

05/04/2019

**Madras School of Social Work**

**Students Grievance & Disciplinary Cell for 2019-2021**

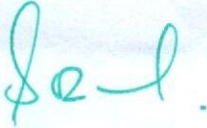
The following members have been nominated as members of the Students Grievance & Disciplinary Cell for the period of two year 2019-20 & 2020-21.

Dr.S.Raja Samuel, Principal – Chairperson

Dr.V.Sakthi Rekha, Librarian, Member Secretary

Dr.Sarah Karunakaran, Head, MA-DM, Member

Prof.Vathani, P.K., Head, Dept of BSW, Member



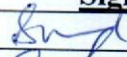
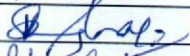
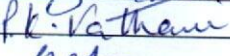

**(S.Raja Samuel)**

Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No.32, Casa Major Road,  
Egmore, Chennai - 600 008.

Madras School of Social Work

Grievance & Disciplinary Committee Meeting held on 04-02-2020

Attendance

<u>Sl.No.</u>	<u>Members Present</u>	<u>Signature</u>
1.	Dr. S. Raja Samuel	
2.	V. Sabitha Raje	
3.	P.K. Vathani	
4.	Dr. Sarah Karunakaran	
5.		



**Grievance & Disciplinary Committee**

**Minutes of the Meeting held on 04-02-2020**

**Members Present**

1. Dr.S.Raja Samuel, Chair person
2. Dr.V.Sakthi Regha, Member Secretary
3. Dr.Sarah Karunakaran, Member *Sarah*
4. Prof.Vathani, Member *P.K.Vathani*

**Proceedings**

The committee met for the semester on 04-02-2020. to look at the grievances of Students, the Disciplinary issues, if any and the redressal report for the grievances reviewed in the previous meeting.

The green box and Black box were opened in front of the committee and the committee found one sheet of anonymous paper inside the box raising the following grievances

- 'Use and Replace' box is found empty
- One of the administrative staff is found disrespecting the student community
- Allowing the students to play in the ground after their college hours

Stationary box kept near the office (Use and Replace box) is a self-supportive initiative and hence the box is not necessarily to be filled by the college. Students are generally encouraged to swap their stationery through this box.

Principal informed the committee that he would advise the concerned administrative staff to deal with the students in appropriate ways.

The committee recommended allowing the students to play one hour after the class for shift I and one hour before the class hours for shift II.

Principal reported the case of a recently passed out student who came to college during week end and scribbled some filthy words on the college wall. He also stated that the student was warned and asked to bring his parent. Apology letter was sought both from the passed out student and his father. College security people were also alerted, as per principal's report.

Thus the meeting came to end.

*S.R.*

(Dr.S.Raja Samuel)

*V.S.R.*

(Dr.V.Sakthi Regha)

04/04/2017

**Office Order - Constitution of Student Grievance & Disciplinary Cell**

The following members have been nominated as members of the Student Grievance & Disciplinary Cell for the year 2017-18.

- Dr.S.Raja Samuel, Principal – Chairperson
- Dr.R.Subhashini, Dean
- Dr.Jayanthi Peter, Head, Dept. of HRM



(S.Raja Samuel)



**Madras School of Social Work – Student Grievance & Disciplinary Cell**

**Minutes of the Meeting Held on 15-04-2017**

**Members Present for the meeting**

1. Dr.S.Raja Samuel
2. Dr.R.Subhashini
3. Dr.J.S.Gunavathy

**Proceedings**

The committee met on 15-04-2017 to discuss the students' grievances and disciplinary issues.

Principal reported about the disciplinary issue he received.

One is about a student from MA-DM department's behaviour inside the hostel. As per hostel warden's statement, the student was found with some mental distress, hence she was referred to Dr.Subashree of MSSW Counselling centre. Later the student's parents were also counselled over a period of time apart from convincing the student herself to go in for treatment.

Disciplinary issue of four MA-Development Management students on the sports day of the college was reported. These students were found drunk on the play ground and the same was reported by a faculty member and confirmed by another faculty member. As those are students are passing out students, the committee has recommended the Principal to enquire those students and get apologise letter before issuing their Transfer Certificate.

Thus the meeting came to an end with Principal's thanks note.

