



SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

Phone (Office) : 0466-2268285 | Email : principalvtbcollege@gmail.com



CRITERION - V STUDENT SUPPORT AND PROGRESSION

5.1 Student Support



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Mannampatta P.O., Palakkad - 678 633

SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE



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5.1.4. Institution's initiatives for the redressal of students' grievances including sexual harassment and ragging cases

GRC Meeting Minutes 2019-2024

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Grievance Redressal Committee

Meeting Minutes

2024-2025



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD – 678633
(NAAC Reaccredited with B+)

Minutes of the Grievance Redressal Committee Meeting

Date: 08.06.2024

Venue: Conference Hall, Sreekrishnapuram V T Bhattathiripad College

Time: 03.30 PM

Agenda

1. Introducing the new members
2. Action Plan for 2024-2025
3. Other Matters

Attendees

SL No	Name of The Members	Signature
1	Ms. Vijayalakshmi K K (Associate Professor)	Vk
2	Dr. Parvathy K P (Senior Faculty)	
3	Ms. Rathi K N (Senior Faculty)	
4	Dr. Sadeep K (Senior Faculty)	
5	Ms. Sathyabhama N (Senior Faculty)	
6	Ms. Anisha Unnikrishnan (Student)	

Meeting Proceedings:

1. The chairperson of the meeting welcomed all the members. She introduced the new members of the committee and initiated a discussion on what the committee could do to enhance the awareness among the students regarding the Grievance Redressal Mechanism.
2. Action Plan for 2024-2025:

- o It is decided to visit all the classes to give awareness to the students regarding the procedure of lodging grievances and redressal of them.
 - o Prepare a schedule of meetings and activities to be held during the academic year 2024-25.
3. It is decided to give instructions to the concerned people to update the website to include the names and details of new Committee members.
 4. The committee members will take the initiative to place updated display boards on the campus.

The meeting concluded with a vote of thanks to all members for their participation and commitment to creating a safe and supportive environment in the college.

Approved by:



V. Jayalakshmi. K. K.
Chairperson

Grievance Redressal Committee
H.O.D.
DEPT. OF ECONOMICS
SREEKRISHNAPURAM VTB COLLEGE
MANNAMPATTA
PALAKKAD-679 517

Grievance Redressal Committee

Meeting Minutes

2023-2024



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD – 678633
(NAAC Reaccredited with B+)

Minutes of the Grievance Redressal Committee Meeting

Date: June 08, 2023

Time: 3.30 PM

Venue: Conference Hall, Sreekrishnapuram V. T. Bhattathiripad College

Agenda:

1. Action Plan for the year 2023-2024
2. Other matters.

Attendees:

SL No	Name of The Members	Signature
1	Mr. Haridas P (Chairman)	
2	Ms. Bindu T (Member)	
3	Ms. Vijayalakshmi K K (Member)	
4	Dr. Parvathy K P (Member)	
5	Ms. Sathyabhama N (Member)	
6	Ms. Anusree K (Student – Special Invitee)	

Decisions taken:

1. It is decided to place notices and banners in different places on the campus indicating the committee members and help-line numbers.
2. The committee members will go to each class and raise awareness regarding the committee members and procedures to lodge the grievance in different ways.
3. It is decided to give instructions to the concerned people to update the website to include the names and details of new Committee members.

The Chairman thanked all members for their active participation and constructive suggestions. The next meeting was scheduled for the month of September 2023. The meeting concluded at 04:15 PM.

Approved by:



Chairman

Grievance Redressal Committee

H.O.D Dept. of Statistics.



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD - 678633
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Minutes of the Grievance Redressal Committee Meeting

Date: 02.08.2023

Time: 3.30 PM

Venue: Conference Hall, Sreekrishnapuram V. T. Bhattathiripad College

Agenda:

1. Discussion on the Action Taken report of the earlier Meeting
2. Discussion on the Resolution of Grievances lodged on 27.07.2023.
3. Other matters.

