



P.K.M. COLLEGE OF EDUCATION

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

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

Recognized by NCTE included under UGC 2(f) & 12(B) category

Accredited by NAAC with 'A' Grade, (Second cycle -4 point scale), RUSA 2.0 beneficiary

5.1.3: The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as

1. Institution has guidelines regarding redressal mechanism approved by appropriate statutory/regulatory bodies
2. Details of members of grievance redressal committees are available on the institutional website
3. Awareness programmes are conducted to communicate the guidelines for redressal of student grievances to teachers and students
4. Provision for students to submit grievances online/offline
5. Grievance redressal committee meets on a regular basis
6. Students' grievances are addressed within 7 days of receiving the complaint

GRIEVANCE MECHANISM



Institution has guidelines regarding redressal mechanism approved by appropriate statutory/regulatory bodies

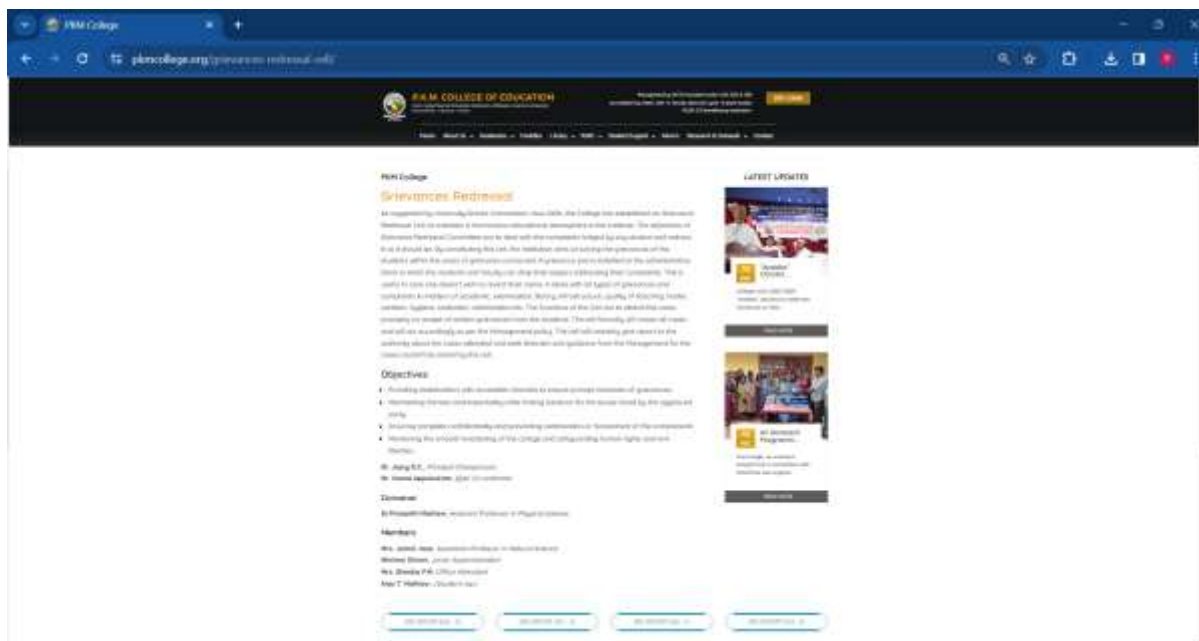


P. K. M. College of Education, Madampam



Policy for Grievance and Redressal: [https://pkmcollege.org/wp-content/uploads/2024/02/Policy_for Grievance and Redressal.pdf#toolbar=0](https://pkmcollege.org/wp-content/uploads/2024/02/Policy_for_Grievance_and_Redressal.pdf#toolbar=0)

Details of members of grievance redressal committees are available on the institutional website



Grievances Redressal Committee: <https://pkmcollege.org/grievances-redressal-cell/>

Awareness programmes are conducted to communicate the guidelines for redressal of student grievances to teachers and students



P.K.M. COLLEGE OF EDUCATION

(Govt. Aided Teacher Education Institution affiliated to Kannur University)
MADAMPAM, KANNUR - 670631

AWARENESS PROGRAMME ON INSTITUTIONAL GRIEVANCE REDRESSAL PROCESS

2018 - 2019

An awareness programme on grievance redressal was conducted as a continuation of student orientation programme with the aim of familiarizing students with the procedures available for addressing their grievances. The programme was organized by the college in collaboration with the IQAC.

