

Student Grievance Redressal Committee Meeting Minutes

Time: 10.30 AM Date: 7th August 2023
Venue: AB 201

Attendees

Sl. No	Name of Faculty Member	Role/ Designation
1	Jason Cherian Issac	Convener
2	Uttam Kumar Singh	Member
3	Reshma Kassim	Member
4	Antu Thomas	Member
5	Shaji Paul	Member
6	Vinu Kurian	Member

Agenda

- Review of current matters pertaining to Student Grievance
- Matters discussed and action taken

Review of current matters pertaining to Student Grievance:

- A complaint was received from 2nd semester students of Robotics and Automation B.Tech dated 11th July 2023.
- The committee reviewed the matter and decided to invite the students to present the details of their grievance.
- As exams were going on, without causing further delay, the students were invited to present their facts on 7th August 2023 (which was in the middle of their ESE).

Matters discussed and decisions taken:

1. The viewpoint of the students on the broad matters of their grievance were ascertained.
2. Every matter of dissent from their side were noted down with particular examples.
3. The students were assured that the grievance committee can always be approached if they feel that their voices are not heard elsewhere.
4. Based on the concerns raised by the students, the committee decided to call the concerned faculty member in order to assess the gravity of these allegations.

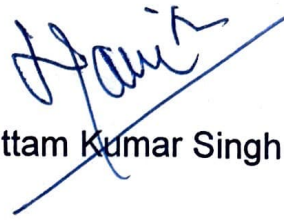


The meeting concluded at 11:25 AM.

Prepared By:


Jason Cherian Issac

Verified By:


Uttam Kumar Singh



Student Grievance Redressal Committee Meeting Minutes

Time: 10.45 AM Date: 23rd August 2023
Venue: AB 201

Attendees

Sl. No	Name of Faculty Member	Role/ Designation
1	Jason Cherian Issac	Convener
2	Uttam Kumar Singh	Member
3	Reshma Kassim	Member
4	Antu Thomas	Member
5	Shaji Paul	Member
6	Vinu Kurian	Member

Agenda

- Review of current matters pertaining to Student Grievance
- Matters discussed and action taken

Review of current matters pertaining to Student Grievance:

- Based on the detailed allegations from the students, the committee convened to ask pointed questions to the faculty member to ascertain the crux of the complaints.
- The faculty member was invited on 23rd August 2023 to appear before the committee, including the Principal, immediately after she had completed her vacation and returned to campus.

Matters discussed and decisions taken:

1. The teacher explained her stand and what transpired in the interaction with students.
2. The committee felt that many of the issues could be resolved if the teacher and the students took an amiable stand, with the teacher not resorting to antagonizing the students, and the students willing to adapt to the teacher.
3. The committee presented a detailed report to the Principal with the findings, followed by suggestions and recommendations that could be communicated.
4. It was decided that once the Principal communicated with the faculty member and the HOD of the department, the Convener and the Head of Student Affairs would go to the classroom and have an informal talk to get feedback from the students.

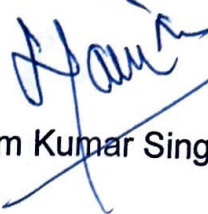


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The meeting concluded at 11:50 AM.

Prepared By:


Jason Cherian Issac

Verified By:


Uttam Kumar Singh



Student Grievance Redressal Committee Meeting Minutes

Time: 11:45 PM Date: 8th September 2023

Venue: RB Classroom, AK Block

Members

Sl. No	Name of Faculty Member	Role/ Designation
1	Jason Cherian Issac	Convener
2	Uttam Kumar Singh	Member
3	Reshma Kassim	Member
4	Antu Thomas	Member
5	Shaji Paul	Member
6	Vinu Kurian	Member

Agenda

- Review of current matters pertaining to Student Grievance
- Matters discussed and action taken

Review of current matters pertaining to Student Grievance:

- The Convener and Head of Student Affairs went to the classroom to get feedback from the students and also communicate the actions taken regarding their complaint.
- The points that were recommended in the report and the consensus of the Principal about implementation was ensured before meeting the students.

