



# P.K.M. COLLEGE OF EDUCATION

MADAMPAM, KAITHAPRAM P. O., KANNUR – 670 631

(Govt. Aided Teacher Education Institution affiliated to Kannur University)

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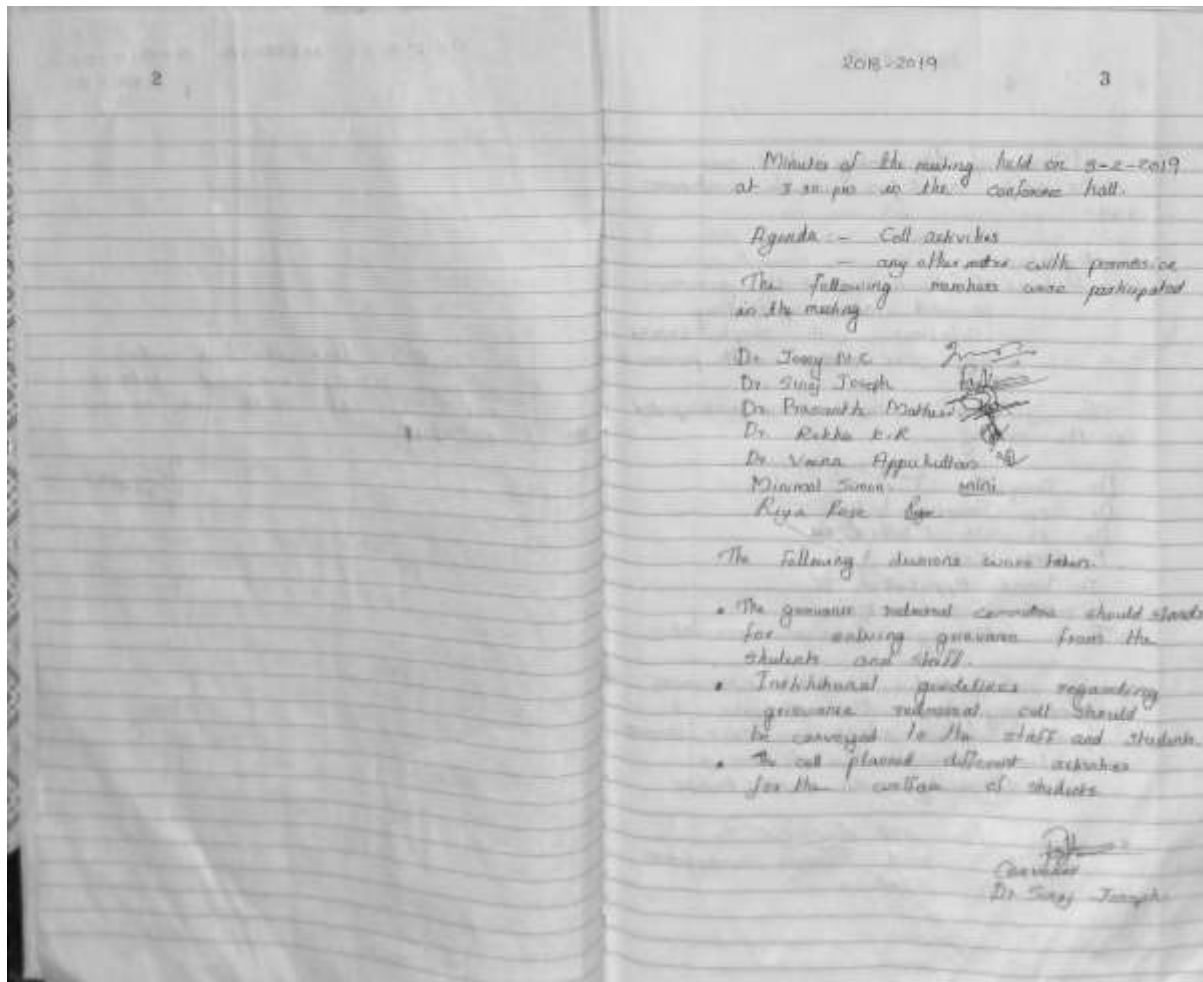
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**2.6.3: Mechanism for grievance redressal related to examination is operationally effective**

## MINUTES OF GRIEVANCE COMITTEE



### 2.6.3: Mechanism for grievance redressal related to examination is operationally effective



2018-2019.

