



Jyothi Engineering College

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR
JYOTHI HILLS, VETTERKATTI P.O., CHERUTHURUTHY, THRISSUR PIN-679531 PH: +91-4884-259000, 274423 FAX: 04884-274717
www.jecc.ac.in | E-mail: info@jecc.ac.in

GRIEVANCES AND APPEAL COMMITTEE

07/07/2016

The college management has decided to constitute a Grievances and Appeal Committee under the chairmanship of Dr. K.K Babu (Principal). The members of the committee are mentioned below.

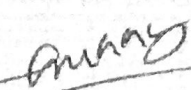
1. Dr. K.K Babu, Principal – Chairman
2. Er. Bobby Peter, Asst. Administrator - Member
3. Fr. John Tharayil, HOD, BSH - Member
4. Dr. Jose P Therattil, HOD ECE - Member
5. Prof. Anandavally, CE - Member
6. Dr. Baby C.B, BSH - Member
7. Student Union Chairman - Member
8. Student Union Vice Chairman – Member

Roles

Grievance Redressal System (GRS) is used to provide a mechanism to students, parents, teachers and other non-teaching staff for the redressal of their complaints.

Responsibilities

- Accepting written grievances from students and staff members
- Personal details of the person who reported grievance shall be kept confidential
- Analyzed and discussed all the received grievances and forwarded to corresponding departments and Principal for further action
- If necessitates, the findings may be forwarded to management.


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

True Copy Attested



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NOTICE

10/08/2016

A meeting of grievance committee is proposed on 11.08.2016 in BSH Department at 2.30pm. All the committee members are hereby informed to attend the meeting without fail.

Agenda: To discuss the grievance received

Chairman

Copy To,

All the committee members

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MINUTES OF THE MEETING HELD ON 11.08.2016

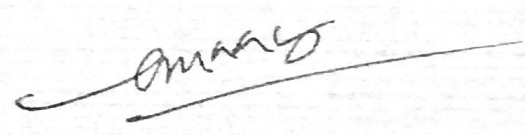
The meeting of grievance cell for the academic year 2016-17 was conducted on 11/08/2016 in BSH Department at 2.30pm

- The chairman of the committee Dr. K.K Babu welcomes all the members in to the meeting.
- The committee discussed about the channel through which the students and staffs to submit the grievances.
- The meeting came to an end at 3.00 pm

Chairman

Dr. K K Babu

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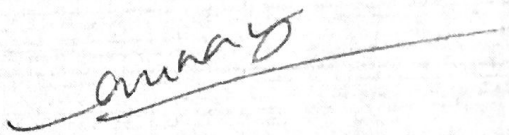
ANNUAL REPORT OF GRIEVANCES AND APPEAL COMMITTEE

Summary of the activities of Grievance and Appeal Committee for 2016-2017

The first meeting of Grievance and Appeal Committee for the academic year 2016-2017 was held on 11th August 2016 at 2.30pm. The agenda of the meeting was to discuss about the ways to receive grievances in the academic year 2016-2017 and to discuss about how to resolve the issues. No grievances reported in the academic year 2016-2017.


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