Objectives:

To educate students about the importance of grievance redressal mechanisms.

To inform students about the different channels available for addressing their grievances.

To encourage students to utilize the grievance redressal system effectively.

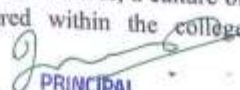
The programme began with an introduction to the concept of grievance redressal and its significance in maintaining a conducive learning environment in the campus.

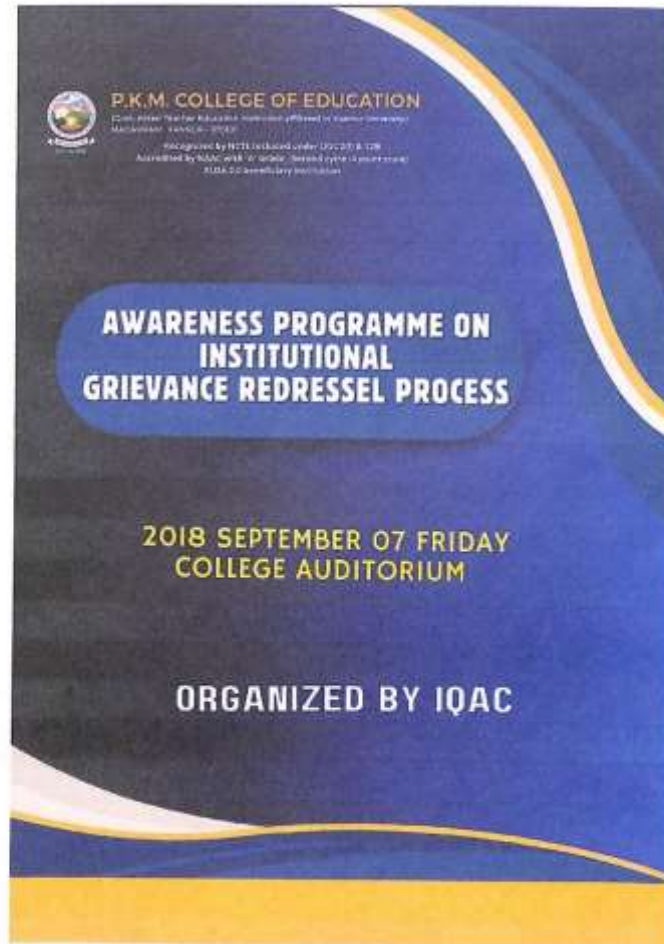
A detailed presentation was delivered explaining the institutional policy and various grievance redressal mechanisms available to students, including the college grievance cell, online portals, and direct communication with faculty and administration.

The awareness programme was well-received by the students, with active participation was observed throughout the session. Students expressed their appreciation for the initiative taken by the college in addressing their concerns and providing them with the necessary information to seek redressal for any grievances they may encounter.

The awareness programme on grievance redressal, was successful in imparting valuable information to students and empowering them to seek redressal for any grievances they may have. It is hoped that through such initiatives, a culture of open communication and resolution will be fostered within the college community.




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KANDAPURAM, KANNUR DT, -670631




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KAITHAPRAM P.O, MADAMPAM
KANNUR - 670 031



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AWARENESS PROGRAMME ON INSTITUTIONAL GRIEVANCE REDRESSAL MECHANISM

2019 – 2020

An interactive workshop on grievance redressal was organized as a continuation of student orientation programme to educate students about the procedures and mechanisms available for addressing their concerns and grievances effectively. Objectives of the programme are

To raise awareness among students about the importance of grievance redressal.

To familiarize students with the existing grievance redressal mechanisms in the college.

To empower students to utilize the grievance redressal system confidently.

The workshop commenced with an introduction to the concept of grievance redressal, emphasizing its role in maintaining a harmonious academic environment.

A comprehensive overview of the grievance redressal mechanisms available at the College including the grievance cell, online portals, and faculty-student communication channels, was provided.

An interactive session was held, encouraging students to seek clarification on any aspects of the grievance redressal process.

The workshop received positive feedback from participants, who found the information provided to be valuable and relevant to their academic journey. Students expressed increased confidence in navigating the grievance redressal system and appreciated the opportunity to engage in practical exercises.

The grievance redressal awareness workshop at PKM College of Education served as an important platform for empowering students with the knowledge and skills necessary to address their concerns effectively. By fostering a culture of open communication and accountability, the college aims to create a supportive environment conducive to academic and personal growth.





