

NAZARETH COLLEGE OF ARTS AND SCIENCE

Affiliated to University of Madras, Re -Accredited by NAAC with 'B' Grade

Academic Year 2023-2024

CRITERIA – V

QUALITATIVE METRICS

S.NO	METRIC NO	METRICS DESCRIPTION	PAGE NO
1	5.1.5	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	1-18

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GRIEVANCE REDRESSAL POLICY

The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students. The Committee has been continuously striving to take the best efforts possible to create a harmonious and conducive atmosphere to everyone in question. The Grievance Policy of our college is a structured procedure designed to address and resolve complaints or grievances raised by students, faculty, and staff. The main objective is promoting cordial student-student relationship and student-teacher relationship.

This policy aims to create a transparent, fair, and efficient mechanism for handling grievances to ensure a positive and supportive environment. While the specific details of the policy might vary, the general structure often includes the following elements:

1. Definitions

- **Grievance:** Any complaint or concern related to academic, administrative, or personal issues affecting members of the college community.

2. Grievance Redressal Committee

- **Composition:** Typically includes faculty members, administrative staff, and student representatives.
- **Role:** To investigate, review, and recommend actions for grievance resolution.

3. Procedure for Filing a Grievance

- **Submission:** Grievances can be submitted both online/offline, detailing the nature of the complaint and any relevant evidence.
- **Timeline:** Grievances must be filed within a specified period after the incident.

4. Process of Addressing Grievances

- **Initial Review:** The Grievance Redressal Committee reviews the submitted grievance to determine its validity.
- **Investigation:** A thorough investigation is conducted, which may include interviews with involved parties and review of relevant documents.
- **Resolution Meeting:** A meeting is held with the complainant and relevant parties to discuss the findings and potential resolutions.
- **Decision:** The committee makes a decision on the grievance and recommends actions to be taken.

Doc No. NCAS/GP/V.00

Dates: 14.05.2018




Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

5. Appeals Process

- **Right to Appeal:** If the complaint is not satisfied with the decision, they may appeal to a higher authority within the institution.
- **Final Decision:** The decision of the appeal authority is final and binding.

6. Confidentiality

- **Confidential Handling:** All grievances are handled confidentially to protect the privacy of all parties involved.

7. Follow-Up and Monitoring

- **Implementation of Resolution:** Ensuring that the recommended actions are implemented effectively.
- **Monitoring:** Regular monitoring and review of the grievance redressal process to ensure its effectiveness and fairness.

8. Additional Provisions

- **Retaliation Protection:** Ensures that no retaliation occurs against individuals who file grievances.
- **Review of Policy:** Periodic review and updates to the grievance policy to reflect current needs and legal requirements.

For the most accurate and detailed information, it is advisable to refer directly to the official grievance policy document provided by Nazareth College of Arts and Science or contact the institution's administrative office.



PRINCIPAL

Principal

Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.




Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

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NAZARETH COLLEGE OF ARTS & SCENCE				
(Affiliated to the University of Madras to NAAC with B grade)				
Kovilpathagai main road, Kannadapalayam, Avadi, Chennai - 600062				
DEPARTMENT OF COMPUTER APPLICATIONS				
2023-2024				
S.NO	DATE	NAME OF THE STUDENT	GRIEVANCE	ACTION TAKEN
1	18/07/2023	Oswald Prasanna	Writing board is not clearly visible	Replaced writing bord
2	18/01/2024	III BCA B	Fan not working	Fan was replaced
3	25/07/2023	S Dhushendar	Fan switch not working	Switches were replaced
4	8/8/2023	S Madhumitha	Broken benches	Benches were replaced

Signature of Principal



Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

Date: 25/07/2023

From: Whushendar.S

Class Representative,

II - BCA - 'A',

Nazareth College of Arts & Science,

Avadi.

To:

The Principal,

Nazareth College of Arts & Science,

Avadi.

Respected mam:

I am the Representative of II - BCA - 'A' as my class students have some problem like broken bench, problem in fan switch and Mosquito biting. so please give a solution for this kind of problem. This is request by II - BCA - 'A' students.

