



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/SGRC/28/2023-24

October 13, 2023

ORDER

**STUDENT GRIEVANCE REDRESSAL COMMITTEE
(SGRC) -2023-24**

The Student Grievance Redressal (SGRC) for the Academic Year 2023-24 is constituted as follows:-

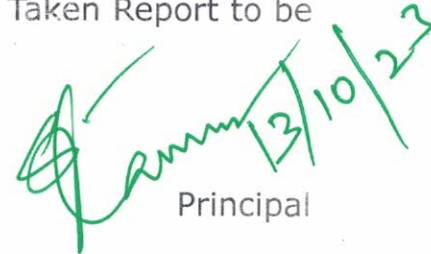
Chairperson: Dr. G. Ramesh, Principal

Nodal Officer: Ms. Yasmin N, Assoc. Prof. CE

Members:

1. Mr. Zubair C K, Administration Manager
2. Mr. Haneesh Babu K T, Vice Principal
3. Mr. Sreeram S, Dean (Academics)
4. Mr. A Sadiquali, AP & HoD – DMS
5. Ms. Thufaila Farhath K K, Counselor
6. Ms. Rashida Farsath, AP-CSE
7. Mr. Musthafa P P, AP-EEE and Deputy Warden, MH

Frequent meetings should be conducted and Action Taken Report to be submitted.


Principal

To,
All the above members

Copy to:-

AM

VP

HoDs

Faculty members

MEA ENGINEERING COLLEGE, PERINTHALMANNA
STUDENTS' GRIEVANCE & REDRESSAL CELL (SGRC)
(Under the AICTE Regulation Act 1987(AICTE Notification F.No. 37-3/legal 2012 dated
25/05/2012 and Notification of APJ Abdul Kalam Technological University Kerala),

Date: 9.10.2023

MEETING MINUTES OF (SGRC)

Venue: Chairman's Room

Time: 11.20 AM

Presided over by: Chairman- SGRC

Members Present: Signed List attached

- | | | |
|--|---|---------------|
| 1. Dr. G Ramesh . Principal | : | Chairman: |
| 2. Mr. Zubair C K. AM | : | Member |
| 3. Mr. Haneesh Babu KT, Vice Principal | : | Member |
| 4. Mrs. Yasmin N Asso Prof in CE | : | Nodal Officer |
| 5. Mr. Sreeram S Dean Academics | : | Member |
| 6. Dr. A Sadiquali AP & HoD DMS | : | Member |
| 7. Mrs. Thufaila Farhath KK , Counselor | : | Member |
| 8. Mr. Musthafa P. AP EEE,
(Deputy Warden MH) | : | Member |

Sl No.	Points Discussed/ Decision Taken	Responsibility
1	Discussed the new online system (Et Lab) for grievance redressal mechanism in our college	All the SGRC members
2	How to maintain online Students' grievance	Nodal officer
3	Explained in detail for all students in the college about how to post Grievance in Et Lab	Nodal officer
4.	Discussed about the complained received from Ayisha jumaila TP. The decision is " it is the responsibility of the respective students to keep their belongings, neither the hostel warden nor the principal is responsible for the things they kept"	All the hostel inmates

Prepared by Nodal officer SGRC

Chairman(SGRC)

YASMIN
Associate Professor in Civil
M E A Engineering College
Perinthalmanna - 679 325

MEA ENGINEERING COLLEGE, PERINTHALMANNA
STUDENTS' GRIEVANCE & REDRESSAL CELL (SGRC)
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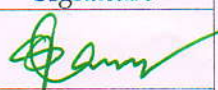







Attendance Sheet of SGRC Meeting


Date: 09/10/2023

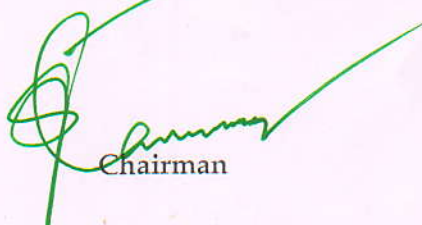
Venue: SGRC Chairman's\Principal Room

Agenda:

1. Discussed the new online system (Et Lab) for grievance redressal mechanism in our college
2. Discussed about the complained received from Ayisha jumaila TP.

Sl no	Members	Dept	Designation	Signature
1	Dr. G Ramesh	Adm.	Principal	
2	Mr. Zubair C K	Adm.	Administration Manager	
3	Mr. Haneesh Babu KT	EEE	Vice Principal	
4	Mr. Sreeram S	CSE	Dean Academics	
5	Mrs. Yasmin N	CE	Asso Prof in CE	
6	Dr. A Sadiquali	DMS	HoD DMS	
7	Mrs: Thufaila Farhath KK	Adm.	Counsellor	
8	Mr. Musthafa P	EEE	AP EEE	


Nodal officer
YASMIN. N
Associate Professor in Civil
M E A Engineering College
Perinthalmanna - 679 325


Chairman

MEA ENGINEERING COLLEGE, PERINTHALMANNA
STUDENTS' GRIEVANCE & REDRESSAL CELL (SGRC)

(Under the AICTE Regulation Act 1987(AICTE Notification F.No. 37-3/legal 2012 dated 25/05/2012 and Notification of APJ Abdul Kalam Technological University Kerala),

Date: 14.02.2024

MEETING MINUTES OF (SGRC)

Venue: Chairman's Room

Time: 11.20 AM

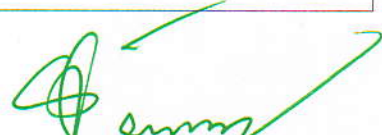
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| 3. Mr. Haneesh Babu KT, Vice Principal | : | Member |
| 4. Mrs. Yasmin N Asso Prof in CE | : | Nodal Officer |
| 5. Mr. Sreeram S Dean Academics | : | Member |
| 6. Dr. A Sadiquali AP & HoD DMS | : | Member |
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| 8. Mr. Musthafa P. AP EEE,
(Deputy Warden MH) | : | Member |

Sl No.	Points Discussed/ Decision Taken	Responsibility
1	Discussed the new online system (Et Lab) for grievance redressal mechanism in our college	All the SGRC members
2	How to maintain online Students' grievance and Complaints in ICC through ET Lab	Nodal officer
3	Explained in detail for all students in the college about how to post Grievance and Complaints in ICC through Et Lab	Nodal officer

Prepared by Nodal officer SGRC


Chairman(SGRC)


14/2/24
YASMIN. N
Associate Professor in Civil
M E A Engineering College
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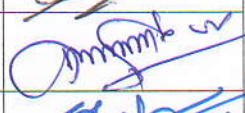
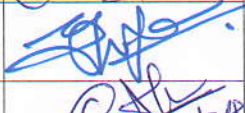




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7	Mrs. Thufaila Farhath KK	Adm.	Counsellor	
8	Mr. Musthafa P	EEE	AP EEE	

Nodal officer


14/2/24

YASMIN. N
Associate Professor in Civil
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Chairman