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KAITHAPRAM P.O, MADAMPAM
MADAMPAM, KANNUR DT., -670631

P.K.M. COLLEGE OF EDUCATION
 K.O.N, KASAR Teacher Education Institutions Affiliated University
 MADAMPAM, KANNUR - 670 631
 Accredited by NAAC with Highest Grade 'A' (2017)
 Approved by IQAC with 100% compliance score - 4.00 (100%)
 ISO 9001:2015 CERTIFIED INSTITUTION

**AWARENESS PROGRAMME ON
 INSTITUTIONAL GRIEVANCE
 REDRESSAL MECHANISM**

**2019 JULY 09 TUESDAY
 COLLEGE AUDITORIUM**

ORGANIZED BY IQAC




[Signature]
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 KATHAPRAM P.O, MADAMPAM
 BEKANDARITAM, KANNUR DT.-670631



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MADAMPAM, KANNUR - 670631

AWARENESS PROGRAMME ON INSTITUTIONAL GRIEVANCE REDRESSAL POLICY AND MECHANISM

2020-2021

An informative session on grievance redressal was conducted as a continuation of Student Induction Programme with the objective of educating students about the grievance redressal mechanisms available to them and encouraging their active participation in resolving any issues that they may encounter.

Objectives:

To increase students' awareness of the grievance redressal procedures and mechanisms.

To empower students to effectively communicate their grievances and seek resolution.

To promote a culture of transparency and accountability within the college community.

The session began with an introduction to the concept of grievance redressal and its significance in promoting a positive learning environment. A detailed overview of the various grievance redressal mechanisms available at the College, including the grievance cell, faculty members, and administrative staff, was provided. A live demonstration of the college's online grievance portal was conducted to familiarize students with the process of submitting online grievances. An interactive discussion was facilitated to address any queries or concerns raised by the students regarding the grievance redressal process. The role of student representatives in advocating for their peers and facilitating the grievance redressal process was highlighted.

The grievance redressal awareness session was successful in increasing students' understanding of the grievance redressal process and empowering them to seek resolution for any issues they may face. By fostering open communication and collaboration, the college aims to create a supportive environment conducive to the holistic development of its students.




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SREEKANDAPURAM, KANNUR DT.,-670631



**AWARENESS PROGRAMME ON
INSTITUTIONAL GRIEVANCE
REDRESSAL POLICY AND MECHANISM**

**28-12-2020, MONDAY
@COLLEGE AUDITORIUM**

**Organized
by
IQAC**




**PRINCIPAL
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KAITHAPRAM P.O, MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631**



P.K.M. COLLEGE OF EDUCATION

(Govt. Aided Teacher Education Institution affiliated to Kannur University)
MADAMPAM, KANNUR - 670631

AWARENESS PROGRAMME ON INSTITUTIONAL GRIEVANCE REDRESSAL MECHANISM

2021-2022

A Grievance Redressal Workshop was organized as a continuation of Student Induction Programme with the aim of enlightening students about the grievance redressal procedures and fostering a culture of transparency and accountability within the institution.

Objectives:

To educate students about the importance of grievance redressal in maintaining a harmonious academic environment.

To familiarize students with the grievance redressal mechanisms available at college.

To empower students to effectively utilize the grievance redressal system for addressing their concerns.

The workshop commenced with a welcome address by the faculty, followed by an introduction to the purpose and objectives of the session. A comprehensive presentation was delivered, highlighting the significance of grievance redressal and providing an overview of the grievance redressal mechanisms available at college.

Interactive sessions were conducted to encourage students to share their experiences and concerns regarding grievance redressal.

A question and answer session was held to address any queries or doubts raised by the students regarding the grievance redressal process.

The Grievance Redressal Workshop proved to be a beneficial initiative in educating students about the grievance redressal mechanisms and empowering them to address their concerns effectively. By promoting a culture of openness and accountability, the college aims to enhance the overall learning experience for its students.




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P.K.M. COLLEGE OF EDUCATION
 (Govt. Aided Teacher Education Institution affiliated to Kannur University)
 MADAMPAM, KANNUR - 670631
 Affiliated to I.C.T.E. Institute under UGC, P.K.M. College
 Accredited by NAAC, A-1 Grade, Government of India, New Delhi
 ISO 9001:2015 Certified Institution

AWARENESS PROGRAMME ON INSTITUTIONAL GRIEVANCE REDRESSAL MECHANISM

DATE: 2021 NOVEMBER 12

@COLLEGE AUDITORIUM

ORGANIZED BY IQAC



[Signature]
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MADAMPAM, KANNUR - 670631

AWARENESS PROGRAMME ON INSTITUTIONAL GRIEVANCE REDRESSAL MECHANISM

2022 – 2023

An awareness program on grievance redressal was conducted as a continuation of student induction programme with the objective of informing students about the existing mechanisms for addressing grievances and promoting a supportive environment conducive to learning and growth.

