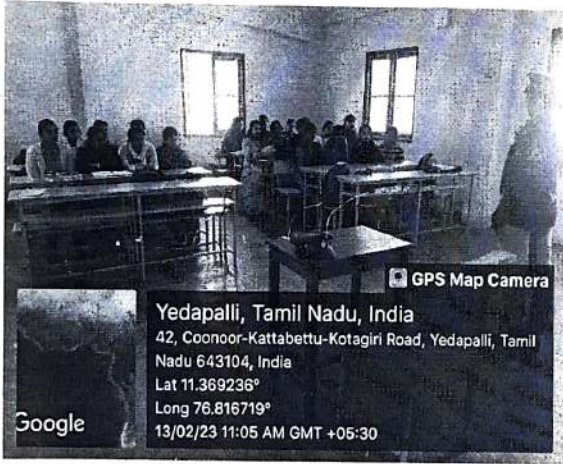
**PROVIDENCE COLLEGE FOR WOMEN
(AUTONOMOUS), COONOR.**

ANTI-DRUG AND POCSO

DATE: 13.02.2023

VENUE: SEMINAR HALL

To give an awareness on ANTI - DRUG and POCSO an awareness programme was conducted in Providence college for women (Autonomous), Coonoor. The awareness was given by S. JENISHA and M. CHANDRA KALA of All Women Police Station, Coonoor. It was clear about the impact of the usage of the drugs and the abuses made by the common people, how to get rid of the habits of the usage of the drugs and how to communicate with the Police about the drug selling.



D. J. G. G. G.

Signature of the Staff In-charge



L. S. S.
Signature of the Principal

**PRINCIPAL,
Providence College for Women,
COONOR - 643104**



**PROVIDENCE COLLEGE FOR WOMEN
(AUTONOMOUS), COONOOR.**

ONE STOP CENTRE AWARENESS PROGRAM

DATE: 20.01.2023

VENUE: MMT Hall

A team from 'One Stop Centre', Women and Child Development Community, consisting of 4 women: Mrs. Helen Christina and Ms. Kalaivani from the Department of Social Welfare along with Ms. Rajammal and Ms. Praveena from the Department of Tamil Nadu Police had given the students awareness on the safety of girls and present issues were addressed and transparently discussed. They provided solutions and the session was an eye opener to all.



D. J. Gnanam

Signature of the Staff incharge

L. Suresh

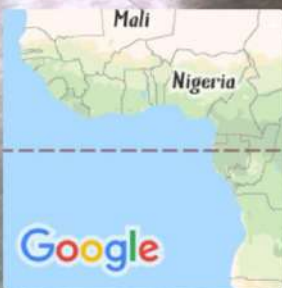
Signature of the Principal

PROVIDENCE COLLEGE FOR WOMEN
COONOOR - 643104.

ANTI RAGGING AWARENESS



LEGAL AWARENESS PROGRAM



Yedapalli, Tamil Nadu, India

38, Coonoor-Kattabettu-Kotagiri Road, Yedapalli, Tamil Nadu

643103, India

Lat 11.3689°

Long 76.816535°

03/12/21 02:38 PM





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Google

Yedapalli, Tamil Nadu, India
25, MDR 1073, Yedapalli, Tamil Nadu 643104, India
Lat 11.369176°
Long 76.8165°
27/04/22 10:31 AM

GPS Map Camera



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Google

Yedapalli, Tamil Nadu, India
2, Coonoor-Kattabettu-Kotagiri Road, Yedapalli, Tamil Nadu
643103, India
Lat 11.369164°
Long 76.816509°
27/04/22 10:30 AM

