

Venue: ME Department Library.

Date: 19/06/2018

Time: 10 am.

Members Present

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

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*Carline*

Grievances and Appeals Committee

Minutes of the meeting held on Tuesday, 19<sup>th</sup> June 2018

Time: 10.00 am to 10.30 am

Venue: ME Dept: Library, KE Block

Agenda

1. Discussion on the grievances and suggestions

Members attended

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

Members Absent

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.
- It was decided to organize the meetings at least once in a month, preferably in the first week.
- AICTE has suggested to use the help of external agencies, if necessary, to establish the mechanism for collecting disposing the grievances online. As the college already has the mechanism for the same this is not applicable to us.

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06/07/18

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19/06/18