Objectives:

To educate students about the importance of grievance redressal in ensuring a conducive academic environment.

To familiarize students with the grievance redressal procedures and channels available at PKM College of Education.

To encourage students to actively participate in the grievance redressal process and seek resolution for their concerns.

The program commenced with a welcome address by the faculty in charge, emphasizing the significance of grievance redressal in fostering a culture of transparency and accountability.

A presentation was delivered to provide students with an overview of the grievance redressal mechanisms available at College, including the grievance cell, faculty members, and administrative staff. An interactive session was held to address any queries or concerns raised by the students regarding the grievance redressal process.

The grievance redressal awareness program was successful in increasing students' understanding of the grievance redressal process and empowering them to seek resolution for any issues they may face. By fostering open communication and collaboration, the college aims to create a supportive environment conducive to the holistic development of its students.




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P.K.M. COLLEGE OF EDUCATION
 (Govt. Aided Teacher Education Institution affiliated to Kannur University)
 MADAMPAM, KANNUR - 670631
 Recognized by NCTE, Hyderabad on the 11.02.1988 & 12.02.1988
 Accredited by NAAC, New Delhi, Second cycle - 4 (Good) level
 ISO 9001:2015 certified institution

**AWARENESS
 PROGRAMME ON
 INSTITUTIONAL
 GRIEVANCE REDRESSAL
 MECHANISM**

**06-10-2022, MONDAY
 @ COLLEGE AUDITORIUM**

**ORGANIZED BY
 IQAC**



[Signature]
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 KAITHAPRAM P.O, MADAMPAM
 SREEKANDAPURAM, KANNUR DT.,-670631

Provision for students to submit grievances online/offline

Sample Forms

STUDENT GRIEVANCE FORM

Name of the Student <i>(Optional):</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Batch:	
Date:	
Nature of Grievance:	<input type="checkbox"/> Administration <input type="checkbox"/> Internal Examination <input type="checkbox"/> General Facilities <input type="checkbox"/> Hostel <input type="checkbox"/> Hygiene <input type="checkbox"/> Infrastructural Facilities <input type="checkbox"/> Internship <input type="checkbox"/> Library <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sports <input checked="" type="checkbox"/> Teaching Learning <input type="checkbox"/> Any Other
Description of the Grievance:	<p>provide catteria service including lunch simple snacks etc.</p> <p>* Teachers should not interfere with the personal matters of students</p>

Supporting Document: *the personal matters of students*

1.
2.

Please attached any relevant documents, such as screenshots, emails, or any other evidence that supports your grievance

Declaration:

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information


Date: _____ Signature of the Student (Optional) _____


For office use only

No: _____ Date of receipt of the form: _____


Brief summary of action taken: *It is decided to start/renovate cafeteria with good seating arrangements.*

Date: _____
 Instructions:
 Please fill out the form completely and accurately.
 Submit the form to the College Grievance Redressal Cell


 Signature of C.G.R. Redressal Cell


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 P.K.M. COLLEGE OF EDUCATION
 KATHAPRAM P.O, MADAMPAM
 SREEKANDAPURAM, KANNUR DT., -670631
 Accredited by SSCAI with 'A' Grade, Decree No. 1 dated 2018
 E-mail: pkmcollege@rednet.in Website: www.pkmcollege.in

P.K.M. COLLEGE OF EDUCATION
 MADAMPAM, KATHAPRAM P.O, KANNUR - 670631
 (Govt. Aided Teacher Education Institution affiliated to Kannur University)



STUDENT GRIEVANCE FORM

Name of the Student <i>(Optional):</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Batch:	
Date:	
Nature of Grievance:	<input type="checkbox"/> Administration <input type="checkbox"/> Internal Examination <input type="checkbox"/> General Facilities <input type="checkbox"/> Hostel <input type="checkbox"/> Hygiene <input type="checkbox"/> Infrastructural Facilities <input type="checkbox"/> Internship <input type="checkbox"/> Library <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sports <input checked="" type="checkbox"/> Teaching Learning <input type="checkbox"/> Any Other
Description of the Grievance:	<i>• Clarification is needed for Action - Research</i>

Supporting Document:

- 1.
- 2.

