



A CMI INSTITUTION

Ref No: CCE/B/2026-27/SGRC/MOM/01

MINUTES OF MEETING

Date:	18/8/26	Time:	9.30 a.m	Venue:	Board Room
Name of the meeting: Student Grievance Redressal Committee					
Period of review: Academic Year 2026-27					
Review of previous meeting minutes:					
The Secretary presented the minutes of the previous meeting and its Action Taken Report. As the members had no objection, the Grievance/Suggestion cell unanimously resolved to confirm the minutes of the previous meeting of Grievance /Suggestion cell and its Action Taken report					
Agenda of this meeting:					
1.Review of Previous Meeting Minutes and Action Taken Report					
2.Followup of the grievances of the student					

Discussions:

Meeting started at 9.30 a.m. with a silent prayer.

Dr. Sijo M.T. (Convener SGRC) welcomed the members.

The committee reviewed the grievances previously raised by students and discussed the follow-up actions taken.

The meeting concluded with Dr. Jino John thanking the members

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	The committee decided to continue monitoring the grievances and ensure appropriate follow-up until all issues are satisfactorily addressed	Student Grievance Redressal Committee	Academic Year

Members Attended:

Name	Designation	Signature
Dr. Sijo M.T.	Director Students Affairs	
Dr.Jino John, Professor, CE	Member	
Dr. Viswanath K Kaimal	Member	

Dr. Caren Babu	Professor, ECE	
Ms. Neethu K	Asst.Professor, BSH	
Dr. Nitha C Velayudhan	Associate Professor,CSE	
Mr. Jinu K T	Asst. Professor, EEE	
Mr. John Mathew	Asst. Professor, MBA	ABSENT
Ms. Ruby K V	Administrative Staff	


Prepared by:

Dr. Jino John


Approved by:

Dr.Sijo M.T.