Attendees:

SL No	Name of The Members	Signature
1	Mr. Haridas P (Chairman)	
2	Ms. Bindu T (Member)	
3	Ms. Vijayalakshmi K K (Member)	
4	Dr. Parvathy K P (Member)	
5	Ms. Sathyabhama N (Member)	
6	Ms. Anusree K (Student - Special Invitee)	

Proceedings of the Meeting:

1. The committee members discussed the Action Taken Report of earlier meetings. The decisions and actions taken based on the last meeting are:

Decisions taken in the last meetings (08.06.23)	Actions taken on the decision
1. It is decided to place notices and banners in different places on the campus indicating the committee members and help-line numbers.	The Committee members took the initiative to place notices and display boards in different places on the college campus.
2. The committee members will go to each class and raise awareness regarding the committee members and procedures to lodge the grievance in different ways.	The committee members could go to every class and interact with the students.
3. It is decided to give instructions to the concerned people to update the website to include the names and details of new Committee members.	The website of the college has been updated to include the details of the new committee members.

2. The chairman presented the action taken on the grievances received on 27.07.2023 on the disturbance of insects and poor performance of the water purifier. The committee members expressed satisfaction over the timely resolution of grievances.

Decisions of this meeting:

1. It is decided to make necessary arrangements for opening the Suggestion Box every week by the competent person.
2. It is noted that some of the students still don't know the procedure for lodging the grievances. So the committee members decided to make additional efforts to give more awareness to the students regarding the procedure.

The Chairperson thanked all members for their active participation and constructive suggestions. The next meeting was scheduled for the month of December 2023. The meeting concluded at 04:45 PM.

Approved by:



Chairman

Grievance Redressal Committee

H.O.D Dept. of Statistics



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD – 678633
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Minutes of the Grievance Redressal Committee Meeting

Date: 01.12.2023

Time: 3.15 PM

Venue: Conference Hall, Sreekrishnapuram V. T. Bhattathiripad College

Agenda:

1. Discussion on the Action Taken report of the earlier Meeting
2. Discussion on the Resolution of Grievances lodged on 11.11.2023
3. Discussion on the Grievance lodged by the Commerce Department on 30.11.2023
4. Other matters.

Attendees:

SL No	Name of The Members	Signature
1	Mr. Haridas P (Chairman)	
2	Ms. Bindu T (Member)	
3	Ms. Vijayalakshmi K K (Member)	
4	Dr. Parvathy K P (Member)	
5	Ms. Sathyabhama N (Member)	
6	Ms. Anusree K (Student – Special Invitee)	

Proceedings of the meeting:

1. The chairman of the committee presented the action taken report of the earlier meeting:

Decisions taken in the last meetings (02.08.23)	Actions taken on the decision
1. It is decided to make necessary arrangements for opening the	The Committee members regularly open the suggestion box every Friday.

Suggestion Box every week by the competent person.	
2. The committee members decided to make additional efforts to give more awareness to the students regarding the procedure of the grievance redressal mechanism of the college.	The committee members visited each class and demonstrated the procedure of grievance redressal. The committee also gave instructions to all HODs to give proper directions to the students who come up with grievances.

2. The chairman presented the action taken on the grievances received on 11.11.2023 on the disturbance of birds in the classroom. The committee members could sort out the causes of the problem and resolve the problem successfully within one day.

Decisions of this meetings:

1. Based on the complaint received on 30th November 2023 on the problem of whiteboard availability in the classrooms, the committee members decided to approach the manager and give necessary direction regarding the purchase of five more whiteboards in the classrooms.
2. The committee members decided to put up more display boards on the campus regarding the helpline numbers of the Committee members.

The meeting was concluded at 04.30 PM with a vote of thanks by the Chairman.

Approved by:



Chairman

Grievance Redressal Committee

HOD Dept. of Studies



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
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Minutes of the Grievance Redressal Committee Meeting

Date: 05.03.2024

Time: 3.30 PM

Venue: Conference Hall, Sreekrishnapuram V. T. Bhattathiripad College

Agenda:

1. Discussion on the Action Taken report of the earlier Meeting
2. Discussion on the Resolution of Grievances lodged on 10.01.2024, 12.02.2024, and 22.02.2024.
3. Preparation of Action Report and Summary Report for the year 2023-2024.
4. Other matters.

Attendees:

SL No	Name of The Members	Signature
1	Mr. Haridas P (Chairman)	
2	Ms. Bindu T (Member)	
3	Ms. Vijayalakshmi K K (Member)	
4	Dr. Parvathy K P (Member)	
5	Ms. Sathyabhama N (Member)	
6	Ms. Anusree K (Student – Special Invitee)	

Proceedings of the meeting:

1. The chairman of the committee presented the action taken report of the earlier meeting:

Decisions taken in the last meetings (01.12.23)	Actions taken on the decision
1. The committee members decided to approach the manager and give the necessary direction regarding the purchase of five more whiteboards in the classrooms.	The manager purchased six whiteboards and installed them in the PG classrooms.
2. The committee members decided to put up more display boards on the campus regarding the helpline numbers of the Committee members.	The committee members took the initiative to install more display boards in every corner of the college.

