

MINUTES OF THE  
GRIEVANCE REDRESSAL CELL

of the meeting held by the Grievance Redressal  
 Hec. On. 15/08/2019.

The meeting started at 10.15 am Thursday.

Members Present

Mr. Praveen Kumar K.P. (BBA)

Mr. Lijo T. George. (BA)

Mrs. Poornima N. (BCA)

Mrs. Soumya Mathew (BSW)

Ms. Chinna Mathew (II B.Com Tax)

Mr. Basil Mathew (II BCA)

Mr. Aslam Ali K. Salim (II BCA)

da.

to discuss the complaint received from one of our  
 Mr. Justine Santhosh (II BBA) against Mr. Mansoor  
 (II B.Com (IT)) questioning his eligibility for giving  
 nomination in the College Union election. 2019-2020.

Sessions & Decisions:

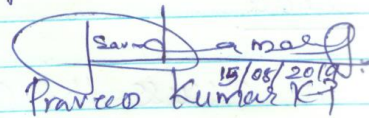
All the above said members were  
 present. The complaint against Mr. Mansoor Abi from  
 Justine Santhosh for making an investigation  
 into his criminal background. The committee enquired  
 from the University and experienced staff members to  
 take a correct decision regarding whether  
 Mansoor Abi is an eligible candidate or not to  
 give nomination for the College Union Election 2019-2020  
 The following decisions were taken by the  
 committee.

Mr. Justine Santhosh, who gave complaint  
 against Mr. Mansoor Abi didn't produce any  
 evidence to prove his complaint. From the

explanation of Mr. Mansoor Abi it was also clear that he is not faced any trial or declared as a convict. As per University election notification 2019-2020, a candidate become ineligible if he faced trial of the court or convicted of any criminal offence or misdemeanor.

On the ground of the above said reasons, The Grievance Redressal Committee declared Mr. Mansoor Abi is a eligible candidate.

The meeting winded up at 1.00 pm.

  
15/05/2019  
Praveen Kumar KJ

  
PRINCIPAL  
MAR ELIAS COLLEGE  
KOTTAPPADY - 686 692  
KERALA



Minutes of the meeting held by the  
Grievance Redressal Cell on 17 November 2020

The meeting started at 1:15 pm.  
The agenda of the meeting was to enquire about whether any complaints received from student either through the cell or through the Heads of the Departments.

### Members Present

Dr. Smitha Harikumar (Principal) ~~Dr~~  
 Mrs. Preethy M N (Convener, Grievance Redressal Cell) ~~Dr~~  
 Mrs. Soumya Mathew (HOD, Dept. of Social Work) ~~Dr~~  
 Mrs. Poornima N (HOD, Dept. of Computer Science) ~~Dr~~  
 Mr. Praveenkumar K P (HOD, Dept. of Management) ~~Dr~~  
 Mrs. Trisha Scawa (HOD, Dept. of Languages) ~~Dr~~  
 Mrs. Jincy P Mathew (HOD, Dept. of Commerce) ~~Dr~~

### Discussions and Decisions

There were discussions with the Heads of the Department and the Cell members. Mainly discussions were about general discipline and to the suggestions to regarding students empowerment by enabling them to follow the general guidelines

After the discussion it is decided to produce better environment for the students, ~~in order to make the campus grievance free.~~

The meeting came to an end at 2 p.m.

~~6/11/2020~~  
MARCELINUS COLLEGE  
KOTTAPPADY - 686 692  
KERALA



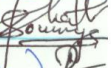




*Paula*  
Convener,  
Grievance Redressal Cell



## Minutes of the meeting held by the Grievance Redressal Cell on 15 March 2020.

The meeting started at 1:15 pm. The agenda of the meeting was to enquire about whether any complaints received from students either through the Cell or through the Heads of the Departments.

