

Venue: IQAC Conference Room.

Date: 06/04/2018

Time: 2.45 pm

Members Present

- 1) Dr. Jaison Jacob.
- 2) Fr. Ajeesh Puthussery.
- 3) Mr. Sidheek. P.A
- 4) Ms. Caroline Ann Sam
- 5) Ms. Jincy Fernandez.

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12/4/18

Grievances and Appeals Committee
Minutes of the meeting held on Saturday, 06th April 2018
Time: 3.00 pm to 3.45 pm
Venue: IQAC Conference Room

Agenda

1. Status reporting to AICTE portal
2. Discussion on the grievances
3. Correction to be done in the website

Members attended

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

- A few grievances and suggestions were received through the online portal and these were discussed in the meeting. It was decided to report these to the competent authority along with recommendations of the committee.
- Ms. Jincy J Fernandez was assigned the duty of preparing a format for reporting the grievances and recommendations of the committee to the competent authority.
- Ms. Caroline Ann Sam was assigned the duty of giving a monthly status report of the grievances received and disposed, to the office. The office personnel will report this status in the AICTE portal.
- It was decided to make the correction in college website regarding the location of the complaint/suggestion box. It was also decided to provide the link to the online grievance redressal portal in the website and Dr. Jaison Jacob was entrusted with this duty.

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6/4/18

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