GPS Map Camera

Meeting Minutes

SGRC Meeting was held on 23rd August 2022 at 1.45pm in the guest lounge

The following points were discussed

- Students can wear light blue pants/ jeans with white tops on Wednesdays.
- During programs students are not allowed to bring their mobile phones. If a student is in need to bring the mobile, she is allowed under the custody of directors and council members.
- If students are found with their mobiles inside the college campus it will be confiscated and auctioned.
- Announcements should be a common announcement. Announcements should be written in a notebook and get signed from Sr. Arockia and countersigned by Sr. Principal.
- Council members are asked to maintain the files/ records of college activities conducted by them.
- If a student is caught during class hours council members will report to Dr. Baby of Commerce department.
- Sr. Arockia raised a question, that if a student is caught by a staff for misbehaving outside the college campus what function a staff can take during that time. Council members said that staff has authority to question the student.
- If students are going for practice they should get signature from HoD and class incharge.
- Students are instructed to use dustbins and not to litter the campus.
- Dr. Savitha, IQAC coordinator asked council members to maintain accounts and settle accordingly to the Principal.
- If competitions are held, council members are instructed to maintain a record of scores allotted by judges.
- Sr. Principal asked council members to frame a rough budget regarding the expenditure expense of programs.
- Sr. Principal suggested that if students are performing on stage they are expected to dress up modestly and not to come in formals.
- Each committee members are asked to maintain their program/ activities record.

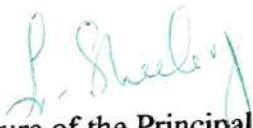
Council members expressed their grievances are as follows:

- Students need newspapers in restrooms to wrap their pads.
- Sandhya represented that intercoms are not working in III BCA and Zoology lab and also few pipes are leaking in restrooms.
- Council members represented that food is not given on time in the canteen and also prices are high.
- Charumathi requested the Principal to provide yellow lights, focus lights only for programs.

- No dance will be permitted without rehearsal and expected to follow the cultural rules.

S.No	Name	Signature
1.	Dr. Baby	Baby
2.	Dr. Karuppai	(absent)
3.	Mr. Sathivel	Sathivel
4.	Sr. Arockia	Sr. Arockia
5.	Dr. Clemencia Mary A.	A. Clemencia
6.	Ms. Charumathi I	Charumathi I.
7.	Ms. Ajanthaa R.	R. Ajanthaa
8.	Ms. Roshini Steffina	Roshini
9.	Ms. Lakshaya	Lakshaya
10.	Ms. Snehaa S.	Snehaa S.
11.	Ms. Maheshwari C.	Maheshwari C.
12.	Ms. Sharon Monica R.	Sharon Monica R.
13.	Ms. Sandhia K.	Sandhia K.
14.	Ms. Moshamirithini P.	P. Moshamirithini
15.	Ms. Harshaa G.M.	(absent)
16.	Ms. Bavadharani M.P.	M. Bavadharani
17.	Ms. Pavithra M.	Pavithra M.

Monika B


Signature of the Principal


Signature of the Coordinator

Minutes of the Discipline Committee Meeting with IQAC on 13/09/2022

SGRC Meeting was held on 13th September 2022 at 1.45pm in the guest lounge.

Agenda:

- Regarding using mobiles on campus.
- Dress code for Research Scholars.
- The issue of canteen serving stale and expired food.
- To report a teacher's absence from the class.
- Reporting time of the staff and checking out time in the evenings.
- Installation of CCTV cameras in few more places.
- Two more staff to the Discipline Committee.
- Utilities to be replaced in respective places.
- Requisition of a big LCD screen in the Seminar Hall.
- Responsibilities if a committee incharge.
- Amicable management and skilled organization of the Graduation Day.
- To include office staff in committees
- An orientation for students before applying for the degree certificate.

Members Present:

1. Rev. Sr. Dr. Sheela
2. Dr. Savidha Ram
3. Dr. Jyothi
4. Dr. Kavitha Kumaran
5. Dr. Preethi
6. Dr. Gomathi
7. Mrs. Vinolia Richard
8. Sr. Arokia Mary
9. Mr. Karthik
10. Dr. Baby Karthikeyan
11. Dr. Clemencia
12. Mr. Sakthivel.