Principal

Received R. Subhashini

Received J.S. Gunavathy

**MINUTES OF THE DISCIPLINE COMMITTEE HELD ON 9.1.2017 (MONDAY)**

<b>ALLEGATION</b>	<b>Destruction of College Property -Damage of Almirah in SDC room</b>
<b>DATE &amp; TIME OF INCIDENT</b>	31.10.17(Monday), 6.00PM
<b>ALLEGATION AGAINST</b>	Mr.Kiran Kumar , MSW ShiftII
<b>ENQUIRY DATE</b>	9.1.2017

**COMMITTEE MEMBERS WHO HEARD THE CHARGES**

<b>CHAIRPERSON</b>	Dr.S.Raja Samuel,Principal
<b>COMMITTEE MEMBER</b>	Dr.R.Subashini- Dean
<b>COMMITTEE MEMBER</b>	Dr.Jayanthi Peter – SDC Coordinator

**OTHER MEMBERS WHO HEARD THE CHARGES**

<b>Ms.Sivaranjani -SDC Additional Coordinator</b>
<b>Dr.Francis - HOD, Shift II</b>
<b>SDC Office Bearers</b>

**SUMMARY OF THE CASE:**

The incident happened on 31.10.16. The college was closed for study holidays and National Unity Day was observed by the NSS and the SDC Office bearers in the morning. After the function, some of the students played indoor games in the SDC room. Kiran kumar of MSW Shift II came in the evening at 6pm to play Table Tennis and TT ball was not available at the time. He asked Haider – Joint Treasurer of SDC for the ball. Haider has said that all the play items are in the almirah and keys were with the Staffs. Kiran kumar got angry and took the woodenplank nearby and try to open the almirah by hitting it. Due to the hit, the mirror of the almirah broke and the lock was damaged. Haider was the witness of the Incident and immediately he told to other Office bearers of SDC except the president and Treasurer. Hari- Cultural Secretary called the faculty co-ordinators of the SDC and informed that mirror of the almirah was broken and it was replaced by the concerned student. After a few days college reopened for even semester and regularly Joints sports secretary came and got the almirah keys from the additional coordinator and returned the same. On the first week of January, SDC meeting was held in the SDC room and the faculty members found that almirah was broken and informed the same to the Dean and the Principal. A preliminary enquiry was conducted by the SDC Corodinator and all the SDC office bearers were giving a different version of the case and then the case was passed to the Discliplinary Committeee of the College.



**Enquiry proceedings :**

- The enquiry was conducted on 9.1.2017 by the Disciplinary committee of the college.
- Haider- Joint Treasurer of SDC fully narrated the Incident as he was the eyewitness of the Incident.
- Other SDC Office bearers also gave the information that they know.
- After that, Kiran kumar was called and asked for explanation .He accepted that by mistake he broke the almirah and apologised for the same.

**Verdict :**

It was decided by the committee that Dr.Francis will meet the Parents of Kiran kumar and the report of same should be submitted to the Disciplinary committee. Kiran kumar will also be suspended till the pending enquiries. Meanwhile, It was decided to close the SDC room for a month and cancel the Indoor Games for this year 2017.

Jaganthi Reddy  
10.1.17

Seal  
10/1/17

J. Srinayana  
10/1/17

R. Subshini

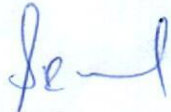
05/04/2019

**Circular**

**Student Grievance & Disciplinary Cell**

The following members have been nominated as members of the Student Grievance & Disciplinary Cell for the year 2019-20.

- Dr.S.Raja Samuel, Principal – Chairperson
- Dr.V.Sakthi Regha, Librarian, Member Secretary
- Dr.Sarah Karunakaran, Head, MA-DM, Member
- Prof.Vathani, P.K, Head, Dept. of BSW, Member

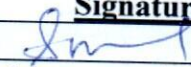
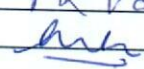
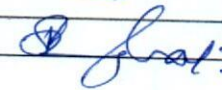


(S.Raja Samuel)



**Grievance & Disciplinary Committee Meeting held on 13-09-2019**

**Attendance**

<b><u>Sl.No.</u></b>	<b><u>Members Present</u></b>	<b><u>Signature</u></b>
1.	Dr. S. Raja Samuel	
2.	P. K. Vathaman	PK Vathaman
3.	Dr. Saran Karunakaran.	
4.		
5.	V. Sakthi Redra	

**Grievance & Disciplinary Committee**

**Minutes of the Meeting held on 13-09-2019**

**Members Present**

1. Dr.S.Raja Samuel, Chari person
2. Dr.V.Sakthi Regha, Member Secretary
3. Dr.Sarah Karunakaran, Member *Sarah*
4. Prof.Vathani, Member *P.K.Vathani*

The committee met for the semester on 13-09-2020 to review the grievances of Students, the Disciplinary issues, if any and see the redressal for the grievances reviewed in the previous meeting.

