

2022 - 23

Minutes of the meeting held on 11th July 2022

The first meeting of the academic year 2022-'23 was held at 2.30 pm in the Principal's Chamber. The meeting started with a silent prayer.

Agenda

To discuss the year plan for current academic year.

Discussions

1. The principal Prof. Dr. Milen Franz said that all departments should make aware the students of the online grievance redressal portal available in college portal.
2. Members discussed about the conduct of 'Open Your Heart Programme'

Decisions

1. Decided to instruct the departments to collect grievance redressal form from students / suggestion box. Class in charges should discuss it with HOD and the forms should be filed in the dept. Those issues which cannot be solved in the dept. level should be intimated to grievance redressal cell.
2. Decided to ~~inform~~ instruct all the class-in charges to ~~inform~~ students of the ~~an~~ online grievance redressal portal

Meeting ended by 3.30 pm.

Members present

- 1. Prof. Dr. Milan Franz
- 2. Dr. Sri Stella
- 3. Mrs. Bindu Varghese
- 4. Dr. Anu Anto

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Minutes of the meeting held on 3-01-2023

The second meeting of the cell was held at 1:30 pm in the Principal's Chamber.

Agenda

- * To plan out the dates of 'Open your Heart Programme'.
- * To discuss the follow up with regard to the previous meeting discussions.

Discussions

- * Discussed about the date of conducting 'Open Your Heart Programme'.
- * Discussed the problem identified in the grievance portal.



Decision

- * Decided to conduct 'Open your Heart Programme' on January 17th 2023
- * Decided to participate two student representatives from each class.
- * Decided to inform the concerned authorities to rectify the problem identified in the grievance portal.

Meeting came to ~~end~~ by 2:30 pm

Members Present

1. Prof. Dr. Milen Franz.
2. Dr. Sr. Stella
3. Mrs. Bindu Varghese
4. Dr. Ann Anto



 Bindu
