



MANGALAM
COLLEGE OF ENGINEERING
Inspire | Imbibe | Innovate

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

INTIMATION

AY/SEM: 2025-2026 /EVEN

MEETING: 4

Date: 22/01/2026

The following members are hereby requested to attend the *Grievance and Redressal Committee (Faculty)* meeting scheduled on **27/01/2026, 12.00 pm at Mechanical Seminar Hall.**

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:-

- Welcome Address by the Chairperson and review of previous meeting minutes.
- Dissemination of member details on Department notice boards.
- Evaluation of Redressal Mechanism Effectiveness.
- Any Other Matter with the permission of the Chair.


Dr. Devika Sarath
Co-ordinator



Copy to:-

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



MANGALAM
COLLEGE OF ENGINEERING
Inspire | Imbibe | Innovate

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

ATTENDANCE

AY/SEM: 2025-2026 /EVEN

MEETING: 4

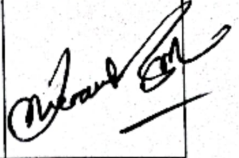
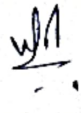
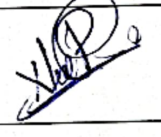
Date: 27/01/2026

Time: 12.00 PM

Venue: Mechanical Seminar Hall.

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	-ab-
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	

CLC F49- GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

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	

Copy to:-

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





MANGALAM
COLLEGE OF ENGINEERING
Inspire | Imbibe | Innovate

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

Minutes of the Meeting

Agenda:-

1. Poster dissemination for grievance awareness
2. Updation of virtual suggestion box
3. Procedure for handling complaints and identification of ICC-related case
4. Additional suggestions for grievance redressal

Points Discussed:-

The Chairperson welcomed all the members and briefed them about the purpose of the meeting. The importance of having an effective grievance redressal mechanism was emphasize

1. Poster Dissemination

- It was discussed to prepare and display awareness posters across the campus.
- The posters should include:
 - Name and designation of committee members
 - Contact details
 - QR code / website link for online grievance submission
- This initiative aims to ensure students and staff are well informed about the grievance redressal process.

2: Suggestion Box (Physical / Virtual)

- The installation of a physical/virtual suggestion box at prominent locations in the campus was discussed.
- It was decided that the virtual suggestion box will provide an additional platform for submitting grievances and suggestions anonymously.
- Periodic review of the suggestion box will be carried out by the committee.

3. Handling of Complaints and ICC Referral

- It was discussed that all complaints must be submitted to the ICC only in cases related to sexual harassment and gender-based issues.
- Proper documentation and tracking mechanisms will be maintained for transparency.

4. Additional Suggestions

- *Members were invited to suggest further improvements in the grievance redressal mechanism.*
- *It was proposed to strengthen online grievance submission methods and ensure faster response and resolution.*

Feedback/Comments/Recommendation by the Members :

Members recommended increasing awareness among students and staff regarding grievance procedures and ensuring confidentiality, transparency, and timely resolution of complaints.

Decisions Taken:

- To prepare and display grievance awareness posters with complete committee details and QR code.
- To install suggestion boxes at strategic campus locations.
- To strengthen grievance monitoring and redressal mechanisms.
- To follow a structured process for identifying and transferring ICC-related complaints.

Conclusion:

The meeting concluded with a vote of thanks to all members for their valuable suggestions and active participation.

CLC F49- GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

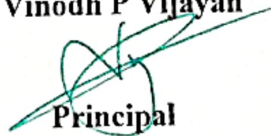
Action Taken Report based on 12-11-2025

Decision Taken	Action Taken	Person Responsible	Status (Completed/Not Completed)
To enhance faculty awareness regarding grievance redressal mechanisms	Awareness initiatives planned through circulars, emails, and faculty meetings	Committee members	In Progress
To maintain a positive grievance-free environment	Continuous monitoring and encouragement of open communication with faculty	Committee members	Ongoing


Dr. Devika Sarath
Co-ordinator



Dr. Vinodh P Vijayan


Principal
PRINCIPAL
MANGALAM COLLEGE OF ENGINEERING
Ettumanoor