Please attached any relevant documents, such as screenshots, emails, or any other evidence that supports your grievance

Declaration:

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information

Date:

Signature of the Student (Optional)

For office use only

No:

Date of receipt of the form:

Brief summary of action taken: *The cell decided to inform staff council & teacher concerned to solve the issue & also decided to receive feedback from teachers & students*

Date:

Instructor:

Please fill out the form completely and accurately. Submit the form to the College Grievance Redressal Unit.



Signature of SAC Grievor

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KAITHAPRAM P.O., MADAMPAM
SREEKANDAPURAM, KANNUR DT. - 670631
Accredited by NAAC with 'A' Grade, Government of India

STUDENT GRIEVANCE FORM

Name of the Student <i>(Optional):</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Batch:	
Date:	
Nature of Grievance:	<input type="checkbox"/> Administration <input type="checkbox"/> Internal Examination <input type="checkbox"/> General Facilities <input type="checkbox"/> Hostel <input type="checkbox"/> Hygiene <input type="checkbox"/> Infrastructural Facilities <input type="checkbox"/> Internship <input type="checkbox"/> Library <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sports <input checked="" type="checkbox"/> Teaching Learning <input type="checkbox"/> Any Other
Description of the Grievance:	1) Duration of class time can be reduced

Supporting Document:

- 1.
- 2.

Please attached any relevant documents, such as screenshots, emails, or any other evidence that supports your grievance

Declaration:

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information

Date:

Signature of the Student (Optional)

For office use only

No:

Date of receipt of the form:

Brief summary of action taken: The class timings were changed according to the student needs - The timings are from 9.30 am to 4.10 pm

Date:
Instructions:
 Please fill out the form completely and accurately.
 Submit the form to the College Grievance Redressal



[Signature]
 Signature of SAC, Campus

P.K.M. COLLEGE OF EDUCATION
 MADAMPAM, KAITIAPRAM P.O, KANNUR - 670631
 (Govt. Model Teacher Education Institute affiliated to Kerala University)

[Signature]
PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM P.O, MADAMPAM
 Kannur - 670631
 Phone: 0494-2362400/2362401, 2362402, 2362403
 E-mail: pke@pkmcollege.edu.in, www.pke.edu.in

2020-21

STUDENT GRIEVANCE FORM

Name of the Student <i>(Optional):</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Batch:	
Date:	
Nature of Grievance:	<input type="checkbox"/> Administration <input type="checkbox"/> Internal Examination <input type="checkbox"/> General Facilities <input type="checkbox"/> Hostel <input type="checkbox"/> Hygiene <input type="checkbox"/> Infrastructural Facilities <input checked="" type="checkbox"/> Internship <input type="checkbox"/> Library <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sports <input type="checkbox"/> Teaching Learning <input type="checkbox"/> Any Other
Description of the Grievance:	There is lack of infra structure facilities.

Supporting Document:

- 1.
- 2.

Please attached any relevant documents, such as screenshots, emails, or any other evidence that supports your grievance

Declaration:

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information

Date:

Signature of the Student (Optional)

For office use only

No:

Date of receipt of the form:

Brief summary of action taken: The cell has taken necessary steps to provide infrastructure facilities required in the Campus

Date:
Instructions:
 Please fill out the form completely and accurately
 Submit the form to the College Grievance Redressal Cell



[Handwritten Signature]
 Signature of the Student

P.K.M. COLLEGE OF EDUCATION
 MALLAMPAM, KATHAPRAM P.O, KANNUR - 670631
 Phone: 4944754/4944755/4944756/4944757/4944758/4944759

[Handwritten Signature]
PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM P.O, MADAMPAM
SREEKANDARUBAM, KANNUR-DT-670631
 Accredited by AICTE, UGC, NAAC, NMAC, NTA, NCTE, NCTE, NCTE, NCTE
 Email: pkmcollege@rediffmail.com, Website: www.pkmcollege.org

STUDENT GRIEVANCE FORM

Name of the Student <i>(Optional):</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Batch:	
Date:	
Nature of Grievance:	<input type="checkbox"/> Administration <input type="checkbox"/> Internal Examination <input type="checkbox"/> General Facilities <input type="checkbox"/> Hostel <input type="checkbox"/> Hygiene <input type="checkbox"/> Infrastructural Facilities <input type="checkbox"/> Internship <input type="checkbox"/> Library <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sports <input checked="" type="checkbox"/> Teaching Learning <input type="checkbox"/> Any Other
Description of the Grievance:	Lack of library books for recreation purpose and widen the creativity Wifi strength not uniform around the campus, sometimes unavailable

Supporting Document:

- 1.
- 2.