Matters discussed and decisions taken:

1. The meeting was held in the RB classroom in the AK block during class hours, after taking permission from the HOD and the allotted staff member.
2. The students were assured that appropriate action regarding their grievance was formulated and their department was being informed.
3. The students were queried about any harassment or opposition they faced in the aftermath of their complaint, and they reported no such adverse moves.
4. The students were also advised to adapt to certain situations from their side, because no two individual teachers are alike.
5. The students were content with the action taken so far. They were encouraged to approach the grievance redressal committee again if another situation arose in the future.



The meeting concluded at 12:05 PM.

Prepared By:

Verified By:

Jason Cherian Issac

Uttam Kumar Singh



CIRCULAR

10/01/2024

The online portal for grievance along with details of Ombudsperson and SGRC are as follows:

1. Students can submit an application seeking redressal of grievance. through the link available in college website: <https://saintgits.org/feedback-grievance-redressal/>. Students can also drop their grievances(if any) in the grievances/suggestion boxes.
2. Ombudsperson of APJ Abdul Kalam Technological University- Dr Dharmaraj Adat.
3. Members of the Students Grievance Redressal Committee(SGRC)

Name of Member	Dept.	Designated Position
Dr. Anju Pratap	CSE	Chairperson
Members		
Dr. Binu K Mathew	EE	Professor
Mr. Uttam Kumar	Phy. Edn	Asst. Professor
Dr. Biku Abraham	MCA	Professor
Dr. Elgin Alexander	MBA	Assoc. Professor.
Ms. Daya Rachel Koshy	S7 CS	Student - Special invitee
Ms. Agitha M S	EC	Assistant Professor (Sr)-SC/ST representative

Anju Pratap
Dr. Anju Pratap 10/01/2024

Anju Pratap
10/01/24

PRINCIPAL
Saintgits College of Engineering (Autonomous)
Pathamuttom, Kottayam - 686 532





Minutes of the Student Grievance and Redressal Cell Meeting (Meeting No. #1)

Saintgits College of Engineering (Autonomous), Kottayam – 68653

Venue: RB Seminar Hall







Date and Time: 05/02/24, 01:10 PM to 01:30 PM

SCE/SGRC/23-24/M-01

Agenda

- A1. Addressing the updated committee members
- A2. Guidelines as per UGC and AICTE
- A3. Any other relevant matter

Members Present:

- 1. Dr. Anju Pratap (CSE), Chairperson 
- 2. Dr. Binu K Mathew (EEE), Professor 
- 3. Mr. Uttam Kumar (Phy.Edn), Asst. Professor 
- 4. Ms. Daya Rachel Koshy (CSE), S8 Student Representative 
- 5. Ms. Agitha M.S (ECE), Asst. Professor(Sr.) 
- 6. Dr. Biku Abraham (MCA), Professor 

Members Absent:

- 1. Dr. Elgin Alexander (MBA), Assoc. Professor

The Meeting started at 01.10 pm at the RB Seminar Hall with a silent prayer.

1. Action Taken Report of the last SGRC meeting (held on ~~DDMMYYYY~~)

Decisions of the previous Meeting	Actions taken
First Meeting	





2. Approval of previous meeting minutes.

Not Applicable

A1. Address by the chairperson

The chairperson addressed the committee members, reminding the purpose and action plan of the committee. This committee has been reconstituted as per the revised guidelines. The guidelines given by UGC and AICTE has been reviewed and summarized.