Members Absent:

1. Dr. Beulah Gideon
2. Dr. Karuppai.

Matters for Discussion and Decisions Taken:

Discussion regarding the usage of mobiles inside the college campus. Few staff expressed their points about the unsatisfactory outcomes of using mobiles and finally it was concluded

that it will be discussed during the general body meeting. It was unanimously decided that mobiles are not allowed inside the MMT Hall during cultural programs.

Research Scholars will be asked to dress modestly.

Dr. Kavitha represented the problem of the canteen serving stale and expired food to staff and students and this issue will be addressed with the canteen people.

It was decided that in case a class is found without the teacher, that concerned teacher's name should be reported to either the Principal or the Dean of Student Affairs or the Discipline Coordinator.

Staff are expected to be inside the college campus by 9.25 am and only in the evenings staff members are to sign in the attendance register.

Dr. Kavitha requested to fix a camera near the indoor stadium and she also mentioned that there was a requisition to fix a camera inside the staff room.

Dr. Baby requested the Principal to designate two more staff members to the discipline committee.

Dr. Kavitha expressed that the students are not replacing utilities after completion of programs.

Dr. Savida asked for a big screen to be installed in the seminar hall.

Staff incharge of the committees are expected to do the allotted work responsibly.

Dr. Jothy said that during graduation ceremony links can be shared to graduates parents in order to avoid tumult and also Dr. Savida stated to mention in invitation cards that parents are not allowed in the hall.

Principal asked the staff to include office staff while committees are formed.

Sr. Arockia Mary suggested the IQAC coordinator to conduct an orientation for the students who are applying for degree certificates.

S. No	Names	Signature
1.	Dr. Savidha	
2.	Dr. Baby	
3.	Dr. Preethi	
4.	Dr. Gomathi	
5.	Sr. Arockia Mary	
6.	Dr. Kavitha Kumaran	
7.	Dr. Jothy	
8.	Mrs. Vinolia Richard	
9.	Mr. Karthick	

10.	Mr. Sakthivel	<i>Sakthivel</i>
11.	Dr. Clemencia Mary A.	<i>Dr. Clemencia</i>

L. Sheela

Signature of the Principal

Princy

Signature of the Coordinator

Minutes of the Discipline Committee Meeting with the Council members and Directors on 19/10/22

SGRC Meeting was held on 19th October 2022 at 1.30 pm in the guest lounge.

Agenda:

Explanation for time delayed during Svanah 2022 was given

Event expenditure and income was read

Planning of having fete

Members Present

1. Rev. Sr. Dr. Sheela V.J.
2. Dr. Baby S.
3. Dr. Clemencia Mary A.
4. Ms. Charumathi I.
5. Ms. Ajanthaa R.
6. Ms. Harsha G.M.
7. Ms. Snehaa S.
8. Ms. Sharon Monica R.
9. Ms. Moshamirithini
10. Ms. Monika B.

Members Absent

1. Dr. Karuppayi K.
2. Mr. Sakthivel S.

Matters for discussion:

- Ms. Charumathi explained to Principal about time delayed. The reason was History department had program on that day and few history department girls have gone and requested Mr. Anto, the bassist to start the program a bit late. So timing got delayed to begin the event.
- Council members and directors expressed that event was arranged within short period that resulted in lack of communication.

- Principal appreciated the hard work of the student council and directors and also insisted to plan ahead to avoid chaos.
- Monika B. read the expenditures and income of the program.
- Charumathi said that extra amount was spent for tent and also said that balance amount which they earned from the event will be spent for next upcoming program.
- Charumathi expressed her idea to hold a fete in the college playground. Principal asked to plan after Diwali.

