



INTERNAL QUALITY ASSURANCE CELL (IQAC)

GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

INTIMATION

AY/SEM: 2025-2026 /EVEN

MEETING: 5

Date: 17/02/2026

The following members are hereby requested to attend the *Grievance and Redressal Committee (Faculty)* meeting scheduled on 24/02/2026, 1.00 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

LC F49- GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

Agenda:-

- Welcome Address by the Chairperson and review of previous meeting minutes.
- Review of action taken on previous meeting decisions.
- Status of grievance awareness posters and QR integration
- Review of physical/virtual suggestion box usage and analytics
- Other points with the permission of the Chair


Dr. Devika Sarath
Co-ordinator



Copy to:-

1. Principal - Office
2. Committee Members
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

GRIEVANCE AND REDRESSAL COMMITTEE (FACULTY)

ATTENDANCE

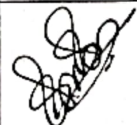
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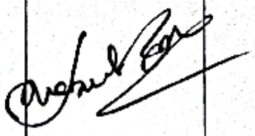
Date: 24/02/2026

Time: 1.00 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	

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Minutes of the Meeting

Agenda:-

1. Review of action taken on previous meeting decisions.
2. Status of grievance awareness posters and QR integration
3. Review of physical/virtual suggestion box usage and analytics
4. Other points with the permission of the Chair

Points Discussed:-

The Chairperson welcomed the members and reviewed the progress made since the previous meeting. The committee emphasized continuous improvement of the grievance redressal mechanism for faculty.

1. Review of Previous Action Taken

- Progress of awareness initiatives through circulars and faculty meetings was reviewed.
- Members noted the need for periodic reminders to sustain awareness.

2. Grievance Awareness Notices / Posters

- Notice regarding Grievance cell member details across department notice boards was reviewed.
- QR code for online grievance submission has been successfully added to the notice boards.

3. Complaint Handling and ICC Referral

- The workflow for receiving, recording, and resolving complaints was discussed.
- Members mentioned that cases related to sexual harassment and gender issues are already being referred to the ICC as per guidelines.

3. Additional Suggestions

- Conduct a short orientation session for newly joined faculty on grievance procedures.
- Periodic review meetings to monitor effectiveness.

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 define response timelines for grievance handling.
- To organize an orientation session for new faculty members.

Conclusion:

The meeting concluded with a vote of thanks to the Chair and members for their constructive inputs.

Action Taken Report based on 22-01-2026

Decision Taken	Action Taken	Person Responsible	Status (Completed/Not Completed)
To enhance faculty awareness regarding grievance redressal mechanisms	All HoDs were informed to create awareness among faculty members regarding the grievance procedure, QR code access, and online submission process during department meetings	Committee members	Completed
To maintain a positive grievance-free environment	Continuous monitoring and encouragement of open communication with faculty	Committee members	Ongoing
To display Grievance Cell member details with QR code and Google Form link on notice boards	Grievance Cell member details, contact information, QR code, and Google Form link for online grievance submission were prepared and displayed on all campus notice boards for easy access by faculty	Committee Members	Completed


Dr. Devika Sarath
Co-ordinator




Dr. Vinodh P Vijayan
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