Principal appraised the committee about the complaint received from a student of B.Sc Psychology about the faculty member of French. Members suggested discussing the case with the Head of the department of Psychology and requested the Principal to advise the concerned faculty member accordingly.

The green box and Black box were opened in front of the committee. The committee found the following issue raised by a student from II year MA-DM.

- Complaint against the college security for being rude with students while enforcing the guidelines for vehicle parking.

Principal informed the committee that he would ask Administrative Officer to advise the security personnel appropriately.

The committee also looked at the redressal report of the principal for the grievance by the students of final year B.Sc Psychology regarding the evaluation of their II ICA marks.

*Dr.S.Raja Samuel*

(Dr.S.Raja Samuel)

*Dr.V.Sakthi Regha*

(Dr.V.Sakthi Regha)



14/06/2016

Madras School of Social Work – Student Grievance & Disciplinary Cell

Circular

Members for the year 2016-17

1. Dr.S.Raja Samuel, Principal
2. Dr.R.Subhashini, Dean
3. Dr.J.S.Gunavathy, Associate Professor, Dept of Social Work

  
Principal

**Madras School of Social Work – Student Grievance & Disciplinary Cell**

**Minutes of the Meeting Held on 26/10/2016**

**Members Present for the meeting**

1. Dr.S.Raja Samuel
2. Dr.R.Subhashini
3. Dr.J.S.Gunavathy

**Proceedings**

The committee met on 26/10/2016 at 12.00 noon to discuss the students' grievances and disciplinary issues.

Principal reported about the grievances he received. One is by a student of MSW (A) department complaining about the functioning of the computer centre. Hence Principal said that he informed the System Admin who is incharge of computer centre to attend to this issue raised by the student and also to make an alternative arrangement to keep the computer lab open when he is on leave.

Principal updated the committee about the representation received from the Students Development Council and same has been handed over to the Board members for necessary action.

Students discipline inside the campus was discussed. Suggestion came from the members for insisting students to wear ID cards inside the college and also about following the dress code.

As there was no other point to discuss, meeting was concluded.



Principal

Received R. Subhashini

Received J.S. Gunavathy





# STUDENTS DEVELOPMENT COUNCIL (2015-2016)

Madras School of Social Work  
#32, Casa Major Road, Chennai-600 008



Phone: 044-2819 2824

Email: [studentsdevelopmentcouncil@yahoo.in](mailto:studentsdevelopmentcouncil@yahoo.in)

Web: [www.mssw.in](http://www.mssw.in)

*Copy of this was given to  
Board Members on  
14 May 2016.*

24<sup>th</sup> March 2016

TO  
THE PRINCIPAL,  
MADRAS SCHOOL OF SOCIAL WORK,  
CHENNAI – 600 008.

## **SUBJECT: REQUISITIONS FROM STUDENT DEVELOPMENT COUNCIL 2015-16 FOR STUDENT'S WELFARE AND DEVELOPMENT**

1. **DISABLED FRIENDLY CAMPUS** - To make the campus disabled friendly by building ramps on the necessary areas so that differently-abled students can use the campus without any hindrances.
2. **FIRST AID KIT** – There is no first aid kit available in the campus. Already request has been given few months back. First aid box is to be bought and a faculty is to be made in-charge for its maintenance.
3. **CANTEEN** – Change the canteen contract or close down the canteen because every day the students are provided with unhygienic food which contains worms, insects, etc., Lots of complaints on quality of food have been brought by students. Regular maintenance through inspection to be done to ensure hygienic and safe food availability for the students.
4. **MESS** – Hostel students and daily scholars reported on unhygienic food that is being served in the mess. Kitchen, dining area and washing area is to be regularly maintained and kept hygiene and maintained. Roaming of animals like cat inside the mess is to be prohibited. Inspections and regular checks to ensure hygiene and quality of food are needed. Infrastructure of the dining area furniture to be renovated. New cooking vessels, serving and dining plates, plate stands to be installed because the old ones are rusted and not in a good condition.
5. **RESTROOM AT CAMPUS** – All the restrooms in the campus are to be cleaned twice in a day to ensure proper hygiene. Construction and renovation of restrooms at main block and management block is required to enhance better sanitation facilities in the campus.
6. **HOSTEL** – Equal distribution of students in every room can be done to address space constraints. There are no sufficient restrooms and washing area in the girl's hostel since the population of the hostel is increased this year. Construction of new restrooms can be done to address this issue. Regular maintaining and cleaning of restrooms is not being carried out at the hostel which is to be taken into consideration. Students are unaware to use pad dispenser which is creating several hygienic issues.



