

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:20.09.2021

MEETING MINUTES OF (SGRC)

Venue: Chairman's Room

Time: 10:30 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. Mr. Sreeram S Dean Academicsl | : | Member |
| 5. Mrs. Yasmin N Asso Prof in CE | : | Nodal Officer |
| 6. Mr. A Sadiquali AP & HoD DMS | : | Member |
| 7. Ms. Rashida AP CSE | : | Member |
| 8. Mr. Musthafa P. AP EEE,
(Deputy Warden MH) | : | Member |

Sl No.	Points Discussed/ Decision Taken	Responsibility
1	Discussed the general awareness to the students about grievance redressal mechanism in our college	All the SGRC members
2	Put an awareness about "How to file complaints in grievance cell " for newly joined First year students.	Nodal officer
3	Motivate Online submission of the students grievance	Nodal officer

Prepared by Nodal officer SGRC

Chairman(SGRC)

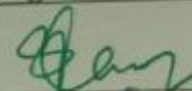
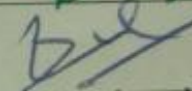
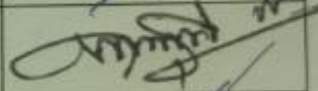

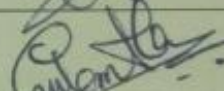

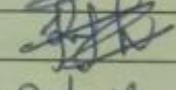
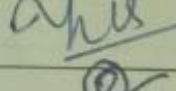
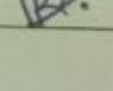
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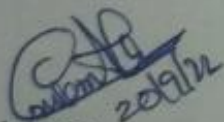
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Attendance Sheet of SGRC Meeting

Date: 20/09/2021

Venue: SGRC Chairman's\Principal Room

Sl no	Members	Dept	Designation	Signature
1	Dr. G Ramesh	Admn	Principal	
2	Mr. Zubair C K.	Admn	Administration Manager	
3	Mr. Haneesh Babu KT	EEE	Vice Principal	
4	Mr. Sreeram S	CSE	Dean Academics	
5	Mrs. Yasmin N Asso. Prof in CE	CE	Nodal Officer	
6.	Mr. A Sadiquali AP & HoD DMS	DMS	Member	
7.	Ms. Rashida AP CSE	CSE	Member	
8.	Mr. Musthafa P. AP EEE (Deputy Warden MH)	EEE	Member	
9.	Ms. Rabiyyath AK, Counsellor	Admn	Member	


Nodal officer


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:17.02.2020

MEETING MINUTES OF (SGRC)

Venue: Chairman's Room

Time: 10:30 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. Mr. Sreeram S, Dean Academics | : | Member |
| 5. Mrs. Yasmin N Asso Prof in CE | : | Nodal Officer |
| 6. Mr. A Sadiquali AP & HoD DMS | : | Member |

Sl No.	Points Discussed/ Decision Taken	Responsibility
1	Discussed the general awareness to the students about grievance redressal mechanism in our college	All the SGRC members
2	How to maintain online Students' grievance	Nodal officer
3	Motivate Online submission of the students grievance	Nodal officer

Prepared by Nodal officer SGRC

Chairman(SGRC)


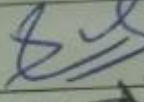
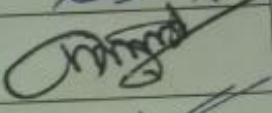
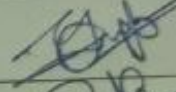


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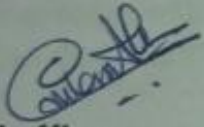
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Attendance Sheet of SGRC Meeting

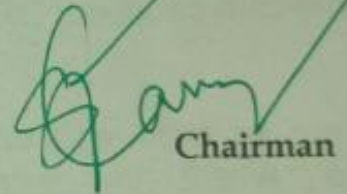
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Venue: SGRC Chairman's\Principal Room

Sl no	Members	Dept	Designation	Signature
1	Dr. G Ramesh	Admn	Principal	
2	Mr. Zubair C K.	Admn	Administration Manager	
3	Mr. Haneesh Babu KT	EEE	Vice Principal	
4	Mr. Sreeram S	CSE	Dean Academics	
5	Mrs. Yasmin N	CE	Nodal Officer	
6.	Mr. A Sadiquali AP	DMS	Member	



Nodal officer



Chairman