



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 ENGINEERING COLLEGE, CHORATHURUTHY, TRICHUR PIN-679331 PH. 0471-4884-259000, 274723 FAX: 0471-274777
www.jyothi.ac.in | E-mail: info@jyothi.ac.in

GRIEVANCES AND APPEAL COMMITTEE

16/07/2015

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.

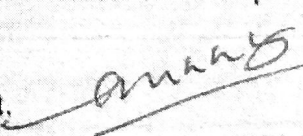
1. Dr. K.K Babu, Principal – Chairman
2. Er. Bobby Peter, Asst. Administrator - Member
3. Fr. John Tharayil, HOD, BSH - Member
4. Dr. Jose P Therattil, HOD ECE - Member
5. Prof. Anandavally, CE - Member
6. Dr. Baby C.B, BSH - Member
7. Student Union Chairman - Member
8. Student Union Vice Chairman –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

True Copy Attested



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GRIEVANCES AND APPEAL COMMITTEE

STRATEGIC OPERATING PROCEDURE (SOP)

Jyothi Engineering College has formed Grievances and Appeal Committee for addressing the grievances which are supposed to be submitted in writing and necessary procedure will be followed by the committee for solving the matters.

- 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.

PRINCIPAL

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NOTICE

13/07/2015

A meeting of grievance committee is proposed on 14.07.2015 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

PRINCIPAL

Copy To,

All the committee members

Dr. SUNNY JOSEPH KALAYATHANKAL
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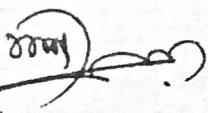
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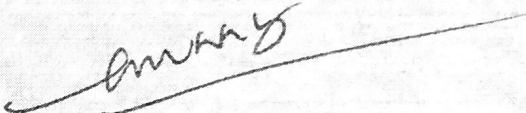
MINUTES OF THE MEETING HELD ON 14.07.2015

The meeting of grievance cell for the academic year 2015-16 was conducted on 14/07/2015 in BSH Department at 2.30pm

- The chairman of the committee welcome all the members in to the meeting
- The committee decided to accept the grievances through proper channel only
- The committee discussed about the effective function and how it will become helpful to the students.
- The meeting came to a close at 3.00 pm

Chairman


Dr. K K Babu


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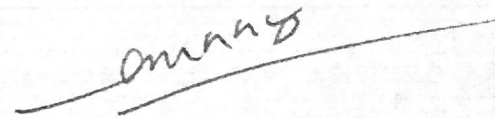
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ANNUAL REPORT OF GRIEVANCES AND APPEAL COMMITTEE

Summary of the activities of Grievance and Appeal Committee for 2015-2016

The first meeting of Grievance and Appeal Committee for the academic year 2015-2016 was held on 14th July 2015 at 2.30pm. The agenda of the meeting was to discuss about the ways to receive grievances in the academic year 2015-2016 and to discuss about how to resolve the issues. No grievances reported in the academic year 2015-2016.


PRINCIPAL



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