4

Minutes of the meeting held on 15.3.2019 at 9 pm in the conference hall.

Agenda -

- To discuss about the guidance received about providing cafeteria with simple snacks.
- Any other matter with permission.

The following members were participated in the meeting

- Dr. Jeyaraj
- Dr. Suresh Joseph
- Dr. Praveen Mathan
- Dr. Lakshmi R.
- Dr. Veena Appakutty
- Dr. Anand Simon

The following decisions were taken

- The col decided about the guidance received regarding the cafeteria & decided to start a new cafeteria with tea & snacks after discussing with other bodies.
- Also the col decided to provide a good catering arrangement in the cafeteria.

Action Taken Report

As per the decisions taken in the last cell meeting a full fledged cafeteria opened with catering arrangements for both students and staff members.

Dr. Suresh Joseph

Minutes of the meeting held on  
8-1-2019 at 3:30 pm in the  
conference hall

Agenda - activities in the academic  
year 2019-2020

The following members were participated  
in the meeting

Dr. Jessy N.C. [Signature]  
Dr. Sreejith Joseph [Signature]  
Dr. Prasanth Mathan [Signature]  
Dr. Rakha K.K. [Signature]  
Dr. Veena Appatharan [Signature]  
Miriam Simon [Signature]

The following decisions were taken

- It is decided to improve the  
structure of Awareness Roadshow  
cell in the academic year 2019-2020
- It is decided to convey the  
guidelines regarding  
the guidance manual cell  
in the Orientation Bridge course  
for students

[Signature]  
Dr. Sreejith Joseph

Minutes of the meeting held on  
1-1-2020 at 3:30 pm in the  
conference hall

Agenda - To discuss about the  
guidance manual about the  
action research.  
• Any other matter with the  
permission.

The following members were participated  
in the meeting.


Dr. Jessy N.C. [Signature]  
Dr. Sreejith Joseph [Signature]  
Dr. Prasanth Mathan [Signature]  
Dr. Rakha K.K. [Signature]  
Dr. Veena Appatharan [Signature]  
Miriam Simon [Signature]  
Suzana Saji [Signature]

The following decisions were taken

- It is decided to take the guidance  
regarding the clarity of action  
research
- The cell decided to inform the master  
immediately to optional teachers to  
solve the issue at the earliest.
- The optional teachers should give  
a clear picture about the action  
research to student teachers.  
They should give a feedback to  
the cell as early as possible.

Action Taken Report:-

As per the decision taken in the last meeting the call informed the issue to all optional teachers in the staff council. All teachers clarified the issue immediately in optional class rooms and given a feed back on it.

  
 Convener  
 Dr. Sreejith Joseph

Minutes of the meeting held on 6-2-2020 at 3 pm in the conference hall.


Agenda:- Reviewing the activities of Grievance Redressal Cell in the academic year 2019-2020

The following members were participated in the meeting.

Dr. Sreejith Joseph  
 Dr. Sreejith Joseph  
 Dr. Prasanth Mathew  
 Dr. Ketha R.K.  
 Dr. Venu Appukuttan  
 Mr. Suresh Suresh  
 Mr. Suresh Suresh

The following decisions were taken.

- The cell meeting reviewed the activities of Grievance Redressal Cell in the last academic year & found satisfactory well.
- It is also decided to further the cell more actively in the coming year.

  
 Convener  
 Dr. Sreejith Joseph

Minutes of the meeting held on 8-6-2020 at 2:30 pm in the principals chamber.

Agenda - Planning of activities in the academic year 2020-2021.

The following members were participated in the meeting.

Dr. Jagan N.C.  
 Dr. Praveen Mathur  
 Dr. Veena Appalton  
 Mrs. Jagan Jose  
 Minimal Simon  
 Shreya P.D.

