

Vedavyasa Institute of Technology

Constitution of Grievances and Appeal committee for the year 2019-20

In compliance with the order of Dr S. Sangheethaa, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, 2019, a Committee as detailed below has been formed.

Name of the Committee	Grievances and Appeal committee for the year 2019-20
Date of Constitution	24, September 2019
Aim of the Grievances and Appeal Committee	The committee Shall consider the Grievances and Appeals of students and give recommendations to the Principal for action.
Meetings	The Committee members shall meet when they receive any grievances from the students in oral or written form and discuss the possible solutions and recommend the case to the principal for action. The committee shall also meet at least twice in the semester to discuss the proceedings of the meetings.
Responsibility of the members	A suggestion box is kept in the first floor of the college near the office. Students can drop their suggestions or grievances in that box. Members should periodically check for any suggestions/grievances in the box. Online grievances can also be filed by students through www.vedavyasa.org .
Higher Authority / Management	The Committee will report to the Principal
Members:	Chair Person : Prof. Balakrishnan Pillai Prof & Head- EEE Department Members : (Faculty) : Mr. Babeesh AP, ME Ms. Shibi B : AP CSE Ms. Megha O AP CE

The Constitution was adopted by the members to achieve the aims and execution of duties.

Approved by Dr. S. Sangheethaa, Principal.

PRINCIPAL



Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632



VVIT

June 16, 2020

Grievance and Appeals Committee

Conclusion of the academic year 2019-2020

There has been no major incidence in regards to student grievance and appeals. Some minor issues like availability of flat-surface table in class-room and the like occurred. These issues were solved quickly. After termination of formal class-room teaching occasioned by the pandemic, difficulties of student with online learning were reported as follows:

1. Sri. Achu K. of S2 ME reported that he did not have smart phone for online classes. For about 2 weeks he could not attend classes because of this. He bought a new phone soon, and all his missed classes materials were made available to him in the form of soft copy materials.

Students reported satisfaction with the remedial measures.

The Committee resolved to raise greater awareness among students to seek redress of their problems through the committee.

Chairperson
Name and Signature


Principal
Dr Sangheethaa S.
PRINCIPAL



 **VEDAVYASA** INSTITUTE OF TECHNOLOGY

Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632

Vedavyasa Institute of Technology

Minutes of Meeting: Grievance and Appeal Committee

Date: 20 Feb 2020	Time 12 to 12:30 pmS	Location: Principal's Office
Meeting Called By	Dr S. Sangheetha S., Principal	
Type of Meeting	Grievance redressal	
Attendees	Members of Grievance and Appeal Committee Prof. Balakrishnan, Shri Babeesh, Ms Megha	
Note-taker	Ms Shibi	
Agenda	To discuss about a grievance received from S6 ME students, dated 14 Feb 2020.	

Discussion

Mohammed Ameen V.P., and Jabir V.P, S6 ME students, handed in a written grievance seeking a redress. Their present class-room does not make for a pleasant environment. It is rather mentally depressing to have to continue learning in this class-room. The students have requested that they be taught by teachers in the library. The Committee have considered their grievance and also the recommendation of the ME faculty member, Shri Babeesh. The latter did not favour formal teaching-learning process in the library. He suggested a change of class-room and teaching across an office- table as there were only two students. Teaching interaction this way will be more effective according to Shri Babeesh.

Resolution

The Committee felt that the solution of Shri Babeesh was good and so have recommended its implementation.

Action to be taken	Responsibility to implement	Deadline
To arrange an office-table and chairs and a suitable class-room for the S6 students so that teaching on one-on-one basis can take place.	Shri Latheesh, Head of Mechanical Engineering Department.	Recommendation becomes effective today, (20/2/2020)

Signature: Prof Balakrishnan Pillai
Committee Convener

Chairperson: Dr Sangeetha S
Principal



Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632

Vedavyasa Institute of Technology

Minutes: Grievances and Appeal committee Meeting

Date: 10.01.2020

Time: 12.20 pm

Location: Principal 's office

Meeting Called By

Dr S. Sangheetha, Principal

Type of Meeting

Grievances and appeal committee

Attendees

Members of Welfare Committee

1. Prof. Balakrishnan 2. Mr. Babeesh 3. Ms.Megha O

Agenda

Begin Semester meeting

Discussion

The responsibilities of welfare committee

Members were reminded about their responsibilities.

Status of last semester cases were discussed.

Last semester only two cases were reported and they were resolved.

Members

Megha O

Balakrishnan Dillan M
Babeesh PP






Approved by Principal

PRINCIPAL



VEDAVYASA INSTITUTE OF TECHNOLOGY

Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632

Vedavyasa Institute of Technology		
Minutes of Meeting: Grievance and Appeal Committee		
Date: 25 .11 .2019	Time 3 pm	Location: Principal office
Meeting Called By	Dr S. Sangheetha, Principal	
Type of Meeting	Grievance redressal APPEAL	
Attendees	Members of Grievance and Appeal Committee	
Agenda	To discuss about the grievance received from students	
Discussion The Committee considered the written appeal dated 21 .11.2019 from students of the third semester in that they had requested the Principal to permit them to borrow 10 books from library to help them for preparing supplementary and regular examinations. The members felt convinced that this was a needful and reasonable request but the students should return all the books while been promoted to next semester.		
Resolution Students will be allowed to borrow 10 books from immediate effect.		
Action to be taken	By	Action taken on
Issue books upto 10 till January 2020. Then review the change.	Librarian	25.11.2019
Committee member will Inform the Librarian about the decision.	Mr. Babeesh	25.11.2019
Members	name	signature
1)	Mr. Babeesh	
2)	Ms. Shibi	
3)	Ms. Megha	
4)	Balakeshore Pillar	
5)		
Approved by  Principal		

PRINCIPAL



VEDAVYASA INSTITUTE OF TECHNOLOGY

Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632

