

ACADEMIC YEAR 2016-17

AMC/GRC/1617

MEETING CIRCULAR: SECOND GRIEVANCE REDRESSAL COMMITTEE MEETING

COMMITTEE MEETING DATE: 25/01/2017 MEETING TIME: 11.30AM

MEETING CHAIRMAN: PRINCIPAL

MEETING LOCATION : STAFF ROOM

MEETING OBJECTIVE: TO DISCUSS THE COMPLAINT FORWARDED TO CELL BY STUDENTS

MEMBERS TO ATTEND: COMMITTEE MEMBERS AND STUDENT CONCERNED

MEETING AGENDA:

TO DISCUSS ABOUT THE UNIFORM POLICY OF THE COLLEGE
TO ADDRESS THE FRIDAY BREAK

DATE:20/01/2017

PREPARED BY



NISHA SASIKUMAR

VICE PRINCIPAL/DOCUMENTER



GRIEVANCE REDRESSAL MEETING MINUTES

COMMITTEE MEETING DATE: 25/12/2017 **MEETING TIME:** 11.30 AM







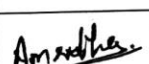
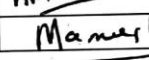
MEETING CHAIRMAN : PRINCIPAL BYJU K

MEETING LOCATION : PRINCIPAL'S CABIN

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MRS NISHA SASIKUMAR

1. MEETING OBJECTIVE: READ OUT AND CLARIFICATION OF GRIEVANCE POLICY

2. MEMBERS TO ATTEND : COMMITTEE MEMBERS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	SUJA M	DEPT HEAD	COMMERCE	
5	RANJINI K	DEPT HEAD	MANAGEMENT	
6	GOKUL KRISHNAN	STUDENT REP	UUC COMERCE	
7	AMRUTHA S	GIRL STUDENT REP		
8.	MANEESH	STUDENT REP		

3. AGENDA ITEM	4. DISCUSSIONS/OUTCOMES/DECISIONS	5. ACTION TO BE TAKEN	6. DATE AND TIME OF COMPLETION
UNIFORM POLICY	ALTERNATE DAYS UNIFORM REQUESTED BY STUDENTS. BUT STRONGLY OPPOSED BY GENERAL HEAD AS IT AFFECTS DISCIPLINE.	COMMUNICATE TO STUDENTS, STAFF AND PARENTS THAT STUDENTS MAY NOT WEAR UNIFORM ON EVERY FRIDAYS.	WITHIN NEXT WORKING DAY ONWARDS
FRIDAY BREAK	MINORITY COMMUNITY STUDENTS WANT LUNCH BREAK UP TO 2.00PM	BREAK APPROVED, BUT COLLEGE FINAL BELL WILL BE ONLY AT 3.45PM	NEXT WORKING FRIDAY ONWARDS

DATE :25/01/2017

DOCUMENTER

NISHA SASIKUMAR




CHAIRMAN
PRINCIPAL

ACADEMIC YEAR 2017-18

ACADEMIC YEAR 2018-19

GRIEVANCE REDRESSAL MEETING MINUTES

COMMITTEE MEETING DATE: 1/07/2017

MEETING TIME: 1.10PM


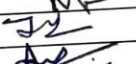




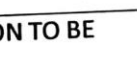
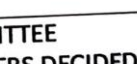
MEETING CHAIRMAN: PRINCIPAL BYJU K

MEETING LOCATION: AUDIO VISUAL HALL

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MRS NISHA SASIKUMAR

1. MEETING OBJECTIVE: TO ELECT THE NEW COMMITTEE MEMBERS

2. MEMBERS TO ATTENDED : COMMITTEE MEMBERS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	Adithya Sankar M T	STUDENTS REP		
5	Ajay Madhav A	STUDENTS REP		
6	Akhil M	STUDENTS REP		
7	Akhila K R	REP		
8.	Amritha K	REP		