S. NO	NAMES	SIGNATURE
1.	Rev. Sr. Dr. Sheela V.J.	<i>Dr. Sheela V.J.</i>
2.	Dr. Baby S.	<i>Baby S.</i>
3.	Dr. Clemencia Mary A.	<i>Clemencia Mary A.</i>
4.	Ms. Charumathi I.	<i>Charumathi I.</i>
5.	Ms. Ajanthaa R.	<i>Ajanthaa R.</i>
6.	Ms. Harshaa G.M.	<i>Harshaa G.M.</i>
7.	Ms. Moshamirithini	<i>Moshamirithini</i>
8.	Ms. Snehaa	<i>Snehaa S.</i>
9.	Ms. Monika B.	<i>Monika B.</i>
10.	Ms. Sharon Monica	<i>Sharon</i>

Dr. Sheela V.J.
Signature of the Principal

Baby S.
Signature of the Coordinator

Minutes of the Discipline Committee Meeting on 20/12/22

SGRC Meeting was held on 20th October 2022 at 9.30 am in the guest lounge.

Agenda:

- Short discussion on code of conduct
- Delegation to SGRC staff

Members Present

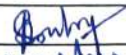
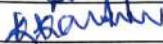

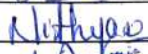
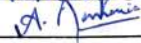
1. Dr. Baby S.
2. Dr. Karuppayi K.
3. Dr. Mahalakshmi
4. Mrs. Shanthi
5. Mrs. Nithya
6. Dr. Clemencia Mary A.

Members Absent

1. Dr. Amutha P.
2. Sr. Sithara Joseph
3. Mr. Sakthivel

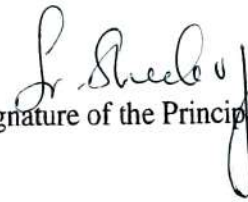
Matters for discussion:

- Dr. Baby the coordinator of SGRC read the code of conduct to SGRC staff members.
- A discussion was made that during assembly days each SGRC staff members will stand in their allotted place to send the students for assembly.
- Staff members suggested that college calendar should be brought by each student during assembly days.
- Discussion was made that when programs are conducted in the auditorium SGRC staff members are expected to be inside the auditorium to maintain discipline and silence among the students.
- Dr. Baby and Dr. Karuppayi suggested that any Government programs or Club activities organized by coordinators should be brought to the notice of SGRC coordinator only then SGRC staff members will be delegated to maintain discipline among the students.
- Suggestion was given by SGRC staff members that Council Members and Directors should maintain work done diary.

S. No	Names	Signature
1.	Dr. Baby S.	
2.	Dr. Karuppayi K.	
3.	Mrs. Mahalakshmi	
4.	Mrs. Shanthi	
5.	Mrs. Nithya	
6.	Dr. Clemencia Mary A.	



Signature of the Coordinator



Signature of the Principal

Minutes of the Discipline Committee Meeting with the Council members, Directors and Class representatives on 30/1/23

SGRC Meeting was held on 30th January 2023 at 11.45 am in the MMT Hall.

Agenda

- Grievances from each class
- Rules regarding usage of mobiles
- Dress code

Members Present

1. Dr. Baby S.
2. Dr. Kavitha K.
3. Dr. Clemencia Mary A.

Members Absent

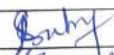
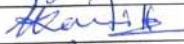
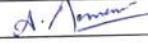
1. Dr. Karuppaiy K.
2. Sr. Sithara
3. Mrs. Shanthi
4. Mrs. Nithya D.
5. Dr. Mahalakshmi

Matters for discussion

- Each class representatives expressed their grievances like there are no tube lights, brooms, dust pans, intercoms, lab equipments and a classroom.
- Few instructions regarding usage of mobiles were read out by Dr. Baby. They are
 - i) Students are not supposed to switch on their mobiles once they stepped inside the college gate. In case of emergency written copy of permission letter should be produced to the Discipline co ordinator.
 - ii) If mobiles are ceased, concern student should bring her parent and meet the Principal and the Discipline co ordinator.
 - iii) If a mobile is ceased for second time, that mobile will be auctioned.
- Also Dr. Baby read few instructions that students should dress modestly, students should come to college on time and should leave at 3.30 pm, during class hours students should not loiter around the college campus, students are asked not to go to

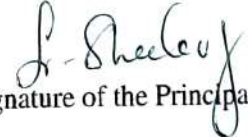
office unnecessarily, students are asked to greet when they see teachers inside the college campus, students are instructed to give seats for staff in the buses.