### Members Present

Dr. Smitha Harikuma (Principal)   
 Mrs. Preethy M N (Convener, Grievance Redressal Cell)   
 Mrs. Soumya Mathew (HOD, Dept of Social Work)   
 Mrs. Poornima M (HOD, Dept of Computer Science)   
 Mr. Praveenkumar K P (HOD, Dept. of Management)   
 Mrs. Tintu Scaria (HOD, Dept of Languages)   
 Mrs. Jincy P Mathews (HOD, Dept of Commerce) 

### Discussions and Decisions

There were discussions with the Heads of the Departments and Cell Members, regarding whether any of them received any complaints from the students during the academic year 2019-2020. After the discussions it is observed that nobody received any complaints from the students throughout the academic year.

It is decided to submit the report of the Cell to the Principal.

Minutes of the Meeting held by the  
Grievance Redressal Cell on 14 January 2021

The meeting started at 1:15 pm. The agenda of the meeting was evaluate the grievances of any from the students.

Members Present

Dr. Anitha Haarikumar (Principal)  
 Mrs. Preethy M N (Convenor, Grievance Redressal Cell)  
 Mrs. Soumya Mathew (HOD, Dept. of Social Work)  
 Mrs. Poornima N C (HOD, Dept. of Computer Science)  
 Mr. Praveenkumar K P (HOD, Dept. of Management)  
 Mrs. Tinku Scaria (HOD, Dept. of Language)  
 Mrs. Jincy P Mathews (Ho), Dept. of Commerce

Discussions and Decisions

After the discussions with the Heads of the Departments and the Cell members it is observed that there were no complaints received so far as as it is online classes conducted through the majority working days.

The meeting came to an end at 2 pm.

Preethy

Convenor,

Grievance Redressal Cell

## Minutes of the Meeting held by the Grievance Redressal Cell on 2<sup>nd</sup> March 2021

The meeting started at 1:15 pm. The agenda of the meeting was to enquire about whether any complaints received from the students either through the cell or through the Heads of the Departments during the academic year 2020-2021.

### Members Present

Dr. Smitha Hanikumar (Principal) ✓  
 Mrs. Preethy M V (Convenor, Grievance Redressal Cell) ✓  
 Mrs. Soumya Mathew (HOD, Dept. of Social Work) ✓  
 Mrs. Poornima N (HOD, Dept. of Computer Science) ✓  
 Mrs. Praveenkumar KP (HOD, Dept. of Management) ✓  
 Mrs. Tintu Searwa (HOD, Dept. of Languages) ✓  
 Mrs. Jincy P Mathews (HOD, Dept. of Commerce) ✓

### Discussions and Decisions


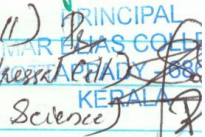
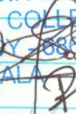




There were discussions with the Heads of the Departments and Cell Members, regarding whether any of them received any complaints from students during the academic year 2020-2021. After the discussions it is observed that nobody received any complaints from the students as majority of the classes are online throughout the academic year.

It is decided to submit the report of the Cell to the Principal.

Minutes of the meeting held by the Grievance Redressal Cell on 15 November 2021.

The meeting started at 3 pm. The main agenda was the complaint received from 11 BBA students about the renovation of college canteen.

Members Present:

Dr. P. K. Indrasanan (Principal)   
 Ms. Preethy M N (Convener, Grievance Redressal Cell)   
 Ms. Soumya Mathew (Co-ordinator, Grievance Redressal Cell)   
 Ms. Poojima N (HOD, Dept. of Computer Science)   
 Ms. Praveenkumar K.P (HOD, Dept. of Management)   
 Ms. Tintu Seara (HOD, Dept. of English)   
 Ms. Jincy P. Mathews (HOD, Dept. of Commerce) 

Discussions and Decisions

The meeting of the Grievance Cell was held in the Principal's Office at 3 pm on 15 November 2021.

The Principal presided over the meeting. The meeting discussed the complaint submitted by the second year BBA students. The complaint was about the renovation and expansion of the current college canteen as there is a lack of space and facilities.

same and to take appropriate actions at the earliest.

The meeting was adjourned at 3:30 pm.



