



MANGALAM
COLLEGE OF ENGINEERING
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

06/08/2025

NOTICE

Sub:- Constitution of Grievance and Redressal Committee (Faculty) -Reg

As per the Ref No: MLMCE/AC/93 dated 30/07/2025, it is notified to the attention of those concerned that *Grievance and Redressal Committee (Faculty)* has been constituted for the academic year 2025-2026 after the approval of the competent authority with the following composition:

Sl No	Name of Members	Designation & Department	Role
1	Dr. Vinodh P Vijayan	Principal	Chairperson
2	Dr. Biju Paul	University Professor	Member
3	Dr. Vinod Kumar Jacob	KTU Syndicate Member	Official from University or DTE
4	Dr. Devika Sarath	Associate Professor, ECE	Co-ordinator
5	Dr. Simy Mary Kurian	HOD, CSE	Member
6	Mr. Sreerench Raghavu	Assistant Professor, CE	Member
7	Dr. Manual George	Associate Professor, ME	Member
8	Ms. Aswathy Mariam Mohan	Assistant Professor, EEE	Member
9	Prof. Lekshmi	HOD, BSH	Member
10	Ms. Sujitha M	Assistant Professor, AM	Member
11	Ms. Sreelekshmi K.S	Assistant Professor, MCA	Member
12	Ms. Neethu Kuncheria	Assistant Professor, MBA	Member

Dr. Devika Sarath
Co-ordinator



Dr. Vinodh P Vijayan
Principal

CLC F49- GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

Copy to:

- 1. Committee members**
- 2. IQAC – File**
- 3. All departments**





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GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

INTIMATION

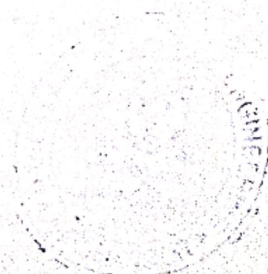
AY/SEM: 2025-2026 /ODD

MEETING: 1

Date: 15/08/2025

The following members are hereby requested to attend the *Grievance and Redressal Committee (Faculty)* meeting scheduled on 22/08/2025, 12.00 pm at ECE Dept. Library.

Sl No	Name of Member	Role
1	Dr. Vinodh P Vijayan	Chairperson
2	Dr. Biju Paul	Member
3	Dr. Vinod Kumar Jacob	Official from University or DTE
4	Dr. Devika Sarath	Co-ordinator
5	Dr. Simy Mary Kurian	Member
6	Mr. Sreerench Raghavu	Member
7	Dr. Manual George	Member
8	Ms. Aswathy Mariam Mohan	Member
9	Prof. Lekshmi	Member
10	Ms. Sujitha M	Member
11	Ms. Sreelekshmi K.S	Member
12	Ms. Neethu Kuncheria	Member



CLC F49- GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

Agenda:-

1. Welcome and opening remarks.
2. Introduction of Members and confirmation of the committee composition for the academic year 2025-2026.
3. Review of Previous Year's Report on grievances received and actions taken.
4. Discussion on Grievance Redressal Mechanism – process, timelines, and documentation.
5. Assignment of Roles and Responsibilities among committee members.
6. Any Other Matter with the permission of the Chair.


Dr. Devika Sarath
Co-ordinator



Copy to:-

1. Principal - Office
2. Committee Members
3. IQAC



 INTERNAL QUALITY ASSURANCE CELL (IQAC)

GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)
ATTENDANCE

AY/SEM: 2025-2026 /ODD

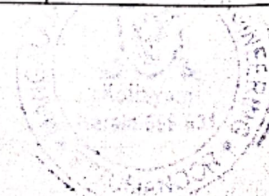
MEETING: I

Date: 22/08/2025

Time: 12.00 PM – 12.30 PM

Venue: ECE Dept. Library.

Sl No	Name of Member	Designation	Role	Signature
1	Dr. Vinodh P Vijayan	Principal	Chairperson	
2	Dr. Biju Paul	University Professor	Member	
3	Dr. Vinod Kumar Jacob	KTU Syndicate Member	Official from University or DTE	— ABSENT
4	Dr. Devika Sarath	Associate Professor, ECE	Co-ordinator	
5	Dr. Simy Mary Kurian	HOD, CSE	Member	
6	Mr. Sreerench Raghavu	Assistant Professor, CE	Member	
7	Dr. Manual George	Associate Professor, ME	Member	
8	Ms. Aswathy Mariam Mohan	Assistant Professor, EEE	Member	
9	Prof. Lekshmi	HOD, BSH	Member	
10	Ms. Sujitha M	Assistant Professor, AM	Member	
11	Ms. Sreelekshmi K.S	Assistant Professor, MCA	Member	
12	Ms. Neethu Kuncheria	Assistant Professor, MBA	Member	



CLC F49- GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

Copy to:-

1. Principal-Office
2. Committee Members
3. IQAC





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GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

Minutes of the Meeting

Agenda:-

1. Welcome and opening remarks.
2. Introduction of Members and confirmation of the committee composition for the academic year 2025–2026.
3. Review of Previous Year's Report on grievances received and actions taken.
4. Discussion on Grievance Redressal Mechanism – process, timelines, and documentation.
5. Assignment of Roles and Responsibilities among committee members.
6. Any Other Matter with the permission of the Chair.

Points Discussed:-

- The Chairperson welcomed all members to the first meeting of the Grievance Redressal Committee for the academic year 2025–2026. All members introduced themselves. The composition of the committee was reviewed and unanimously confirmed.
- The Chairperson emphasized the significance of maintaining transparency and efficiency in grievance redressal. The objectives and importance of a transparent grievance handling mechanism were reiterated.
- The Co-ordinator presented the report for the academic year 2024–2025.
- Department representatives shared updates on the general working atmosphere and well-being of faculty members.



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- It was noted that no grievance has been reported since last meeting. The committee acknowledged this as a positive indication of cooperative and harmonious work culture.
- No additional matters were raised. The Chairperson thanked all members for their active participation and constructive suggestions.

Action Taken Report based on 20/05/2025

- No action points were noted as no grievance or significant concerns were brought up.


Dr. Devika Sarath
Co-ordinator




Dr. Vinodh P Vijayan
Principal