- Students of 1 M A English expressed their grievance that there are no adequate books in the library.
- Sr. Sithara said that once in a month students can write their grievance and handover to discipline committee staff members.

S. NO	NAMES	SIGNATURE
1.	Dr. Baby S.	
2.	Dr. Kavitha Kumaran	
3.	Dr. Clemencia Mary A.	



Signature of the Coordinator



Signature of the Principal

From PhD and MPhil Scholars,
Providence College for Women,
Coonoor, Tamil Nadu.

Date 15.09.2022

To The Disciplinary Committee,
Grievance Cell,
Providence College for Women,
Coonoor, Tamil Nadu

Subject: Grievances of Research Scholars

Respected ma'am,

We would like to bring to your kind notice the grievances the Research scholars of our college collectively have, which, if approved, could help in the smoother conduct of our research.

First and foremost, we would like to convey our gratitude to the college for making available a research room for the scholars.

However, it would be extremely helpful if you could allot a few more desks, benches and chairs since the scholars (full time) are more than 15 in number. The research room is never locked and monkeys come in and rummage the room and overturn the dustbins almost every time. It is a necessity to have a latch or a lock and key. So, it would be highly appreciated if you could install one of the above. Further, we would be glad if you could provide us with a cupboard where we can all keep our materials overnight if required. It would also be helpful if you could provide us with wi-fi access since it gets extremely difficult to access internet

from the research room at times. It would also be great if you could provide us with few more plug points as there are only two sets of them in the research room.

The next set of grievances we have is regarding the library access. We would be glad if the access to the college library has more relaxation for the scholars. It would be more convenient if the scholars are allotted a separate reading area and allowed to carry their texts and laptops too into the library. Another thing that we wish to bring to your notice is that the number of academic journals available to the scholars are relatively less. It would be of great help if the college subscribed to a few online journals that holds materials pertaining to most departments. The cost of subscription for academic institutions are relatively less as the combined cost of individual subscriptions are humongous.

Dear madam we would be grateful if the above requirements are fulfilled to help us to do our research more efficiently. Hope you would consider our requests and do the needful.

Thanking you

Yours sincerely,

Lakshmypriya P P

Sumina K S

Ashi Maria

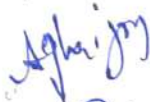
Preethi S L

Anagha Joy

Jasmine Joy

Samson Raj C

Sr. Sithara Joseph



22/9/22

COOLOOR

GRIEVANCE

From,
 IInd BCA students
 Computer Science and applications department,
 Providence College for Women,
 Coonoor.

To
 The Grievance Committee,
 Providence College for Women
 Coonoor.

Respected Committee,

As there was a species (snake) was found in front of the IInd BCA classroom by the BCA students, the students are not well assured that the species might not harm them. So we request you to take steps accordingly,

Thanking You,

Your's sincerely,

IInd BCA students
 Vandana

Signature of HOD,
 22/9/22

PROVIDENCE COLLEGE FOR WOMEN (AUTONOMOUS)

STUDENTS GRIEVANCE REDRESSAL CELL AND DISCIPLINE COMMITTEE

ACTION TAKEN REPORT FOR 2022-2023

The Students Grievance Redressal Cell (SGRC) aims to look into the complaints lodged by any student and redress it as per requirement. Students can state their grievance regarding any academic and non academic matter within the campus individually, through the class representative by posting in the suggestion box kept in front of the administrative block or mail their grievance to the mail id providencesgrc@gmail.com.

The Grievance Redressal Cell has been developed to settle the grievances on the advice of Principal of the students within a reasonable time period for further strengthening the bond of the students with the institution by providing them with all kind of facilities to a satisfaction level for maintaining a convenient ambience of academic teaching and learning.