Please attach any relevant documents, such as screenshots, emails, or any other evidence that supports your grievance

Declaration:

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information

Date:

Signature of the Student (Optional)

For office use only

No:

Date of receipt of the form:

Brief summary of action taken:

Many articles & journals for recreational purposes were subscribed in the library. Wifi strength increased.

Date:

Instructions:

Please fill out the form completely and accurately. Submit the form to the College Grievance Redressal Cell.



P.K.M. COLLEGE OF EDUCATION

MADAMPAM, KATHAPPARAM P.O., KATTIPRAM - 679621
 (Call: 1664 Teacher Education Institute of India in Kerala Education)

[Signature]
 Director of AEC, Coimbatore

[Signature]
PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KATHAPPARAM P.O., MADAMPAM
 KATTIPRAM, KATTIPRAM TALUK, KATTIPRAM DISTRICT, KERALA

STUDENT GRIEVANCE FORM

Name of the Student <i>(Optional):</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Batch:	
Date:	
Nature of Grievance:	<input type="checkbox"/> Administration <input type="checkbox"/> Internal Examination <input type="checkbox"/> General Facilities <input type="checkbox"/> Hostel <input type="checkbox"/> Hygiene <input type="checkbox"/> Infrastructural Facilities <input checked="" type="checkbox"/> Internship <input type="checkbox"/> Library <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sports <input type="checkbox"/> Teaching Learning <input type="checkbox"/> Any Other
Description of the Grievance:	The learners prefer more digital resources in teaching and learning. The college should provide more training on effective use of digital resources like Samagra portal.

Supporting Document:

- 1.
- 2.

Please attached any relevant documents, such as screenshots, emails, or any other evidence that supports your grievance

Declaration:

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information

Date:

Signature of the Student (Optional)

For office use only

No:

Date of receipt of the form:

Brief summary of action taken:

Arranged different training workshops on digital resources.

Date:

Read and verified completely and accurately
by the Joint
READER
670 071
College Grievance Redressal Cell

P.K.M. COLLEGE OF EDUCATION
MADAMPAM, KATHAPRAM P.O., KANNUR - 670321
Govt. Model Teacher Education Institute affiliated to Sreejaya University

Signature of P.K.M. Convener

PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KATHAPRAM P.O., MADAMPAM
KANNUR - 670321

STUDENT GRIEVANCE FORM

Name of the Student <i>(Optional):</i>	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Batch:	
Date:	
Nature of Grievance:	<input type="checkbox"/> Administration <input type="checkbox"/> Internal Examination <input type="checkbox"/> General Facilities <input type="checkbox"/> Hostel <input type="checkbox"/> Hygiene <input type="checkbox"/> Infrastructural Facilities <input checked="" type="checkbox"/> Internship <input type="checkbox"/> Library <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sports <input type="checkbox"/> Teaching Learning <input type="checkbox"/> Any Other
Description of the Grievance:	<i>Due to the lack of availability of classes completion of 60 lesson plans is not possible</i>

Supporting Document:

- 1.
- 2.

Please attach any relevant documents, such as screenshots, emails, or any other evidence that supports your grievance

Declaration:

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information

Date:

Signature of the Student (Optional)

For office use only

No.:

Date of receipt of the form:

Brief summary of action taken:

Made necessary arrangements by contacting co-operative schools before the internship period completion.

Date:

Authorisation:

Please fill out this form and accurately Submit the form to the Grievance Redressal Cell



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MADAMPAM, KAITIYAPRAM P.O., MADAMPAM - 626321
A Unit of Teacher Education Institute affiliated to Kuvempu University

[Signature]
Signature of the Grievance Redressal Cell

[Signature]
PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITIYAPRAM P.O., MADAMPAM
MADAMPAM, KAITIYAPRAM P.O., MADAMPAM - 626321

Grievance redressal committee meets on a regular basis

Grievance Committee Minutes

2018-19

2018-2019 3

Minutes of the meeting held on 8-2-2019 at 9.30 pm in the conference hall.

