

Ref No: CCE/B/2025-26/SGRC/MOM/01

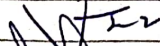
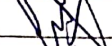
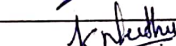
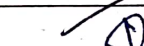
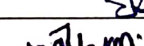
MINUTES OF MEETING

Date: 08/07/25	Time: 2.00 pm	Venue: Board room
Name of the meeting: Student Grievance and Redressal Committee		
Period of review: Academic Year 2024-25(Even)		
Review of previous meeting minutes: The Chairperson 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. Review of committee activities of Academic Year 2025-2026 (Odd Semester)		

Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	Follow up of grievance of students	Student Grievance and Redressal Committee	Academic Semester
2	Awareness Session for first year students for Grievance Submission	Student Grievance and Redressal Committee	Academic Semester

Members Attended:

Name	Designation	Signature
Dr. Jino John, Professor, CE	Chairman	
Dr. Caren Babu, HoD, ECE	Member	
Dr. Viswanath K Kaimal, Associate Professor, M.E	Member	
Ms. Neethu K, Asst. Professor, BS	Member	
Dr. Nitha C Velayudhan, Associate Professor, CSE	Member	
Mr. Jinu K T, Asst. Professor, EEE	Member	
Mr. John Mathew, Asst. Professor, MBA	Member	
Ms. Ruby K V, Administrative staff	Member	

Ms. Jasmine Baby, Student, Third Year ECE

Special Invitee

Jasmine


Prepared by: Dr. Jino John


Approved by: Dr. Sajeer John