.AGENDA ITEM	4.DISCUSSIONS/OUTCOMES/DECISIONS	5.ACTION TO BE TAKEN	6.DATE AND TIME OF COMPLETION
NEW COMMITTEE MEMBERS	TO INCORPORATE WARD MEMBER,PTA PRESIDENT IN COMMITTEE.	COMMITTEE MEMBERS DECIDED	FROM NEXT DAYONWARDS
FLUX BOARD	HOW TO SHOWCASE THE EXISTENCE OF GRIEVANCE CELL	ORDER FOR FLUX BOARD	FIX WITHIN A MONTH IN FRONT SIDE OF OFFICE

DATE :01/07/2017

DOCUMENTER

NISHA SASIKUMAR




CHAIRMAN

PRINCIPAL

GRIEVANCE REDRESSAL MEETING MINUTES

MEETING TIME: 1.00 PM

COMMITTEE MEETING DATE: 8/12/2017


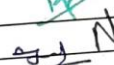


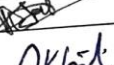

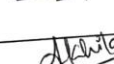

MEETING CHAIRMAN : PRINCIPAL BYJU K

MEETING LOCATION : PRINCIPAL'S CABIN

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MRS NISHA SASIKUMAR

1. MEETING OBJECTIVE: READ OUT AND CLARIFICATION OF GRIEVANCE POLICY

2. MEMBERS TO ATTENDED : COMMITTEE MEMBERS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	Adithya Sankar M T			
5	Ajay Madhav A			
6	Akhil M			
7	Akhila K R			
8.	Amritha K			

3. AGENDA ITEM	4. DISCUSSIONS/OUTCOMES/DECISIONS	5. ACTION TO BE TAKEN	6. DATE AND TIME OF COMPLETION
WHERE TO APPROACH AND HOW TO PROCEED WITH GRIEVANCE	A AGGRIEVED STUDENT OR FACULTY CAN DIRECTLY APPROACH ANY HIGHER AUTHORITIES WHOM THEY FEEL FIT. HE /SHE CAN DROP THE GRIEVANCE IN COMPLAINT BOX/PRINCIPAL/VICEPRINCIPAL/HOD/CLASS TUTORS	COMPLAINT BOX TO BE FIXED	AT THE EARLIEST BEFORE ONE MONTH
GIRLS TO GYM	AS REQUESTED THOSE GIRLS WHO ARE INTERESTED MAY OBTAIN A CONSENT LETTER FROM THEIR PARENTS AND SEPARATE TIME SLOT WILL BE PREPARED	TIME SLOT FROM 3PM TO 4PM	NEXT MONTH ONWARDS

DATE :8/12/2017

DOCUMENTER

NISHA SASIKUMAR




CHAIRMAN
PRINCIPAL

AMC/GRC/18191

CIRCULAR

FIRST GRIEVANCE REDRESSAL MEETING

MEETING TIME: 3.00 PM

COMMITTEE MEETING DATE: 1/07/2018

MEETING CHAIRMAN : PRINCIPAL

MEETING LOCATION : GENT'S STAFF ROOM

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MEMBERS

MEMBERS TO ATTEND: COMMITTEE MEMBERS

MEETING AGENDA:

TO ELECT THE CURRENT YEAR MEMBERS OF THE CELL

TO DISCUSS THE EFFECTIVENESS OF LAST YEAR GRIEVANCE REDRESSAL MECHANISM

DATE: 25/06/2018

PREPARED BY

NISHA SASIKUMAR

VICE PRINCIPAL/DOCUMENTER



GRIEVANCE REDRESSAL MEETING MINUTES

COMMITTEE MEETING DATE: 1/07/2018 **MEETING TIME:** 3.10PM



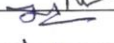
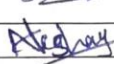
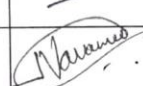


MEETING CHAIRMAN: PRINCIPAL BYJU K

MEETING LOCATION: GENTS STAFF ROOM

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MRS NISHA SASIKUMAR

1.MEETING OBJECTIVE: TO ELECT THE NEW COMMITTEE MEMBERS

2. MEMBERS TO ATTENDED : COMMITTEE MEMBERS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	N P AKSHAY	STUDENTS		
5	NASEEM T			
6	NAVANEETH KRISHNA M K			
7	NEETHU MOHAN T M			
8.	N P AKSHAY			