Every month SGRC staff committee organizes meeting with the student council members, the directors of various clubs and committees and student class representatives to get their grievances.

The committee also associates with the Student council to look after the discipline during the common college assemblies and programmes organized by the college.

The Students Grievance Redressal Cell 2022-23 comprises of the following members:

Dr. S. Baby., Asst. Prof in Commerce

Dr. Karuppie, Asst. Prof in Mathematics

Dr. Mahalakshmi., Asst. Prof in Physics

Dr. P. Amutha., Asst Prof in Tamil.

Mr. Sakthivel., Administration.

Dr. Clemencia., Asst Prof in English

Sr. Sitara., Asst Prof in English

Mrs. Shanthi., Asst. Prof in History


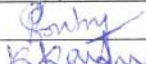
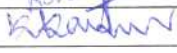
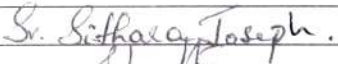



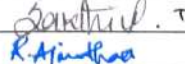
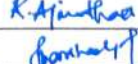


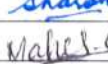
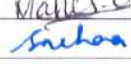
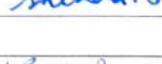


Mrs. Nithya Asst. Prof in History.

- An orientation to the student representatives was given on 27.10.2022 to give an awareness of SGRC cell and to educate them with the procedure of filing grievances.


1. Ms. Charumathi
2. Ms. Monika
3. Ms. Mokshamirdhani
4. Ms. Roshini

Matters for Discussion

- Students who are going for placement, if it is necessary to use mobile for registration should get permission from the Placement coordinator.
- Many suggestion were laid regarding the usage of mobile and finally Principal, Discipline Committee staff, Council members and Directors decided that students have liberty to use mobiles inside the college campus but during class hours if a student is found using mobile the rule will be reverted i.e. students will switch off their mobiles once they step inside the college.

S. NO	NAMES	SIGNATURE
1.	Dr.Sr. Sheela V.J.	
2.	Dr. Baby S.	
3.	Dr. Karuppaiy K.	
4.	Dr. Amutha P.	
5.	Dr. Mahalakshmi K.	
6.	Sr. Sithara Joseph	
7.	Mrs. Shanthi M.	
8.	Mrs. Nithya D.	
9.	Dr. Clemencia Mary A.	
10.	Mr. Sakthivel T.	
11.	Ms. Ajantha	
12.	Ms. Harsha	
13.	Ms. Pavithra	
14.	Ms. Sharon	
15.	Ms. Mageshwari	
16.	Ms. Snehaa	
17.	Ms. Bhavadharni	
18.	Ms. Lakshaniya	
19.	Ms. Shanthiya	


Signature of the Coordinator


Signature of the Principal

Students Grievances

Date: 30/1/23

- III BCA intercom is not working
- I M A History there is no intercom, blackboard and rats are found inside their class room.
- II M A History there is no blackboard, teachers table
- I BSc Botany there is no intercom
- I M A Economics there is no dustbin, teachers table, rain water leaking into the classroom
- There are no brooms and dustpans in Maths department class rooms
- I M A English there is no broom and dustpan
- I BCA tube lights are not working and there is no latch for the class door
- II B A Economics there is no broom and dustpan
- I BA English there is no latch for the class door
- III B A English tube light is not working
- III B A Economics there are no tube lights

Water connection is not proper near restrooms (down)

Water Doctor is not working near guest lounge

Student council have represented to canteen person regarding improper food and selling oily snacks but action was not taken

S. Shukla
31/1/23

S. Shukla
KJ

Students grievance

Department of Economics: III B A- There are no tube lights, dustpan & brooms

II B A – There are no tube lights, no brooms & dustpan

I B A – no grievance

I M A - absent

II M A – absent

Department of History: III B A – nothing

II B A – absent

I B A – no grievance

I M A – They don't have a classroom, no intercom, they need a black board (new)