Gomathi

Thankyou



[Signature]
Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapali
Vandalur Post, Chennai-600

II - BCA - 'A' Whushendar

Date : 8/8/23 .

From :

S. Madhumitha
Class Representative,

II BCA 'A' ,

Nazareth college of Arts & science,
Avadi.

To :

The Principal,

Nazareth college of Arts & science,
Avadi

Respected Madam

I am the Representative of II BCA A and my class student have some problem like broken bench problem in fan switch and mosquito biting. so, please give a solution for this kind of problem. This is request by II BCA 'A' students

Thankyou



Signature

Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadap
Vellanoor Post, Avadi, Chennai-60

Your obediently

II BCA 'A'
class Representative

S. Madhumitha

From

III BCA B,

Nazareth College of Arts and Science,
Avadi Chennai - 62.

To

The Head of Department,
Nazareth College of Arts and Science,
Avadi Chennai - 62.

Respected Sir,

In our class board is not writing properly. Kindly rectify our problem as soon as possible.

Thanking You

18/11/2024



A handwritten signature in blue ink, appearing to be "Sri".

Yours faithfully

III BCA B

A handwritten signature in blue ink, appearing to be "Sri".

A handwritten signature in green ink, appearing to be "Sri".

Principal

Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalaya
Vellanoor Post, Avadi, Chennai-600062.

From;

III BCA B,

Nazareth College of arts and science,
Avadi Chennai - 62.

To :

To The Head of the department,

BCA,

Nazareth college of arts and science,
Avadi Chennai - 62.

Respected sir:

In our class fan is not working
kindly rectify our problem as soon as
possible.

Thanking You.

18/01/2024



Yours faithfully

III BCA 'B'

Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalaye
Vellanoor Post, Avadi, Chennai-600062

NAZARETH COLLEGE OF ARTS & SCENCE				
(Affiliated to the University of Madras to NAAC with B grade)				
Kovilpathagai main road, Kannadapalayam, Avadi, Chennai - 600062				
DEPARTMENT OF CORPORATE SCRETARYSHIP				
2023-2024				
S.NO	DATE	NAME OF THE STUDENT	GRIEVANCE	ACTION TAKEN
1	11-01-2024	Yogesh	Request to Installation of Projector in class room	Management Installed the Projector as per request


Signature of HOD




Principal
Nazareth College of Arts & Scier
Kovilpathagai Main Road, Kannadapalay
Vellanoor Post, Avadi, Chennai-60006

From

Mr. Yogesh & class-mates III Bcom is
Nazareth college of Arts and Science
Chennai - 62

To,

The Management
Nazareth college of Arts and Science
Chennai - 62.

Subject :- Request for Installation of Projectors in Classrooms.

We students of III Bcom are writing to request the Installation of Projectors in our classrooms. As students dedicated to our education, we believe that Incorporating technology into our learning environment will significantly enhance our academic experiences.

We kindly request that you consider this proposal and approve the Installation of projectors in all classrooms.



Sincerely,

Yogesh.


Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapatti

NAZARETH COLLEGE OF ARTS AND SCIENCE

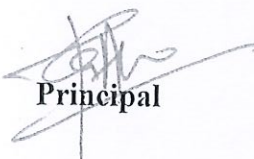
Affiliated to the University of Madras

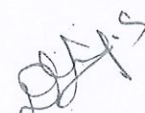
Accredited by NAAC with B Grade

DEPARTMENT OF COMMERCE

GRIEVANCE OF REPORT 2022-2023

S.NO.	CLASS	NAME OF THE STUDENTS	GRIEVANCE	GRIEVANCE DATE	ACTION TAKEN
1	I B.COM A	ALL THE STUDENTS	NO WATER SUPPLY IN REST ROOM	12/10/22	SUFFICIENT WATER SUPPLY PROVIDED
2	I B.COM C	ALL THE STUDENTS	NOT FUNCTIONING FAN	12/9/23	FAN PROBLEM RECTIFIED


Principal


HOD




Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

12/10/22

From,

The Students of I B.Com (Girls)
Nazareth College of Arts & Science

To,

The Head of the Department
Commerce Department
Nazareth College of Arts & Science.