3.AGENDA ITEM	4.DISCUSSIONS/OUTCOMES/DECISIONS	5.ACTION TO BE TAKEN	6.DATE AND TIME OF COMPLETION
NEW COMMITTEE MEMBERS	PTA PRESIDENT AND STUDENT REP CHANGED	COMMITTEE MEMBERS DECIDED	FROM NEXT DAYONWARDS
LAG IN GRIEVANCE REDRESSAL MECHANISM	TO SOLVE THE GRIEVANCES WITHIN A SPAN OF 10 DAYS. STRICT MEASURES TO ENSURED FOR ADDRESSING THE GRIEVANCE	TRACKING FACILITY TO BE PROVIDED TO AGGRIEVED PARTY	AT THE EARLIEST

DATE :1/07/2018

DOCUMENTER

NISHA SASIKUMAR




CHAIRMAN

PRINCIPAL

GRIEVANCE REDRESSAL MEETING MINUTES

COMMITTEE MEETING DATE: 12/12/2018 MEETING TIME: 3.15 PM









MEETING CHAIRMAN : PRINCIPAL BYJU K

MEETING LOCATION : PRINCIPAL'S CABIN

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MRS NISHA SASIKUMAR

1. MEETING OBJECTIVE: READ OUT AND CLARIFICATION OF GRIEVANCE POLICY

2. MEMBERS TO ATTENDED : COMMITTEE MEMBERS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	N P AKSHAY	STUDENTS		
5	NASEEM T			
6	NAVANEETH KRISHNA M K			
7	NEETHU MOHAN T M			
8.	N P AKSHAY			



3.AGENDA ITEM	4.DISCUSSIONS/OUTCOMES/DECISIONS	5.ACTION TO BE TAKEN	6.DATE AND TIME OF COMPLETION
PRIVATE BUS ISSUE	REGULAR AFFAIR THAT STUDENTS TO SHORNUR SIDE HAS TO WAIT LONG HOURS IN THE BUS STOP	DIRECTED COLLEGE CHAIRMAN TO PROCEED WITH A COMPLAINT TO OTTAPALAM POLICE STATION WITH A LETTER FROM PRINCIPAL	TO ISSUE LETTER AND TO GIVE THE COMPLAINT AT EARLIEST
WATER PROBLEM	ESPECIALLY DURING INTERVAL SESSION WATER IS NOT AVAILABLE.REASON IS IGNORANCE ON THE PART OF NON TEACHING STAFF TO REPLENISH WATER IN TIME.	STRICT NOTICE WILL BE GIVEN ON THE MATTER TO STAFF CONCERNED	TO PUT ONE MORE ADDITIONAL TANK
COOLER FACILITY	STUDENTS OF BA BLOCK HAS ASKED FOR ONE WATER COOLER IN THEIR DEPT		TO BE CONSIDERED IN NEXT ACADEMIC YEAR
LADIES ROOM	GIRL STUDENTS WANT MORE PRIATE ROOMFOR REST ESPECIALLY WHEN THEY FALL SICK DURING MENSTURATION TIME VENDING MACHINE AND INSINATOR ALSO NEEDED	LADIES ROOM WILL BE ARRANGED AFTER THE 10 DAYS OF X MAS VACCATION. QUOTATION WILL BE TAKEN FOR SANITARY PAD AND INSINATOR	VENDING MACHINE MOSTLY IN NEXT ACADEMI YEAR DUE TO FINANCIAL CRUNCH.LADIES ROOM FACILITY WILL BE IMMEDIATELY PUTFORTH

DATE :12/12/2018

DOCUMENTER

NISHA SASIKUMAR




CHAIRMAN

PRINCIPAL

ACADEMIC YEAR 2019-20

AMC/GRC/19201

CIRCULAR

FIRST GRIEVANCE REDRESSAL MEETING

COMMITTEE MEETING DATE: 7/07/2019

MEETING TIME: 2.00 PM

MEETING CHAIRMAN: PRINCIPAL

MEETING LOCATION: STAFF ROOM

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL

MEETING OBJECTIVE: TO DISCUSS THE CURRENT YEAR REDRESSAL MECHANISM AND REVISE THE COMMITTEE MEMBERS

MEMBERS TO ATTEND: COMMITTEE MEMBERS

MEETING AGENDA:

