

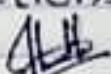
Academic Year 2022-2023

NOTICE

A meeting of the grievance Redressal cell is scheduled on 14-06-2022 at 10:30 A.M. The venue of the meeting is the principal's room. All the members of the committee are requested to attend the meeting without fail.

Agenda

- To discuss about the activities to be undertaken by the cell in the current academic year.
- To discuss about the complaints registered by the students and take proper actions.


convenor

Minutes of the Meeting

Date: 14-06-2022

Time: 10:30 AM

Venue: Principal's room

Members Present at the meeting

1. Dr T.H. Jitha (Principal)
2. Meenatha Joy
3. Viji M.P.
4. Sreja V.S
5. Nikhil A.B

A meeting of the Students' Grievance Redressal cell was convened on 14-06-2022 at the principal's cabin under the presence of Principal at 10:30 AM. All the members were present at the meeting. The Principal presided over the meeting. convenor

Mrs. Theertha Joy delivered the welcome speech. The main agenda of the meeting was to discuss and find solutions to the various complaints given by the students. The IQAC and the Grievance team personally visited each class and collected the complaints directly. The meeting came to an end by 12:30 PM. Vote of thanks was proposed by Sreeja V.S , member of the cell.

The following are the complaints given by the students

- Parking Facility should be properly provided.
- Need more programs in college
- Salty smell in water
- Incinerator is damaged
- To file the classrooms in 3rd floor of CB
- waste disposal provision

Decisions taken:

- It was decided to visit the third floor of CB and check the classrooms and report the condition to the Principal.
- It was also decided to check the incinerators in girls toilet.
- Proper instructions to be given to the students regarding waste disposal
- Decision was taken by the committee to forward the issue of parking facility, drinking water problems etc to the college council and take proper actions.
- The principal decided to direct the arts and cultural club to provide more cultural programs.

Actions taken

- The committee members visited the 3rd floor of CB and the defects were noted.
- Parking facility was arranged properly for the students. Sufficient space was given for the parking of both two wheelers and four wheelers. Students were given proper guidelines for parking. Securities supervised the parking of vehicles as a whole.
- More cultural programmes were planned in association with the Arts club and cultural club and various cells and clubs in the college.
- Issues relating to the salty smell of water were solved completely. Plumbing defects were completely addressed all around the campus.
- Incinerators were repaired by the technicians.
- Classrooms in the 3rd floor of CB were tiled.
- waste bins were separately given for food waste and paper waste.

NOTICE

A Meeting of the Grievance Redressal cell is scheduled on 3-08-2022 at 10:00 AM. The Venue of the meeting is Multimedia room. All the members of the committee are requested to attend the meeting without fail. The agenda of the meeting is given below:

- To take remedial actions for the complaints given by the students

convenor



Minutes of the Meeting

Date : 03-08-2022

Time : 10:30 AM

Venue : Multimedia room

Members present at the Meeting

1	Theertha Joy	
2	Viji M.P	
3	Sreeja Vs	
4	Nikhil A.B	

A Meeting of the students Grievance Redressal cell was convened on 3-8-22 at the Multimedia at 10:30 AM. All the members were present at the meeting. The main agenda of the meeting was to discuss and find proper solutions to the various complaints given by the students. The LRC and the Grievance team personally visited each class and collected the complaints directly. Following were the complaints :

- Not enough time for library hours
- Transportation facility
- Proper cleaning to be done in toilets.

surroundings are to be cleaned
To remove the chains hanged across the campus

Decision taken :

- It was decided to instruct the faculties to allot more time for library hours
- Instructions to be provided to the cleaning staff's for cleansing the toilets properly
- It was decided to clean the college campus
- Immediate direction to be given to remove the chains

Actions taken :

1. Students were allotted library hours i.e. 2 hours after the college timing (After 3.20 pm) per week for each class
2. Toilets were properly cleaned and a system was arranged to supervise the cleansing in each floor by the teachers and the student representatives of each class
3. campus was cleaned frequently. All the wastes dumped were cleared and grass was cut
4. All the chains hanging in the campus were duly removed.

NOTICE

A meeting of the Grievance Redressal cell will be conducted on 13-01-2023 at 10:00 am at the Multimedia room. All the members of the committee are requested to attend the meeting on time.

Agenda

- To resolve the complaints regarding canteen space where the students occupy for writing assignments and records.

(Signature)
convenor

Minutes of the Meeting

Date: 13-01-2023

Time: 10:00 AM

Venue: Multimedia room

Members present at the meeting

- Dr. T. H. Jithba (Principal)
- Ithentha Joy
- Viji M.P.
- Greeja V.S.
- Nikhil A.B.

A meeting of the Grievance Redressal cell was conducted on 13-01-2023 at 10:00 AM in the Multi media room. All the members of the committee were present at the meeting. The principal presided over the meeting. The principal informed that there had been a couple of complaints regarding the space occupied by the students for writing assignments and records in the canteen. The meeting ended by 11:30 AM.

visions taken:

- It was decided to resolve the canteen issue at the earliest and inform the students through department heads to occupy the space in the canteen only for having foods.

Actions taken:

- The Principal informed that actions had already taken up the issue with the proprietors of the canteen. They were given specific instructions to direct the students not to make any writings inside the canteen.
- Heads of the departments were informed to communicate the students to occupy the space in the canteen only for having foods.