2. The Committee chairman presented the action taken report of the complaints lodged by the students on 10.01.2024, 12.02.2024, and 22.02.2024. The Committee members were happy that they could properly resolve the grievances.

Decisions of this meetings:

1. It is decided to submit the Annual Report and Summary Report to the Principal on or before 31st March 2024.

The chairman of the committee gave a detailed report on the activities and grievances redressed during the year. The meeting was concluded with a vote of thanks by the chairman for the active participation and support of all the members during the whole year.

Approved by:



Chairman

Grievance Redressal Committee

HOD Dept. of Statistcs

Grievance Redressal Committee

Meeting Minutes

2022-2023



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD - 678633
(NAAC Reaccredited with B+)

Minutes of the meeting of the Student Grievance Redressal Committee held on 08.06.2022

Agenda:

1. Action Plan for the year 2022-2023
2. Other matters.

Members Present:

SL No	Name of The Members	Signature
1	Dr. E Jayan (Principal)	
2	Dr. Vijayalakshmi K K (Senior Teaching Faculty)	
3	Ms. Vijayasree K V (Senior Teaching Faculty)	
4	Ms. Geetha K (Senior Teaching Faculty)	
5	Ms. Bhavya K R (Student)	

Decisions taken:

1. The committee members discussed the action plan for the year 2022-2023.
2. It is decided to conduct awareness programmes for the students regarding the functioning of the Committee.
3. The committee members will go to each class and raise awareness regarding the committee members and procedures to lodge the grievance in different ways.
4. It is decided to update the website to include the names and details of new Committee members.



Principal

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD - 678633
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Minutes of the meeting of the Student Grievance Redressal Committee held on 21.09.2022

Agenda:

1. Discussion on the Action Taken report of the earlier Meeting conducted on 08.06.2022.
2. Discussion on the Resolution of Grievances lodged on 17.06.2022, 29.06.2022 and 21.07.2022
3. Other matters.

Members Present:

SL. No	Name of The Members	Signature
1	Dr. E Jayan (Principal)	
2	Dr. Vijayalakshmi K K (Senior Teaching Faculty)	
3	Ms. Vijayasree K V (Senior Teaching Faculty)	
4	Ms. Geetha K (Senior Teaching Faculty)	
5	Ms. Bhavya K R (Student)	

Proceedings of the Meeting:

1. The committee members discussed the Action Taken Report of earlier meetings. The decisions and actions taken based on the last meeting are:

Decisions taken in the last meetings (08.06.22)	Actions taken on the decision
1. Provide awareness programmes regarding the functioning of the GRC.	The committee members initiated to distribution of the notice signed by the Principal to all classes regarding the GRC.
2. The committee members will go to each class and raise awareness regarding the committee members and procedures to lodge the grievance in different ways.	The committee members could go to every class and interact with the students.

3. It is decided to update the website to include the names and details of new Committee members.	The website of the college has been updated to include the details of the new committee members.
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2. The chairman presented the action taken on the grievances received on 17.06.2022, 29.06.2022, and 21.07.2022 on the insufficient interval time, broken window in a class, and malfunction of tube lights in the classrooms. The committee members expressed satisfaction over the timely resolution of grievances.

Decisions of this meeting:

1. The committee members noticed that students are not very familiar with the online grievance lodging mechanism. So the members decided to give more awareness regarding the online submission of the grievances.



A handwritten signature in green ink, consisting of a stylized, angular shape.

Principal

PRINCIPAL
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Mannampatta, Palakkad - 678633



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
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Minutes of the meeting of the Student Grievance Redressal Committee held on 03.11.2022

Agenda:

1. Discussion on the Action Taken report of the earlier Meeting
2. Discussion on the Resolution of Grievances lodged on 29.09.2022
3. Discussion on the Grievance lodged by the Commerce Department on 03.11.2022
4. Other matters.

