

## NOTICE

A meeting of the grievance redressal cell is scheduled to be conducted on 07-06-2018. The time of the meeting is fixed at 10am. All the members are requested to attend the meeting. The main agenda of the meeting is to decide about collecting the grievances of the students.

Convenor

*[Signature]*

## MINUTES

A meeting of the grievance redressal cell was conducted on 07-06-2018 at 10 am. All the members of the committee were present at the meeting.

### Decisions taken

The first years students have to inform about the existence of grievance redressal cell in our college through the Orientation programme. It was decided to collect grievances from the students.

### Members present

1. Reena T.S. *[Signature]*
2. P.V Athma *[Signature]*
3. Dr M.G. Sanil Kumar *[Signature]*
4. Niru S Lal *[Signature]*
5. Viji M.P. *[Signature]*
6. Priya S. Nair *[Signature]*
7. Dr. Rekha Parthasarathy *[Signature]*

### Actions taken

The committee has decided to inform the Principal about cell's activity to the First year Students through Orientation programme and informed the same.

## NOTICE

A meeting of the grievance redressal cell is decided to be conducted on 26-10-2018. All the members are requested to attend the meeting at 11:30 am. The agenda of the meeting is to discuss the complaints received from the students.

Convenor

*[Signature]*

## MINUTES

A meeting of the grievance redressal cell was conducted on 26-10-2018 at 11:30 am. All the members were present at the meeting.

### Decisions

The members discussed various complaints received from the students. The major complaints raised by the students were about the lack of drinking water and washroom facilities. Both these facilities were insufficient in each block and floor and the students faced difficulty due to this during their recession time.

### Members Present

1. Keena T S *[Signature]*
2. Viji M P *[Signature]*
3. Nithu S Lal *[Signature]*
4. P.V Athma *[Signature]*
5. Dr M G Sanilkumar *[Signature]*
6. Dr Rekha Parthasarathy *[Signature]*
7. Priya S Nair *[Signature]*

### Actions Taken

The committee has informed the complaints raised by the students to the Principal.

## NOTICE

A meeting of the grievance redressal cell is scheduled to be conducted on 11-03-2019. All are requested to attend the meeting at 2pm. The agenda of the meeting is to find solutions to the grievances collected from the students.

Convener

### MINUTES

A meeting of the grievance redressal cell was conducted on 11-03-2019 at 2pm. All members were present. The main agenda of the meeting was to address the complaints given by the students.

### Decisions

The committee understood that in order to address the issues, financial assistance should be an inevitable factor. So it was decided to request to the Principal to collect the required financial assistance from the authorities like management, PTA and other sponsorships.

### Members Present

1. Reena TS ~~Reena~~
2. Dr MG Sankumar M
3. Priya S Nair Priya
4. Nisha S Lal N
5. Vijay M P Vijay
6. PV Athma PV
7. Dr Rekha Parthasarathy Rekha

### Actions Taken

The request letter has given to the Principal