PRINCIPAL  
MAR ELIAS COLLEGE  
KOTTAPPADY - 686 692  
KERALA

Preethy  
Preethy MN  
(Grievance Redressal Cell)



MINUTES OF THE MEETING HELD BY THE GRIEVANCE

REDRESSAL CELL ON 2/2/2022

The meeting started at 2pm. The main agenda of the meeting was re-constituting the grievance redressal cell as per the decision of the college council.

MEMBER'S PRESENT

MS. PREETHY M N (CONVENOR, GRIEVANCE REDRESSAL CELL) *Ps*

MS. SOUNYA MATHEW (COORDINATOR, GRIEVANCE REDRESSAL CELL) *Ps*

MS. SINIMOL P S (MEMBER, DEPT. OF COMMERCE) *Am*

MS. SHEENA THOMAS (MEMBER, DEPT OF COMPUTER SCIENCE AND AI) *Am*

MS. RINCY ELIZABETH SAM (MEMBER, DEPT. OF MANAGEMENT) *Am*

MR. SANESH THAMPAN (MEMBER, DEPT. OF COMMERCE) *Am*

MS. VINNILA ELDHOSE (MEMBER, LIBRARIAN) *Am*

MR. ELDHOSE M M (MEMBER, OFFICE) *Am*

DISCUSSIONS

Discussed about newly elected grievance redressal cell members  
The meeting came to an end at 2.30 PM.

*Preethy*

Preethy M N

(Convenor, Grievance)


*Am*  
PRINCIPAL  
MAR ELIAS COLLEGE  
KOTTAPPADY - 686 692  
KERALA

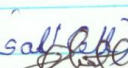


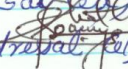
Minutes of the meeting held by the Grievance Redressal Cell on 10/02/2022


The meeting started at 3 pm. The main agenda was the complaint regarding water cooler.


### Members Present


Dr. P.K. Sudarsanan (Principal) 


Ms. Preethy M.N (Convenor, Grievance Redressal Cell) 


Ms. Soumya Mathew (Coordinator, Grievance Redressal Cell) 


Ms. Siniamol P.S (Member) 

Ms. Sheena Thomas ( " ) 

Ms. Rincy Elizabeth Sam ( " ) 

Mr. Sanesh Thampian ( " ) 

Ms. Vinnila Mathew.K ( " ) 

Mr. Eldhose A.M ( " ) 

### Discussions and Decisions

The meeting of the Grievances and Redressal Cell was held in the Principal's Office at 3 pm on 10/02/2022. The Principal presided over the meeting. The meeting discussed the complaint submitted by the first year BCA students to repair the damaged water cooler.

Decision was taken to repair the damaged water cooler as early as possible.

The meeting was adjourned at 3.30 pm.



Preethy M.N  
Convenor, Grievance Redressal Cell

  
PRINCIPAL  
MAR ELIAS COLLEGE  
KOTTAPPADY - 686 692



Minutes of the meeting held by the Grievance Redressal Cell on 11/02/2022

The meeting started at 3 pm. The main agenda was the complaint regarding the ceiling fan in III<sup>rd</sup> BSW class room.

Members Present

Dr. P.K. Sudarshan (Principal)

Ms. Preethy M.N (Convener, Grievance Redressal Cell)

Ms. Soumya Mathew (Coordinator, Grievance Redressal Cell)

Ms. Sinimol P.S (Member)

Ms. Sheena Thomas ( " )

Ms. Rincy Elizabeth Sam ( " )

Mr. Saneesh Thampam ( " )

Ms. Vinnila Mathew.K ( " )

Mr. Elkhose AM ( " )

Discussions and Decisions

The meeting of the Grievances Redressal was held in the Principal's office at 3pm 11/02/2022. The Principal presided over the meeting. The meeting discussed the complaint submitted by the III<sup>rd</sup> year BSW students. Their concern was about the ceiling fan in their class room is not working properly. They have requested to repair the fan at the earliest.

Decision was taken to repair the ceiling fan as early as possible.

The meeting was adjourned at 3.30

Preethy

Dr. P.K. Sudarshan



Preethy M.N  
(Convener)