Members Present:

SL No	Name of The Members	Signature
1	Dr. E Jayan (Principal)	
2	Dr. Vijayalakshmi K K (Senior Teaching Faculty)	
3	Ms. Vijayasree K V (Senior Teaching Faculty)	
4	Ms. Geetha K (Senior Teaching Faculty)	
5	Ms. Bhavya K R (Student)	

Proceedings of the meeting:

1. The chairman of the committee presented the action taken report of the earlier meeting:

Decisions taken in the last meetings (21.09.22)	Actions taken on the decision
1. The Committee members decided to give more awareness regarding the online submission of the grievances.	The committee members made a digital notice regarding the functioning of the online grievance redressal system

2. The chairman presented the action taken on the grievances received on 29.09.2022 on the condition of the Girls' toilet. The door was repaired and the incinerator was serviced on the initiative of the committee.

3. On 3rd November 2022, the Boys' members of the College Union complained about the poor condition of the boys' toilet. The committee members discussed the matter and decided to take quick action to clean the toilet. It is also decided to give direction to the principal to appoint more cleaning workers to maintain the cleanliness of the toilet.



Principal



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Minutes of the meeting of the Student Grievance Redressal Committee held on 13.02.2023

Agenda:

1. Discussion on the Action Taken report of the earlier Meeting held on 03.11.2022.
2. Discussion on the Resolution of Grievances lodged on 02.02.2023.
3. Other matters.

Members Present:

Sl. No	Name of The Members	Signature
1	Dr. E Jayan (Principal)	
2	Dr. Vijayaakshmi K K (Senior Teaching Faculty)	
3	Ms. Vijayasree K V (Senior Teaching Faculty)	
4	Ms. Geetha K (Senior Teaching Faculty)	
5	Ms. Bhavya K R (Student)	

Proceedings of the meeting:

1. The chairman of the committee presented the action taken report of the earlier meeting:

Decisions taken in the last meetings (03.11.22)	Actions taken on the decision .
1. Regarding the boy's toilet, the committee members decided to take quick action to clean the toilet. Also, committee members directed the principal to appoint more cleaning workers.	The toilet was cleaned the very next day. Also, the management appointed two more cleaning employees in the college.

2. The Committee chairman presented the action taken report of the complaints lodged by the students on 02.02.2023 regarding the place of the suggestion box. The students demanded to

change the location of the suggestion box from Block A to Block B which is more convenient for the students.

Decisions of this meetings:

1. It is decided to prepare the Annual report of the committee by the end of March and submit it to the principal.



Principal

PRINCIPAL
Sreekrishnapuram VT Bhatathiripad College
Mannampatta, Palakkad - 676633





SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE

MANNAMPATTA, PALAKKAD - 678633

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Minutes of the meeting of the Student Grievance Redressal Committee held on 09.03.2023

Agenda:

1. Discussion on the Action Taken report of the earlier Meeting
2. Discussion on the Resolution of Grievances lodged on 16.02.2023.
3. Other matters.

Members Present:

Sl. No	Name of The Members	Signature
1	Dr. E. Jayan (Principal)	
2	Dr. Vijayalakshmi K K (Senior Teaching Faculty)	
3	Ms. Vijayasree K V (Senior Teaching Faculty)	
4	Ms. Geetha K (Senior Teaching Faculty)	
5	Ms. Bhavya K R (Student)	

Proceedings of the meeting:

1. The chairman of the committee presented the action taken report of the earlier meeting:

Decisions taken in the last meetings (13.02.23)	Actions taken on the decision
1. It is decided to prepare the Annual report of the committee by the end of March and submit it to the principal.	The chairman of the committee prepared the annual report for the year 2022-2023.

2. The Committee chairman presented the action taken report of the complaints lodged by the students on 16.02.2023 on the problem of stray dogs. The Committee members informed the

Panchayat and they took the necessary steps to keep the dogs away from the students. Also, the committee members instructed the students not to feed the stray dogs.

The meeting was concluded by deciding to submit the report on the last working day of March

 Principal

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633



Grievance Redressal Committee

Meeting Minutes

2021-2022



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE

MANNAMPATTA, PALAKKAD - 678633

(NAAC Reaccredited with B+)

**Minutes of the online meeting of the Student Grievance Redressal Committee held on
14.10.2021**

Agenda:

1. Action Plan for the year 2021-2022
2. Other matters.

Members Present:

- Dr. E Jayan (Principal) Sd/-
- Dr. Vijayalakshmi K K (Senior Teaching Faculty) Sd/-
- Ms. Vijayasree K V (Senior Teaching Faculty) Sd/-
- Ms. Geetha K (Senior Teaching Faculty) Sd/-
- Ms. Bhavya K R (Student) Sd/-

Decisions taken:

Based on the issues raised by the students in the online classes, the GRC conducted an online meeting on 11.10.2021. The students are having some stress due to the online classes and the COVID-19 pandemic. Still, some students are having lack of smartphones.