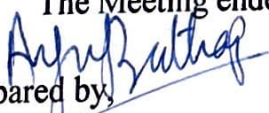
A2. Guidelines as per UGC and AICTE


This committee was formulated in the institution level by the Principal, adhering to the guidelines of UGC, AICTE and parent university: A P J Abdul kalam technological university. Students can submit an application seeking redressal of grievance, through the link available on the college website: <https://saintgits.org/feedback-grievance-redressal/>. Students can also drop their grievances in the grievances/suggestion boxes, which will be opened on 15th day of every month for a review. Even if no grievances received, the committee plans to meet on 16th day of every month or the immediate next working day of 16th if it is a holiday.

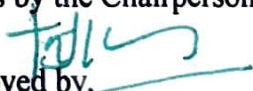
A3. Any other relevant matter

Mr. Uttam Kumar suggested to include an additional invitee, representing the boys and hostel inmates, and/or PG.

The Meeting ended at 01.30 pm with a formal vote of thanks to all members by the Chairperson.

Prepared by, 
Name: Dr. Anju Pratap
(Chairperson)

Verified by, 
Name: Mr. Uttam Kumar
(Member)

Approved by, 
Name: Dr. Sudha T
(Principal)



Minutes of the Student Grievance and Redressal Cell Meeting (Meeting No. #1)

Saintgits College of Engineering (Autonomous), Kottayam – 68653

Venue: RB Seminar Hall

Date and Time: 07/09/24, 01:00 PM to 01:30 PM

SCE/SGRC/24-25/M-01

Agenda

- A1. Additional Invitee
- A2. Any other relevant matter- Updating data in AICTE Portal.

Members Present:

- 1. Dr. Anju Pratap (CSE), Chairperson *Anju Pratap*
- 2. Dr. Binu K Mathew (EEE), professor *Binu K Mathew*
- 3. Dr. Elgin Alexander (MBA), Assoc. Professor *Elgin Alexander*
- 4. Mr. Uttam Kumar (Phy.Edn), Asst. Professor *Uttam Kumar*
- 5. Ms. Daya Rachel Koshy (CSE), S8 Student Representative *Daya Rachel Koshy*
- 6. Ms. Agitha M.S (ECE), Asst. Professor(Sr.) *Agitha M.S* For Aaron Thomas Blesser

The Meeting started at 01.00 pm at the RB Seminar Hall with a silent prayer.

1. Action Taken Report of the last SGRC meeting (held on 05/02/2024)

Decisions of the previous Meeting	Actions taken
First Meeting of this academic year. But a boy student has been included as a member.	

2. Approval of previous meeting minutes.

Minutes of the meeting held on 05/02/2024 has been approved. However, grievances and suggestion boxes were checked on regular monthly basis, and no grievance has been received since the previous





meeting. Casual meetings were conducted on the 16th of every month or its immediate next working day even grievances are not received.

A1. Address by the chairperson

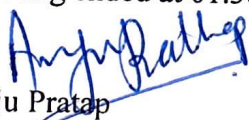
The chairperson addressed the committee members, reminding the purpose and action plan of the committee by reading the guidelines of UGC and AICTE. The summary as follows:


This committee was formulated in the institution level by the Principal, adhering to the guidelines of UGC, AICTE and parent university: A P J Abdul kalam technological university. Students can submit an application seeking redressal of grievance, through the link available on the college website: <https://saintgits.org/feedback-grievance-redressal/>. Students can also drop their grievances in the grievances/suggestion boxes, which will be opened on 15th day of every month for a review. Even if no grievances received, the committee plans to meet on 16th day of every month or the immediate next working day of 16th if it is a holiday.

A3. Any other relevant matter

No matter grievances received or not, the data has been updating in the AICTE portal available in the link: <http://www.facilities.aicte-india.org/survey/grievances.php>.

The Meeting ended at 01.30 pm with a formal vote of thanks to all members by the Chairperson.

Prepared by, 
Name: Dr. Anju Pratap
(Chairperson)

Verified by, 
Name: Mr. Uttam Kumar
(Member)

Approved by, 
Name: Dr. Sudha T
(Principal)