The following decisions were taken.

- The committee should be constituted.
- The grievance should be solved within 7 days of receiving it.
- All members should be actively participate.
- Timely report & take necessary actions needed.

Convenor  
 Dr. Praveen Mathur

Minutes of the online meeting held on 27-8-2020 at 5 pm in the Google meet platform.

Agenda - To discuss about the grievance raised about infrastructure.  
 • Any other matter with permission.

The following members were participated in online meeting.

Dr. Jagan N.C.  
 Dr. Praveen Mathur  
 Dr. Veena Appalton  
 Mrs. Jagan Jose  
 Minimal Simon  
 Mrs. Shreya P.D.

The following decisions were taken.

- It is decided to take necessary actions required to improve infrastructure facilities.

- It is decided to take necessary actions required to apply EOD project for improving infrastructure facilities.

Action taken Report -

The cell has taken necessary steps to provide infrastructure facilities required in the campus.

Convenor  
 Dr. Praveen Mathur

Minutes of the meeting held on 24-3-2021 at 9.30 pm at conference hall

- Agenda -
- To discuss about the grievance received about the class timings
  - Any other matter with permission of the chair.

Following members were participated in the meeting

Dr. Jagan N.C. ✓  
 Dr. Pradip Nath ✓  
 Dr. Vana Appulunan ✓  
 Mr. Jagan ✓  
 Minnal Suresh ✓  
 Shaka P.S. ✓  
 Laya K. Bala ✓

- The following discussions were taken
- The call decided to take necessary actions required to change the class timings as a solution for the grievance received
  - The call decided to inform staff council & discuss about changing class timings from 9.30 am to 4.30 pm

### Action taken report

The college timing changed according to the decision taken in the last call meeting. The class timings will be 9.30 am to 4.30 pm.



Convener  
 Dr. Pradip Nath

Minutes of the meeting held on 12-9-2022 at 5pm through online platform Google Meet

Agenda -

- To discuss about the activities of the cell in the academic year 2021-22.

The following members were participated in the meeting

Dr. Jany M.C. Joshi  
 Dr. Pravinth Mathur  
 Dr. Vasa Appukutlan  
 Mrs. Jyoti Jose  
 Manoj Simen  
 Mrs. Shikha P.S. Joshi  
 Manisha P.

The following decisions were taken.

- The cell decided to assess an effective functioning in the institution.
- The cell decided to convey the procedure and guidelines of guidance cell to the students in the beginning of the course.

Dr. Pravinth Mathur  
 Dr. Pravinth Mathur

Minutes of the meeting held on 12-9-2022 at 5pm through online platform Google Meet

Agenda -

- To discuss about the grievance received about the lack of library books for recreational purposes.

- Any other matter with permission.

The following members were participated.

Dr. Jany M.C. Joshi  
 Dr. Pravinth Mathur  
 Dr. Vasa Appukutlan  
 Mrs. Jyoti Jose  
 Manoj Simen  
 Mrs. Shikha P.S. Joshi  
 Manisha P.

The following decisions were taken in the meeting

- The cell decided to take necessary actions needed to increase the books for recreational purposes in the library.
- The cell decided to discuss the matter with the librarian & do necessary actions needed.

Action taken report :-

As per the decisions many articles, Journals etc for recreational purpose were subscribed in the library. Also introduced a book donating programme to library.



Chairman  
Dr. Prasanth Mathan

Minutes of the meeting held on 21-12-2022 at 3pm in the conference hall.

Agenda:-

- To discuss about the grievance received regarding the wifi strength.
- Any other matter with permission.

The following members were participated in the meeting.

- Dr. Jayy M.C.
- Dr. Prasanth Mathan
- Dr. Vana Appunaidu
- Mrs. Javed Jari
- Mrs. Sima
- Mrs. Shalini
- Mrs. ...

The following decisions were taken in the meeting.

- The cell decided to take necessary actions needed to solve the grievance received about wifi strength.
- It is decided to discuss the matter with staff council members & take necessary actions further needed to increase wifi strength.