The GRC decided to conduct an online counselling class by a psychologist to equip the students to deal with stress issues. It is also decided to instruct the Counselling cell to have a counselling facility over the phone.

As a continuation of last year's activity, it is decided to suggest the Staff Club to raise sufficient funds from the staff to provide smartphones to the selected needy students.



Principal

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Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633

Grievance Redressal Committee

Meeting Minutes

2020-2021



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD – 678633

**Minutes of the online meeting of the Students Grievance Redressal Cell (GRC) held on
12.11.2020**

Agenda:

1. Action Plan for the year 2020-2021
2. Other matters.

Members Present:

1	Dr. E Jayan (Principal)	Sd/-
2	Mr. P Haridas (Senior Teaching Faculty)	SD/-
3	Dr. Saritha Namboodiri (Senior Teaching Faculty)	Sd/-
4	Ms. Bindu T (Senior Teaching Faculty)	Sd/-
5	Ms. Keerthana C M (Student)	Sd/-

The GRC conducted an online meeting on 12.11.2020 to discuss the problem raised by the students and HODs of various departments regarding the network issues faced by the students. Many of the students are not able to attend the online live classes because of the network issue. Also, some students do not have smartphones so they cannot attend online classes.

The GRC decided that proper instructions shall be given to all teachers to record the online classes and upload them to the YouTube channel so that those students who have network issues can watch the video as and when they can.

It is also decided to suggest the Staff Club raise sufficient funds from the staff to provide smartphones to the selected needy students.



Principal
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Mannampatta, Palakkad - 678633

Grievance Redressal Committee

Meeting Minutes




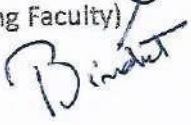

2019-2020



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD - 678633

Minutes of the meeting of the Students Grievance Redressal Cell (GRC) held on 24.10.2019

Members Present:

- 1 Dr. E Jayan (Principal) 
- 2 Mr. P Haridas (Senior Teaching Faculty) 
- 3 Dr. Saritha Namboodiri (Senior Teaching Faculty) 
- 4 Ms. Bindu T (Senior Teaching Faculty) 
- 5 Ms. Keerthana C M (Student) 

Agenda:

1. Action Plan for the year 2019-2020
2. Discussion about the complaints lodged on 15.10.2019.
3. Other matters.

The GRC members met on 24.10.2019 to discuss the annual plan for the year 2019-2020. The members decided to visit all the classes and inform the students regarding the grievance redressal mechanism.

Then GRC members discussed the complaints lodged on 15.10.2019 by the students regarding the first aid box and unavailability of sanitary pads in the vending machine. The committee resolved the issue quickly by purchasing sufficient medicines and sanitary napkins.

The meeting was concluded with a vote of thanks by the chairman of the committee.




Principal

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Mannampatta, Palakkad - 678633



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD - 678633


Minutes of the Grievance Redressal Committee Meeting


Date: December 20, 2019

Time: 03:00 PM

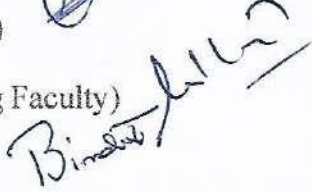
Venue: Conference Hall, Sreekrishnapuram V. T. Bhattathiripad College


Members Present:

Dr. E Jayan (Principal) 

Mr. P Haridas (Senior Teaching Faculty) 

Dr. Saritha Namboodiri (Senior Teaching Faculty)

Ms. Bindu T (Senior Teaching Faculty) 

Ms. Keerthana C M (Student) 

Agenda:

1. Review of previous meeting minutes
2. Addressal of new grievances
3. Review of the grievance redressal mechanism
4. Any other matters

Proceedings:

1. The committee members reviewed the meeting minutes of the earlier meeting and discussed the decisions taken thereon.
2. The committee discussed about the new grievances regarding the toilets of boys and girls. The members gave some directions to the principal and manager to deal with the problem.
3. The committee members proposed to change the redressal mechanism by introducing the online mode of complaint lodging by the students on the college website.
4. Haridas sir proposed to conduct some training programme for the students to deal with stress and anxiety.



Principal

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