

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:08.02.2022

MEETING MINUTES OF (SGRC)

Venue: Chairman's Room

Time: 11:30 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 |
| 7. Ms. Rabiya AK, Counsellor | : | Member |
| 8. Ms. Rashida AP CSE | : | Member |
| 9. 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	How to maintain online students grievance	Nodal officer
3	Motivate Online submission of the students grievance	Nodal officer

Prepared by Nodal officer SGRC

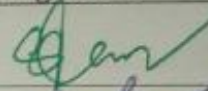
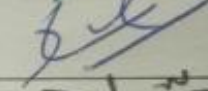
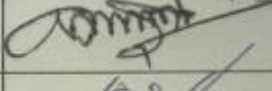
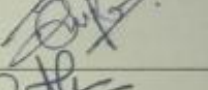
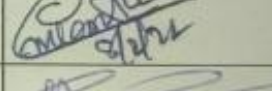

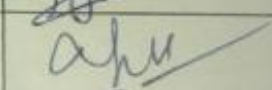
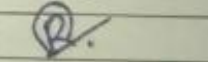
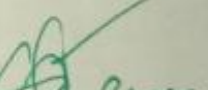
Chairman(SGRC)

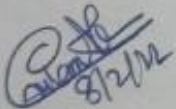
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Attendance Sheet of SGRC Meeting

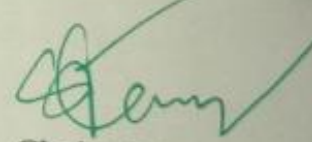
Date: 08/02/2022

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	


8/2/22

Nodal officer



Chairman