Agenda :- Cell activities
- any other matter with permission

The following members were participated in the meeting.


Dr. Jessy M.C. [Signature]
Dr. Sinej Joseph [Signature]
Dr. Prasanth Mathew [Signature]
Dr. Rakha K.R. [Signature]
Dr. Veena Appukuttan [Signature]
Minnal Simon. [Signature] mini
Riya Rose [Signature] Rye

The following decisions were taken.

- The grievance redressal committee should stands for solving grievance from the students and staff.
- Institutional guidelines regarding grievance redressal cell should be conveyed to the staff and students.
- The cell planned different activities for the welfare of students.

[Signature]
Convener
Dr. Sinej Joseph.

[Signature]
PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITIAPRAM P.O., MADAMPRAI



2018-2019.

4

Minutes of the meeting held on
12-3-2019 at 3 pm in the conference
hall

Agenda:-

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

The following members were participated
in the meeting

Dr. Jessy M.C
Dr. Sinej Joseph
Dr. Prasanth Mathur
Dr. Rakha K.R.
Dr. Veena Appukuttan
Minamol Simon

The following decisions were taken.


- The cell discussed about the grievance received regarding the cafeteria & decided to start a new/renovate cafeteria with tea & snacks after discussing with other bodies.
- Also the cell decided to provide a good seating arrangement in the cafeteria



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KAITHAPRAM P.O., MADAMPAM
SREEKANATHAPURAM, KANNUR DT., 670601


Achar Taken Report

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


Convener

Dr. Sinej Joseph.




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KATHAPRAM P.O, MADAMPAM
SREEKANDAPURAM, KANNUR DT., -670631

2019-20

6

2019-2020

Minutes of the meeting held on
6-6-2019 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
Dr. Singj Joseph
Dr. Prasanth Mathew
Dr. Rekha K.R
Dr. Veera Appukuttan
Minamol Simon

The following decisions were taken

- It is decided to improve the activities of Grievance Redressal cell in the academic year 2019-2020
- It is decided to convey the guidelines & policies regarding the grievance redressal cell in the Orientation Bridge course for students.

Principal
Dr. Singj Joseph



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P.K.M. COLLEGE OF EDUCATION
KATHAPRAM PO, MADAMPAM
SREEKANDAPURAM, KANCHIPURAM DT., -606011



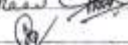
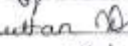
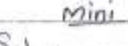
2019-2020

7

Minutes of the meeting held on
1-1-2020 at 3.30 pm in the
conference hall.

Agenda - To discuss about the
grievance received about the
action research.
• Any other matter with the
permission.

The following members were participated
in the meeting.

Dr. Jessy N.C. 
Dr. Suresh Joseph 
Dr. Prasanth Mathew 
Dr. Rakha K.R. 
Dr. Veena Appukuttan 
Minamol Simon Mini
Suseekamol Shaji Sud

The following decisions were taken.


- It is decided to solve the grievance
regarding the clarity of action
research.
- The cell decided to inform the matter
immediately to school teachers to
solve the issue at the earliest.
- The school 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.




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SREEKANDAPURAM, KANNUR DIST., 670621

Action Taken Report:-

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


Convener
Dr. Siney Joseph




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SREEKANDAPURAM, KANNUR DT., -570631

Minutes of the meeting held on
5-3-2020 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 partici-
pated in the meeting.

Dr. Jassy N. C. J

Dr. Sinej Joseph

Dr. Prasanth Mathai

Dr. Rekha K.R.

Dr. Veena Appukuttan

Minamol Simon, Mini

Sweethymal Shaji

The following decisions were taken.

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



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Dr. Sinej Joseph.

Dr. Sinej Joseph.

10 2020-2021

Minutes of the meeting held on 8-6-2020 at 3:30 pm in the principals chamber.

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

The following members were participated in the meeting.

Dr. Jessy N.C
 Dr. Prasanth Mathew
 Dr. Veena Appukuttan
 Mrs. Jomol Jose
 Minimal Simon
 Sheeba P.M

The following decisions were taken.

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



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 SREEKANATHAPURAM, KANNUR DT., 670601




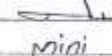


Convener
 Dr. Prasanth Mathew

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

Agenda :- To discuss about the grievance received about infrastructure.

- Any other matter with permission.

The following members were participated in online meeting.

Dr. Jessy N.C. 
 Dr. Prasanth Mathan 
 Dr. Veena Appulunan 
 Mrs. Jambal Jose 
 Minimal Simon 
 Mrs. Shroba P.M. 

