





**MINUTES OF "GRIEVANCES REDRESSAL COMMITTEE "**

**Date : 10-10-2021**

**Venue : HoD Room( Department of Computer Science and Engineering)**

1. As per the order MCET/ACS/Dir/ dated 16-07-2021 , the Grievances Redressal Committee was reconstituted with new members. The first meeting of the new "Grievances Redressal Committee "was held on 10-10-2021 at 12.10 pm at HoD Room of CSE. The Convenor and all the members were present during the meeting.

Dr Teena Joseph	HoD(CSE)	Convenor	
Prof Sofiya	Assistant Professor (H&S)	Member	
Prof Raji Elsa Varghese	Assistant Professor (ECE)	Member	
Prof Jithin K	Assistant Professor (ME)	Member	

**2. Agenda.**

- (a) Functioning of the Committee.
- (b) Review of Previous Committee.
- (c) Collection of Genuine retest request from students.


3. The Chairman welcomed all the members.

<b><u>Discussions/Decisions/Directions</u></b>	<b><u>Action by</u></b>	<b><u>Action Taken</u></b>
<b>4. Functioning of the Committee.</b> (a) As the new committee has form, the Convenor discussed about the functioning /duties/responsibility of the committee.	Convenor Members	Discussed the duties & responsibility of the Committee
<b>5. Review of Previous Committee.</b> The Committee also Reviewed the activities done by the previous committee.	Convenor Members.	Documents reviewed
<b>6. Collection of Genuine retest request from students.</b> The Committee decided to collect genuine retest from students duly recommended by Adviosr & HoD	Convenor Members Students Advisors HoD	Letters collected & Recommended to Principal



6. There being no other point, the meeting is concluded at 12.30 pm.

10/10/2021

  
(Dr Teena Joseph)  
Convenor

**Distribution**

1. Principal
2. Dean (PG & DS, Academics & Administration)
3. All HoDs.
4. File.