TO ELECT THE CURRENT YEAR MEMBERS OF THE CELL

TO DISCUSS THE EFFECTIVENESS OF LAST YEAR GRIEVANCE REDRESSAL MECHANISM

DATE: 05/07/2019

PREPARED BY

NISHA SASIKUMAR

VICE PRINCIPAL/DOCUMENTER



GRIEVANCE REDRESSAL MEETING MINUTES

COMMITTEE MEETING DATE: 07/07/2019 MEETING TIME: 2.10PM

MEETING CHAIRMAN: PRINCIPAL BYJU K

MEETING LOCATION: GENTS STAFF ROOM

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MRS NISHA SASIKUMAR

1. MEETING OBJECTIVE: TO ELECT THE NEW COMMITTEE MEMBERS

2. MEMBERS TO ATTENDED : COMMITTEE MEMBERS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	<i>[Signature]</i>
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	<i>[Signature]</i>
3	SARALA K T	GENERAL HEAD	COMMERCE	<i>[Signature]</i>
4	GEETHU A	STUDENTS		<i>[Signature]</i>
5	GOPIKA P M			<i>[Signature]</i>
6	HAREESHLAL T			<i>[Signature]</i>
7	HARSHA H			<i>[Signature]</i>
8.	JISHNU U			<i>[Signature]</i>

3. AGENDA ITEM	4. DISCUSSIONS/OUTCOMES/DECISIONS	5. ACTION TO BE TAKEN	6. DATE AND TIME OF COMPLETION
NEW COMMITTEE MEMBERS	PTA PRESIDENT AND STUDENT REP CHANGED	COMMITTEE MEMBERS DECIDED	FROM NEXT DAYONWARDS
GRIEVANCE FROM STUDENTS REGARDING PRIVATE BUS NON STOPPING.	STUDENTS UNION TO TAKE THE MATTER SERIOUSLY.	COMPLAINT LETTER TO APPROPRIATE AUTHORITIES.	AT THE EARLIEST

DATE :07/07/2019

DOCUMENTER

NISHA SASIKUMAR



CHAIRMAN

PRINCIPAL

GRIEVANCE REDRESSAL MEETING MINUTES

COMMITTEE MEETING DATE: 18/12/2019 MEETING TIME: 3.15 PM


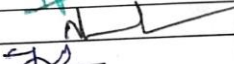
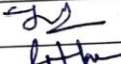


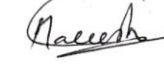
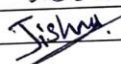
MEETING CHAIRMAN : PRINCIPAL BYJU K

MEETING LOCATION :PRINCIPAL'S CABIN

MEETING MINUTES TAKER AND DOCUMENTATION: VICE PRINCIPAL MRS NISHA SASIKUMAR

1.MEETING OBJECTIVE: READ OUT AND CLARIFICATION OF GRIEVANCE POLICY

2. MEMBERS TO ATTENDED : COMMITTEE MEMBERS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	GEETHU A	STUDENTS		
5	GOPIKA P M	"		
6	HAREESHLAL T	"		
7	HARSHA H	"		absent
8.	JISHNU U	"		

3.AGENDA ITEM	4.DISCUSSIONS/OUTCOMES/DECISIONS	5.ACTION TO BE TAKEN	6.DATE AND TIME OF COMPLETION
X MAS CELEBRATION	SECOND YEARS HAVE GRIEVANCE AND COMPLAINT ON THE DRESS CODE DECIDED BY FINAL YEARS	ALL STUDENTS CAN WEAR THE DRESS THEY LIKE ON THE DAY OF CELEBRATION.A NOTE REGARDING THE SAME WILL BE ISSUED TO ALL CLASSES	TO ISSUE NOTICE TO ALL CLASSES TOMORROW.
NEW YEAR CELEBRATION	NO NEW YEAR CELEBRATION IN COLLEGE,AGAIN ,SOME MAY DO OTHERS MAY NOT	UNIFORMLY NO CLASSROOM CELEBRATIONS	NOTICE TO CLASSES

