

MINUTES OF THE GRIEVANCE REDRESSAL CELL HELD ON 3rd MARCH, 2022
FOR THE ACADEMIC YEAR 2021-22

The meeting of the grievance redressal cell was held on 3rd March, 2022 at 2 pm in the AV Room (Library, Arts Block). The meeting was presided over by Dr. Lizzy Mathew, Principal, St.Teresa's College (Autonomous) Ernakulam and the faculty in charge of Staff Grievance Redressal Dr.Anu Joseph, Dr.Dora Dominic and Dr.Bhavya E.P were present . A total of 18 members of the faculty from the various departments participated in the meeting. Following were the grievances put forward;

1. The major issue raised by the faculty of various departments was the implementation of the Govt. Order No 1505/2021 permitting teachers to wear attire of their choice to college and saree not being mandatory to wear to college. Teachers expressed their grievance regarding management's decision on wearing of saree on all working days when the students are on campus.

Alternative options such as wearing salwar with an overcoat or following a uniform pattern of stitching which will make salwar presentable, professional and differentiated from students were suggested. Materials such as Khadi or cotton would make the outfit more appropriate and elegant.

Faculty of the Communicative English submitted a letter undersigned by all the 12 faculty members in the department which stated their difficulty in following the mandate of wearing saree and the necessity for it as against the government order. The copy of the letter is attached herewith.

2. Teachers requested grace time for marking of leave when late by a few minutes in the morning and suggested to follow the pattern of marking half day leave, if the teacher is late 3 times a month.
3. An update of the licences for softwares such as SPSS, buying a plagiarism checker and other softwares to support research was requested.
4. The members voiced their grievances related to the lack of facilities such as sick room and rest room for teaching and non- teaching staff in the arts block.

5. An urgent need for maintenance and repair of infrastructural facilities such as filters, fans etc. was reported. The Home Science Department requested refurbishment of infrastructural facilities of laboratories, classrooms of PG students (chairs, tables) and provision of LCD projectors in all PG classrooms.
6. Maintenance of instruments in the science departments especially Physics and Home Science and maintenance of computers and laptops.
7. The teachers of the science block requested providing lunch in the canteen in the science block which has not been resumed after the COVID lockdown period.
8. Regarding distribution of answer scripts from the camp to the external examiners, faculty requested for the services of a non- teaching staff for the same.
9. Regarding the booking of seminar halls in different blocks, teachers discussed their inconvenience in recording the booking of the same event with multiple non-teaching staff. It was clarified that Sr. Divina was in charge of Science block, Sr. Smrithi for the Arts block and Sr.Ushus for Central Block.
10. Teachers requested for a parlour and washroom facility to provide appropriate hospitality to the guests in the campus other than the principal's room which is currently used.
11. The teachers discussed the difficulty to value answer scripts during working days and raised their concern regarding the hectic schedule, lack of a vacation or semester break for both students and teachers.
12. The teachers of the Chemistry department requested for an additional non- teaching staff or to appoint a permanent non- teaching staff member in the valuation camp since their staff was involved in examination cell duties.
13. Teachers requested for a salary increase for guest faculty every year and to maintain the attendance register of guest faculty in the college as was done before the COVID pandemic period.
14. Teachers suggested that the timing of online official meetings of the college be conducted after between 2.30 to 4.00 p.m.
15. Appreciation and positive strokes to be given to teachers for the work carried out not only reprimands and negative strokes.

Actions Taken to address the Grievances

- 1. Dress code for the faculty-** Management stated that teachers are to follow a dress code maintaining integrity and decency since teachers must be a role model to the students and uphold cultural values.
- 2. Request for grace time in marking leave-** From this academic year onwards, allowance of grace time for signing attendance will be implemented.
- 3. Update of license for software-** SPSS license was updated, while software for plagiarism will be considered when funds available.
- 4. Request for sickroom/restroom for faculty-** This will be considered in the Upcoming New Blocks under construction.
- 5. & 6. Upgradation & Maintenance of facilities in Science Dept. -** The matter will be considered.
- 7. Provision of facilities for lunch for teachers in Science Block** under consideration.
- 8. Distribution of answer scripts from Camp to External Examiners-** Was implemented with immediate effect.
- 9. Booking of Seminar Halls for programmes-** Matter was clarified and addressed by the Principal during the meeting.
- 10. Request for Rest Room facilities for Guests-** Matter will be considered.
- 11. Request for additional Non- Teaching Staff in Chemistry Dept.-** Will be considered
- 12. Relaxation of Deadlines for Completion of Valuation & Request for Semester Break-** Implemented with immediate effect by extending deadlines for valuation and one week break was given in the last week of May 2022.