Sub: Complaint letter - reg.

Respected Madam,

We would like to inform you
that there is no water supply in rest room.
It is really hard to sustain for 5 hours. kindly
take action as early as possible.

Thanking you,

D @ratty
12/10/22



~~DR~~
Yours faithfully
Students of
[I yr B.Com Girls]
Principal
Nazareth College of Arts & Science
Kovilthangai Main Road, Kovilthangai

From =

V. Rajath Singh (class leader)
Nazareth arts and science
college Avadi Chennai - 600062

To,
The head of the department
Nazareth arts and science
college Avadi Chennai - 600062

Subject = non functioning class room
fan

Dear HOD mam:

I am V. Rajath Singh from Ist
B.com "C". I wanted to inform you that
the fan is not working properly. It's causing
discomfort during the lectures in class time.
Could you please arrange for a repair?

Thanking You

Incharge

Rishadhi R




Principal

Nazareth College of Arts & S
Novilpathaai Main Road, Kannadur



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Department of Computer Science

Grievance Report 2023-2024

Sno	Class	Name of the Student	Grievance	Grievance Date	Action Taken	Action Take Date
1	I B.SC CS B	Manimegalai K	Speaker Box (Microphone)	20/9/2023	Repaired	25/9/2023
2	II B.SC CS B	Ramya.K	Fan Making Noise	12/10/2023	Replaced fan with new one	20/10/2023
3.	I B.SC CS B	Manimegalai.K	Need 2 more benches	25/9/2023	Benches was replaced	30/10/2023


Principal




Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post, Avadi, Chennai-600062.

20/09/2023

From

1st Bsc B,
dept of Comp. Sci,
Nazareth college of
arts and science,
Avadi, chennai.

To

The HOD,
dept of comp. sci,
Nazareth college of
Arts and Science,
Avadi, chennai.

Respected Mam,

Sub: Repair on Speaker Reg.

As our speaker is not working
in our class. Kindly take action on this
issue and please Repair our speaker box.
So that we can hear every information
which is announced by higher officials.

Thankyou

class in charge : K. Paniprathap
20/9/23


Principal
Nazareth College of Arts & Science
Vilpattagai Main Road, Chennai-600061
Vellandoor Post, Avadi, Chennai-600061
Yours faithfully
1st BSC. CSB.

From

The class representative

I-Year BSC.CS 'B'

Nazareth collage of Arts and Science

TO

The class Incharge

I-Year BSC.CS 'B'

Nazareth collage of Arts and Science

Respect mam:

Sub: Bench.

In my class BSC.CS 'B' There is less number of benches. So please kindly provide more benches for our class.

CLASS IN CHARGE: K. P. Princy
25/9/23

Yours faithfully



Manimegalini

Principal

Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalavan

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Department of Visual Communication

EVEN SEMESTER - 2023 -2024

S. NO	Date	Class	Name of the Students	Grievances	Action Taken
1.	05/02/2024	II B.Sc Viscom	All Students	Required Updated Software	I informed the management and installed updated software on 17/03/2024.



HOD




Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalayam,
Vellanoor Post. Avadi. Chennai-600062

requesting updated software -

15-2-2024

From :

Abhishek
Nazareth college of Arts & Science
Auradi

To :

The principal
Nazareth college of Arts & Science
Auradi

Sub:

Requesting updated softwares in Computer Lab

Respected Sir,

We students of Department of Visual
Communication, requesting updated software for Design's
work and 3D Animation.

We can't work in old version software
because, most of the tools are updated. So, kindly
make arrangements of updated softwares.

Thanking you!

Abhishek

yours Sincerely

AC. 2
+100




Principal
Nazareth College of Arts & Science
Kovilpathagai Main Road, Kannadapalaya
Valluvoor Post, Auradi, Chennai 600009

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Academic Year 2023-2024

CRITERIA – V

QUALITATIVE METRICS

S.NO	METRIC NO	METRICS DESCRIPTION	PAGE NO
1	5.4.1	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	