DATE :18/12/2019

DOCUMENTER

NISHA SASIKUMAR




CHAIRMAN
PRINCIPAL

ACADEMIC YEAR 2020-21

GRIEVANCE REDRESSAL MEETING MINUTES

COMMITTEE MEETING DATE: 1/07/2020









MEETING TIME: 10.15 AM

MEETING CHAIRMAN : PRINCIPAL BYJU K

MEETING LOCATION : DIGITAL PLATFORM ; GOOGLE MEET

1. MEETING OBJECTIVE: TO DISCUSS THE CURRENT YEAR REDRESSAL MECHANISM IN THE COVID -19 PANDEMIC SITUATION

2. MEMBERS TO ATTEND : LAST YEAR COMMITTEE MEMBERS EXCEPT STUDENTS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	SANJAYKUMAR N S	STUDENTS		
5	SHAKEER P S			
6	SONA P			
7	SUDHEESH K			
8.	SUDHEESHA S			

3.AGENDA ITEM	4.DISCUSSIONS/OUTCOMES/DECISIONS	5.ACTION TO BE TAKEN	6.DATE AND TIME OF COMPLETION
RANGE ISSUES	TO PACIFY THE STUDENTS .MAKE THEM POSITIVE	MENTOR MENTEE RELATIONSHIP TO BE MADE MORE STRONG	
NOTE CLARITY	TEACHERS TO UPLOAD PPT AND PDFS IN CLASS WHATS APP GROUP		<i>Immediate effect</i>
FEESS ISSUES	READMISSION PROCESS DATE TO BE EXTENDED		

DATE :01/07/2020

DOCUMENTER

NISHA SASIKUMAR




CHAIRMAN

PRINCIPAL

GRIEVANCE REDRESSAL MEETING MINUTES

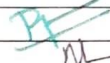
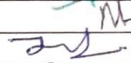
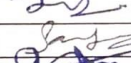
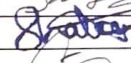
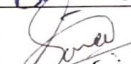


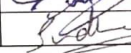
COMMITTEE MEETING DATE: 03/03/2021

MEETING TIME: 3.PM

MEETING CHAIRMAN : PRINCIPAL BYJU K

MEETING LOCATION : AUDIO VISUAL HALL

1. MEETING OBJECTIVE: TO DISCUSS THE GRIEVANCE RAISED BY FINAL YEAR STUDENTS

SL NO	NAME OF MEMBER	DESIGNATION	DEPARTMENT	SIGNATURE
1	BYJU K	PRINCIPAL	COMMERCE	
2	NISHA SASIKUMAR	VICE PRINCIPAL	MANAGEMENT	
3	SARALA K T	GENERAL HEAD	COMMERCE	
4	SANJAYKUMAR N S	STUDENTS		
5	SHAKEER P S			
6	SONA P			
7	SUDHEESH K			
8.	SUDHEESHA S			

3.AGENDA ITEM	4.DISCUSSIONS/OUTCOMES/DECISIONS
STUDENT GRIEVANCE ASKING FOR FULL TIME CLASS TIME.	AS THE COVID PROTOCOL DOESNOT PERMIT THE GRIEVANCE COULD NOT BE REDRESSED. TWO DAY PHYSICAL CLASS FOR FINAL YEARS AND OTHER DAYS FOR OTHER STREAMS
MENTAL STRESS FOR FINAL YEARS FOR NOT ALLOWING TO BE IN CAMPUS	ONLY WAY WAS TO GET ADAPTED TO THE SITUATION AS THE COVID SPREAD IS VERY SEVERE.
FEES ISSUES	INSTALLMENT FACILITY TO BE RECOMMENDED TO COLLEGE COUNCIL

DATE :03/03/2021

DOCUMENTER

NISHA SASIKUMAR



CHAIRMAN
PRINCIPAL