Action taken report

After the discussion with principal and staff council the wifi strength increased in the campus.

Dr. Prasanth Mathan

Minutes of the meeting held on  
19-7-2022 at 9:30 PM in  
the conference hall.

#### Agenda

- To discuss about the grievance  
received about lack of availability of class  
in the morning.
- Any other matter with permission.

The following members were participated

Dr. Jagjit Singh ✓  
Dr. Praveen Mathur ✓  
Dr. Veena Rajakumar ✓  
Mrs. Jyoti Jais ✓  
Miss. Simran ✓  
Mrs. Shubh. PD ✓  
Pooja Das ✓

The following discussion were taken  
in the meeting

- The call decided to discuss about  
the matter with staff council.
- The call decided to make necessary  
arrangement for providing  
sufficient class during inter-  
period.

#### Action taken report

The call discussed the matter with  
staff council and made necessary  
arrangement by contacting concerned  
officials before the inter-ship starts  
completion.

Con-  
Dr. Praveen Mathur

Minutes of the meeting held on  
11/12/22 at 2 pm at in the  
conference hall

### Agenda

- To discuss about the grievance received regarding the training on effective use of digital resources.
- Any other matter with permission

The following members were participated in the meeting

Dr. Jancy M.C  
Dr. Prabhath Mathan  
Dr. Venka Appabhattar  
Mrs. Jamal Jose

Minamol Sreed  
Miss Shalini P.P.  
Prof. Dr.

Decision taken in the meeting

- The coll decided to provide more learning workshops on digital resources.
- The coll decided to discuss with this matter with staff council

### Action taken report

As per the decisions in the meeting different learning workshops on digital resources were conducted in the institution.

Approved  
Dr. Prabhath Mathan

2023-2024

Minutes of the meeting held on  
2-6-2023 at 3pm in the  
conference hall.

Agenda -

- To discuss about the cell activities in the academic year 2023-2024.
- Any other matter with permission.

The following members were participated in the meeting

Dr. Jany n.c.  
Dr. Prakash Mathur  
Dr. Vana Appukuttan  
Mrs. Jany Jose  
M. Anil Suresh  
Mrs. Shama P.S.  
Raja T. Mathur

The following decisions were taken in the meeting.

- It is decided to improve the cell activities in different dimensions.
- It is decided to provide sheets to report grievances if they have.
- Planned different activities for the academic year 2023-2024.

Convenor  
Dr. Prakash Mathur

Minutes of the meeting held on  
25-03-23 at 4pm in the  
conference hall.

Agenda -

- To discuss about the grievances received regarding the transfer of student teachers in schools for internship.
- Any other matter with permission.

The following members were participated in the meeting

Dr. Jany n.c.  
Dr. Prakash Mathur  
Dr. Vana Appukuttan  
Mrs. Jany Jose  
M. Anil Suresh  
Mrs. Shama P.S.  
Raja T. Mathur

The following decisions were taken in the meeting.

- It is decided to solve the matter in an appropriate way.
- It is decided to report & discuss the matter with staff council & distribute the sheets in each school in an appropriate way.

Action taken report

As per the decisions taken in the last meeting of the Cell the student teachers were distributed appropriately in each co-operative school for the internship. Increased the number of student teachers in different schools.

  
 Co-ordinator  
 Dr. Braanth Mathew

Minutes of the meeting held on 2-12-23 at 3:00 pm in the conference hall.

Agenda

To discuss about the grievance received regarding the lack of smart class rooms during internship.

The following members were participated in the meeting.

Dr. Jony N.C.  
 Dr. Pradeesh Mathew  
 Dr. Varna Appabattan  
 Mrs. Jomol Jose  
 Minnal Sima  
 Mrs. Shreya P.K.  
 Raju T Mathew

The following decisions were taken in the meeting.

- It is decided to inform the co-operative schools about the need of smart classrooms for student teachers during internship.
- It is also decided to discuss the matter with the staff council.

Action taken report

The institution requested all co-operative schools for providing sufficient smart classrooms during internship period.

  
Convener  
Dr. Praveen Mathew