Proper guidance for usage of pad dispenser to be taught for students to ensure hygiene. Hostel students and we would suggest uninstalling the pad dispenser because it is not used properly and the pollutants it produces in the environment is hazardous to everyone in and around the campus since it is harmful.

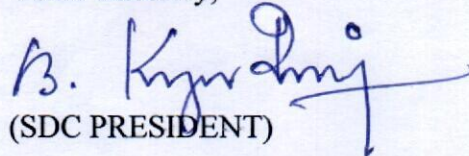
7. **CLASSROOM INFRASTRUCTURE –**

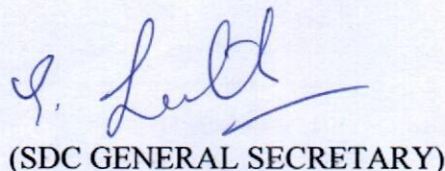
- Installation of projectors in every classroom would be helpful for students and faculty for the lecture.
  - Sufficient amount of chairs for students to be provided in the class. Students from departments like MA HR & OD do not have enough chairs for their class strength.
  - Classrooms to be cleaned by the housekeeping before the students arrive. Shift 1 classes are to be cleaned before the students and staff arrives.
8. **UPSC CELL** - Already permission has been granted to establish UPSC cell in the college campus. Timings and venue to be scheduled by the management to start the process.
9. **STONE BENCHES** – Stone benches was repaired few months back. But it was not done properly. It is shaking and it is very risky since few students fell down and got hurt. Proper and quality cementing of the stone benches need to be made to ensure safety for the students.
10. **IDENTITY CARD TO BE MADE COMPULSORY** - ID card to be made compulsory for the students to wear it for the whole day. Security must be made to ensure that no student is permitted inside the college without ID card. Strangers and friends of the students often roam in the campus and it is difficult for identification of them between students. Few issues on safety have risen due to this between women students and hostellers.
11. **SDC ROOM** - As we requested earlier, kindly provide a SDC room to hold meetings, discussions, to keep sports equipments and various necessary things that we use for every event. All the equipments and necessary things like national flag, ropes, tea trays etc have been lost and we buy it every time for all the events. So providing a room would be very useful.

All these requisitions have been put forth by the students to SDC at various forums. So we request you to give a positive reply for these issues at the earliest and before the college closes down.

Thanking you!

Yours sincerely,

  
(SDC PRESIDENT)

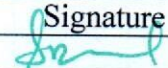
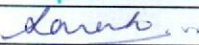
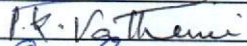

  
(SDC GENERAL SECRETARY)



Madras School of Social Work

Grievance & Disciplinary Committee Meeting held on 16-03-2021



Attendance

Sl.No.	Members Present	Signature
1.	Dr. S. Raji Samuel.	
2.	Dr. Sarah Karunakaran	
3.	P.K. Valkemi	
4.	V. Sakthi Reshma	
5.		

## Grievance & Disciplinary Committee

### Minutes of the meeting held on 16-03-2021

#### Members Present

1. Dr.S.Raja Samuel, Chair-person
2. Dr.V.Sakthi Regha, Member Secretary
3. Dr.Sarah Karunakaran, Member 
4. Prof.Vathani, Member 

#### Proceeding

Principal welcomed the committee members for the first meeting of this year after starting the offline classes in the academic year due to pandemic. He asked the members whether any students' disciplinary issues are to be discussed. Prof.Vathani mentioned about UG students loitering in the campus till evening without masks and social distancing. She also brought out a disciplinary issue she faced while questioning one UG student about the student's late stay in the campus. Hence, the Principal assured that he would send out a circular and make necessary arrangements to make the UG students leave the campus after the class hours when there is no valid reason to stay.


It was also suggested that the UG students have to obtain permission letter from their HOD or any concerned faculty member for stay in the campus after the class hours.

Timing for using play-ground by the students was discussed. Principal reported that after the request from the students, play-ground is permitted to be used by students one hour before Shift I timing, one hour after the shift II timing and during the breaks. He also stated that after informing the timing through circular and Students Development Council, the students are using the ground during the specified time.

Principal suggested one of the committee members to address the students about students' discipline and the grievance mechanisms available during the orientation programme.

Having a regulation for dress code was discussed. Principal requested the committee members to review the students' regulation given in the college calendar and prospectus.

Green box and the black box were checked to find out any suggestion and grievance raised by students respectively. As nothing was found in the boxes, the meeting was concluded.

  
Dr.S.Raja Samuel

  
Dr.V.Sakthi Regha



28/03/2018

**Office Order - Constitution of Student Grievance & Disciplinary Cell**

The following members have been nominated as members of the Student Grievance & Disciplinary Cell for the year 2018-19.