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 RUSA project for improving infrastructure facilities.

Action taken Report :-

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



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 KAITHAPRAM P.O., MADAMPAM
 THRISSUR DISTRICT, KERALA - 670531

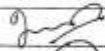
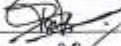






 Prasanth Mathan

Minutes of the meeting held on
24-3-2021 at 3.30 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. Jessy Nici 
 Dr. Prasanth Mathew 
 Dr. Vansa Appukuttan 
 Mrs. Jamal Jose 
 Minamol Simon 
 Shasha P.M 
 Laya K. Baby 

The following decisions were taken

- The cell decided to take necessary actions required to change the class timings as a solution for the grievance received.
- The cell decided to inform staff council to discuss about changing class timings from 9.30 am to 4.10 pm




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 KAITHAPRAM P.O, MADAMPAM
 SREEKANDAPURAM, KANNUR DT, -670631

Action taken report

The college timing changed according to the decision taken in the last coll meeting. The class timings will be 9.30 am to 4.10 pm.



Convener
Dr. Prasanth Mathew



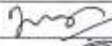

PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KALTHAPRAM P.O., MADAMPAM
SREEKANDAPURAM, KANNUR DT., -670033


Minutes of the meeting held on
22-6-2022 at 5pm through online
platform Google Meet.

Agenda:-

- To discuss about the activities of the cell in the academic year 2021-2022.


The following members were participated in the meeting.


Dr. Jessy N.C. 


Dr. Prasanth Mathew 

Dr. Veena Appukuttan 

Mrs. Jomol Jose

Mimmi Simon 

Mrs. Shasha P.M. 

Manisha P. 

The following decisions were taken.

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


Chairman

Dr. Prasanth Mathew




PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM P.O., MADAMBRA

2021-2022


15


Minutes of the meeting held on
18-8-2022 at 9.10 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. Jessy M.C. 


Dr. Prasanth Mathias 

Dr. Vidya Appukuttan 

Mrs. Jimal Jose 

Minamol Simon 

Mrs. Sheeta P.M. 

Manasha P. 

The following decisions were taken in the meeting.

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




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KUTHAPRAM P.O., MADAMPAM
KOLLAM DISTRICT, KERALA

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.



Dr. Praveen Mathew




PRINCIPAL
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KANTHAPRAM PO, MADAMPAM
SREEKANTHAPURAM, KANTHUR DT., 676321


Minutes of the meeting held on
21-12-2022 at 3 PM 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. Jessy P.C. 


Dr. Prasanth Mathew 

Dr. Veena Appuldas 

Mrs. Jamal Jose 

Minamol Simoli 


Mrs. Sheeba P. 

Manasha P. 

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.




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2021-2022


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Action taken report

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


Convenor
Dr. Prasanth Mathew




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KAITHAPRAM.P.O, MADAMPAM
SREEKANDAPURAM, KANNUR DT.-670631

20 2022-2023

Minutes of the meeting held on
19-7-2022 at 3:30 pm in
the conference hall.

Agenda


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

The following members were participated.

Dr. Jessy P.C	Just
Dr. Prasanth Mathew	[Signature]
Dr. Veena Appukuttan	[Signature]
Mrs. Jomal Jose	[Signature]
Minamol Simoa	Mini
Mrs. Shreya P.D	Shreya
Pragna Das	Pragna

The following decisions were taken in the meeting.

- The cell decided to discuss about the matter with staff council
- The cell decided to make necessary arrangements for providing sufficient classes during internship period



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Action taken report

The cell discussed the matter with staff council and made necessary arrangements by contacting co-operative schools before the internship starts completion.

Convener

Dr. Prasanth Mathew



Principal
P.K.M. COLLEGE OF EDUCATION
KATTAPPURAM P.O., MADAMPAM
SREEKANATHAPURAM, KATTAPPURAM DT., 670631

Minutes of the meeting held on
7-12-2022 at 3 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. Jessy N.C
Dr. Prabhath Mathew
Dr. Veena Appuluttan
Mrs. Jemel Jose
Minamol Simon
Mrs. Sheeba P.D.
Prasanna Sub
Prasanna Das
Decision taken in the meeting

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



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KAITHAPRAM P.O., MADAMPAM
KANNUR DIST., KERALA

2022-2023

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Action taken report

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


Convener
Dr. Prasanth Mathew.




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