

VIJNAN INSTITUTE OF SCIENCE & TECHNOLOGY (VISAT), ELANJI

Approved by AICTE and Affiliated to MG University, Kottayam & KTU

Mutholapuram PO, Ernakulam Dist. Pin 686665



INTERNAL COMPLAINTS COMMITTEE COUNCIL

Minutes of Meeting

VIT/ADM/CMT 2019 CMT/2019/MOM/01

The meeting was conducted in the S&H Department on 13-03-2019 at 11:00 am with following members:

Name of the Attendees	Sign
Prof. Sheeja Bhaskar ,Chairperson	
Ms. Divya Nair , AP&HOD, CSE,Secretary	
Mrs.Jisha M Vijayan. Member.	
Mrs. Rabeese, AP/ME Member	
Mr Ramesh.M, AP/ ME,Member.	
Mrs.Sugandhi P.N, Admin.Asst. Member.	

AGENDA
1. Common matters
2. Any other matters

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The following discussions were made: -

1.	Chairperson enquired whether any complaints received.
2.	Secretary informed that no complaint has received.

Decisions taken:-

1	Decided to conduct next meeting on 02/08/2019
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The following Actions were made: -

1	
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Chairman

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VIT/ADM/CMT 2019 CMT/2019/MOM/01

The meeting was conducted in the S&H Department on 02-08-2019 at 11:00 am with following members:

Name of the Attendees	Sign
Prof. Sheeja Bhaskar ,Chairperson	
Ms. Divya Nair , AP&HOD, CSE,Secretary	
Mrs.Jisha M Vijayan. Member.	
Mrs. Rabeese, AP/ME Member	
Mr Ramesh.M, AP/ ME,Member.	
Mrs.Sugandhi P.N, Admin.Asst. Member.	

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The following discussions were made: -

1.	Chairperson enquired whether any complaints received.
2.	Secretary informed that no complaint has received.

Decisions taken:-

1	Decided to conduct next meeting on next year of mid-April
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The following Actions were made: -

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Chairman

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INTERNAL COMPLAINTS COMMITTEE COUNCIL

Minutes of Meeting

VIT/ADM/CMT 2020 CMT/2020/MOM/01

The meeting was conducted in the S&H Department on 23-04-2020 at 1:00 pm with following members:

Name of the Attendees	Sign
Prof. Ramesh.M, Chairperson	
Ms. Divya Nair , AP&HOD, CSE,Secretary	
Mrs.Jisha M Vijayan. Member.	
Mrs. Rabeese, AP/ME Member	
Mrs.Sugandhi P.N, Admin.Asst. Member.	

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The following discussions were made: -

1.	Chairperson enquired whether any complaints received.
2.	Secretary informed that no complaint has received.

Decisions taken:-

1	Decided to conduct next meeting on next semester or otherwise needed
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The following Actions were made: -

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Chairman

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INTERNAL COMPLAINTS COMMITTEE COUNCIL

Minutes of Meeting

VIT/ADM/CMT 2020 CMT/2020/MOM/01

The meeting was conducted in the S&H Department on 16-07-2020 at 10:00 am with following members:

Name of the Attendees	Sign
Prof. Ramesh.M, Chairperson	
Ms. Divya Nair , AP&HOD, CSE,Secretary	
Mrs.Jisha M Vijayan. Member.	
Mrs. Rabeese, AP/ME Member	
Mrs.Sugandhi P.N, Admin.Asst. Member.	

AGENDA
1. Common matters
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The following discussions were made: -

1.	Chairperson enquired whether any complaints received.
2.	Secretary informed that no complaint has received.

Decisions taken:-

1	Decided to conduct next meeting on next semester or otherwise needed
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The following Actions were made: -

1	
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Chairman

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INTERNAL COMPLAINTS COMMITTEE COUNCIL

Minutes of Meeting

VIT/ADM/CMT 2022 CMT/2020/MOM/01

The meeting was conducted in the S&H Department on 08-06-2022 at 11:00 am with following members:

Name of the Attendees	Sign
Prof. Sheeja Bhaskar ,Chairperson	
Ms. Divya Nair , AP&HOD, CSE, Secretary	
Mrs.Timi Thomas. HOD CE, Member	
Mrs.Jisha M Vijayan. Member.	
Mr.Shaji Augustin PRO. Member	
Mrs.Sugandhi P.N, Admin.Asst. Member.	
Mrs. Greeshma Sosa Thomas AP/S&H ,Member	

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AGENDA

1. Common matters

2. Any other matters

The following discussions were made: -

1. Chairperson enquired whether any complaints received.

2. Secretary informed that no complaint has received.

Decisions taken:-

1 Decided to conduct next meeting on next semester or otherwise needed

The following Actions were made: -

1

Chairman

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INTERNAL COMPLAINTS COMMITTEE COUNCIL

Minutes of Meeting

VIT/ADM/CMT 2020 CMT/2020/MOM/02

The meeting was conducted in the S&H Department on 09-12-2021 at 02:00 pm with following members:

Name of the Attendees	Sign
Prof. Sheeja Bhaskar , Chairperson.	
Mrs. Anjana Nair , AP/ECE ,Member	
Prof. Ramesh.M HOD , ME ,Secretary	
Mr.Elvin Kuruvila AP/ CSE,Member.	
Mr.Akhil Beshy HOD EEE. Member.	
Mrs.Sugandhi P.N,Admin.Asst. Member.	

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Decisions taken:-

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The following Actions were made: -

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Chairman