II M A – They don't have a classroom, no intercom

Department of English: III B A – They need one tube light

II B A – There are no tube lights

I B A – There is no latch in the classroom

I M A – nothing

II M A – There is no latch in the classroom

Department of Maths: III BSc – There are no dustpan & brooms

II BSc – There is no broom

I BSc - There are no dustpan & brooms

I MSc – absent

II MSc – absent

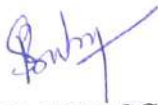
Department of Botany: III BSc - There is no intercom

II BSc (Zoo lab) - There is no intercom

I BSc - There is no intercom & dustpan

II MSc – absent

- The SGRC staff committee organizes meetings with the student council members, the directors of various clubs and committees and student class representatives to get their grievances.
- The grievances received were taken to the notice of the management and the supervisor and care was taken to see that there were sufficient number of chairs and benches in all the classrooms, electricity and lighting problems in classrooms as well as rest rooms, installation of CCTV camera, proper water supply in the rest rooms, clearing the bushes near the classrooms so as to avoid small insects entering inside the classrooms etc.
- A code of conduct was framed by the SGRC committee along with the student council members on the advice of the Principal which was read out in the assembly and a copy of which is put up on the notice board for the benefit of the students.
- The code of conduct included the dress code for the students, the penalties for late comers, early goers and also students who loiter inside the campus during class hours.
- The letter format was created in 2021-22 by the IQAC of the college where in the latecomers will be getting signature from their class in charges, HODs, SGRC coordinator and Principal before going to their classes was followed this year also.
- The committee associated with the Students Council for the smooth conduct of the Musical Concert "Sannav" on 08.10.2022.
- The committee represented to the Sr. Principal about wanting a break in between the classes in the morning session and suggested a new time schedule for the classes.
- Mobiles are allowed inside the campus for students only under the supervision of staff.
- On the requisition of the Committee to the Corporation, a Ladies Special free Bus has been arranged from Coonoor to Bandishola in the morning and from the college to Coonoor in the evenings.



COORDINATOR-SGRC



PRINCIPAL

I MSc – There is no intercom & often honey bees are disturbed

Department of Commerce: III BCom – Monkeys disturbance

II BCom- There is no broom & dustpan

I BCom- There is no broom & dustpan

I MCom – absent

II MCom – There is no latch in the classroom

Department of Computer: III BCA – There is no intercom

II BCA – There are no tube lights and intercom

I BCA – Intercom is not working

I MSc - absent

II MSc - no grievance

Sanjay
28/10/22
K. K. K. K.
28/10/22

of 9
28/10/22

PRINCIPAL,
Providence College for Women
Warananasi, Mysore
S. Shreejy
28/10/22

From PhD and MPhil Scholars,
Providence College for Women,
Coonoor, Tamil Nadu.

Date 16.09.2022

To The Disciplinary Committee,
Grievance Cell,
Providence College for Women,
Coonoor, Tamil Nadu

Subject: Grievances Rectified

Respected ma'am,

This letter is to express the sincere gratitude on behalf of all the research scholars with regard to the rapid action taken to resolve our grievances. A separate table has been kept in the library for the research scholars where we can use laptops and external study materials. The librarian, Mr. Vishwanathan, has offered to order in new books for research and subscribe to more academic journals. A latch has been installed in the research room and new furniture has been brought in. A cupboard has also been provided for our common use.

Thank you, ma'am for the consideration. The changes have been extremely helpful for the smoother running of our research.

Thanking you

Lakshmypriya P P



Sumina K S



Ashi Maria



From,

IInd BCA students,
BCA,
Providence college for Women,
Coonoor

To,

The grievance committee,
Providence College for Women,
Coonoor.

Respected committee,


As there was a complaint from
the 2nd BCA students, and we sincerely
thank the committee for taking the complain
in your presence and the action was
taken immediately.

Thanking you,

Yours sincerely,

IInd BCA students

Signature of 
of 22/9/22
HOD,

N. Nandhan 
22/09/22