- Dr.S.Raja Samuel, Principal – Chairperson
- Dr.J.S.Gunavathy, Associate Professor
- Ms.Priya Magesh, Head, Dept. of B.Sc



(S.RAJA SAMUEL)  
PRINCIPAL

## **Report of the enquiry held on 27 August 2018 at 2 PM in the Principal's office.**

### **Members present**

Dr Raja Samuel, Principal  
Dr Shakeela Basheer, Member (in the place of Dr. Gunavathy)  
Dr Jayanthi Peter, Member  
Mrs Priya Magesh, Member  
Mrs Vathani David, HOD, BSW  
Mr Moses Selvakumar, Warden

### **Background**

On 21st August, the hostel warden give a report that he found the following students of BSW department consuming alcohol in room number 42 of the boys hostel.

1. Omar Abdullah, 2<sup>nd</sup> Year
2. Titus Lionel Jacob, 2<sup>nd</sup> Year
3. David Asir, 2<sup>nd</sup> Year
4. Jeevith, 1<sup>st</sup> Year

All the above students are day scholars and are not permitted to enter the hostel premises. Based on the wardens report the students were suspended from attending classes pending enquiry which was fixed for 27th August at 2 PM.

### **Enquiry proceedings**

The four students were called one by one and asked to narrate the unfolding of events on the day the incident happened. From their narration, it is understood that on that day Lionel who had a history of psychological disturbances was in an agitated mood. David and Jeevith were trying to counsel him and all three went to the hostel room number 42 in which Omar Abdullah was sleeping. There Lionel took out a Coke bottle with liquor in it and tried to drink from it by pouring some of it in a glass found in the room. At that point, Warden knocked the door and when they opened, they were questioned and asked to leave. Lionel continued to be in an agitated mood and ran away after being confronted by the warden who confiscated the bottle of liquor.

Occupant of room 42 , Albert was also called and asked why he left the room unlocked for the students to use. He said that he and his roommates never locked the room.

Based on the enquiry, the committee felt that this was not a case in which students wilfully assembled to drink liquor. The following decisions were taken.

1. The main actor in this case was Lionel. He is found guilty on two counts: a) trespassing into the hostel, b) attempting to consume liquor inside the campus. His narration and his written submission indicate that he has some sort of psychological disturbances for



which he needs treatment. It was decided to ask his parents to take him for counselling and produce evidence of the same before revoking his suspension. He will remain suspended from attending college until further notice.

2. The other three students are found guilty of trespassing into hostel. The committee felt that the three days suspension would suffice and decided to revoke the suspension provided the department calls the parents and informs them about the students' actions.
3. The occupant of room 42 Albert will be issued a warning not to permit any day scholar in future into the room and if repeated will be sent out from hostel.
4. Committee members suggested that a circular could be sent to all students reminding them of the rules particularly against drinking alcohol.

Dr Raja Samuel

*Jewel*

Dr Shakeela Basheer

*Shakeela  
Jagath Peter*

Dr Jayanthi Peter

Mrs Priya Magesh

*Priya  
11/9/18*

Mrs Vathani David

*P. K. Vathani*

Mr Moses Selvakumar

*M. S. Selvakumar  
11/9/18*

**Grievance & Disciplinary Committee**  
**Minutes of the Meeting held on 30-10-2018**


**Members Present**


- Dr.S.Raja Samuel, Principal – Chairperson
- Dr.J.S.Gunavathy, Associate Professor
- Ms.Priya Magesh, Head, Dept. of B.Sc

The committee met on 30-10-2018 for the year 2018-19 to look into the grievances and disciplinary issues of students. Committee found that there was no grievance or suggestion found in black box and green box respectively. However, Principal presented the following two cases which came to him directly and the actions taken on them.

1. One girl student was found smoking cigarette inside her room in the hostel. Principal called and addressed the girl. She tendered an apology letter. Then principal gave her a final warning that any further non-adherence to hostel rules will result in sending her out of the hostel.
2. Based on the complaint from the college hostel warden about some days scholar BSW students found consuming alcohol, Principal instructed the HOD of BSW to suspend the students immediately and asked to form an enquiry on 27<sup>th</sup> August 2018. The committee (members of disciplinary committee and the HOD of the concerned dept) met and conducted the enquiry. Enquiry report is enclosed herewith.

The committee felt the necessity to meet twice a year to review the situation, it was decided to have two meetings per year henceforth. With that the meeting was concluded.

  
(Dr.S.Raja Samuel)  
Principal

Received   
Received 