

Venue: IQAC Conference Room

Date: 24<sup>th</sup> July 2017. Time: 2.45 pm to 3.20 pm

Members Present

1. Dr. Jaison Jacob
2. Jincy J. Fernandez
3. Caroline Ann Sam
4. Fr. Ajeesh P. P
5. Sidheek P. A

*[Handwritten signatures corresponding to the list above]*

Grievances and Appeals Committee  
Minutes of the meeting held on Monday, 24<sup>th</sup> July 2017  
Time: 2.45 pm to 3.20 pm  
Venue: IQAC Conference Room

Members attended

1. Dr. Jaison Jacob (Chairman)
2. Prof. Kuttyamma A. J
3. Fr. Ajeesh Puthussery
4. Mr. Sidheek P A (Secretary)
5. Ms. Caroline Ann Sam
6. Ms. Jincy Fernandez

- It is decided to recommend the principal to publish the constitution of the new committee in various notice boards.
- It is decided to redefine the roles and responsibilities of the committee in line with the KTU, NBA and NAAC regulations.
- As per the AICTE regulation, it is mandatory to establish a mechanism for online registration and disposal of grievances. In view of this it is decided to meet Mr. Biju Abraham (Head – IT infrastructure development) to discuss the possibilities.
- It is decided to recommend the principal to disperse more number of complaint/suggestion boxes in the college.
- It is decided to organize the meetings of the committee at least twice in a semester.

*[Handwritten signature in blue ink]*

approved  
*[Handwritten signature in green ink]*