



# VISAT ENGINEERING COLLEGE

Nelloorupara, Mutholapuram P O, Elanji, Ernakulam - 686665

Approved by AICTE, Recognized by DTE Kerala

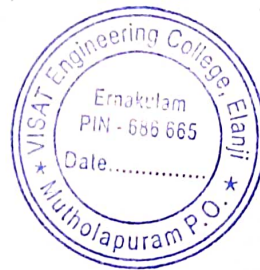
Affiliated to the APJ Abdul Kalam Technological University, TVM

Tel No: 0485 - 2259900 / Web : [www.visat.ac.in](http://www.visat.ac.in) / E-Mail : [office@visat.ac.in](mailto:office@visat.ac.in)

## GRIEVANCE COMMITTEE MEETING MINUTES

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## Anti-ragging and students grievance meeting

Venue: Principal Room

Date: 04-10-2018

Time: 10: 30 am

### Participants

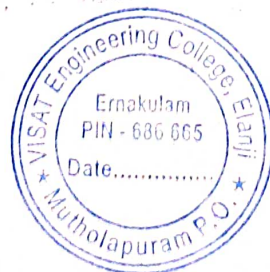
Prof. Jobins George	-	HOD/ECE
Prof. Ayyappa Das	-	HOD/BS
Prof. Sajith	-	Dept/CSE
Mrs..Susan Jacob Panicker-		Dept/CE
Prof. Akil Ajay	-	Dept/ME
Prof. Maneesh -		Dept/EE

The meeting conducted to discuss about some grievance noticed by the students.

Girls students asked to provide some tablets in the sick room and the cot available in the room have to be replaced..

They said it is noticed the store is found closed on interval time.

Principal asked to take immediate action against this findings and asked the store keeper to be available in the store during intervals and lunch time.



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## Anti-ragging and students grievance meeting

Board Room

05-01-2019

The meeting conducted by the Principal to discuss about the activities to be performed in the coming semester.

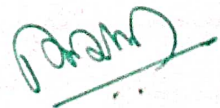
He said proper monitoring should be there for the senior and junior student's interactions.

Care must be taken to avoid unwanted things related to ragging and any incidents should be reported to the Principal immediately.

Any grievance from the student's side should be immediately attended and rectified.

### Participants

Prof. Jobins George	-	HOD/ECE
Prof. Ayyappa Das	-	HOD/BS
Prof. Sajith	-	Dept/CSE
Mrs. Susan Jacob Panicker	-	Dept/CE
Prof. Akil Ajay	-	Dept/ME
Prof. Maneesh	-	Dept/EE



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## Anti-ragging and students grievance meeting

Principal Room

30-07-2019

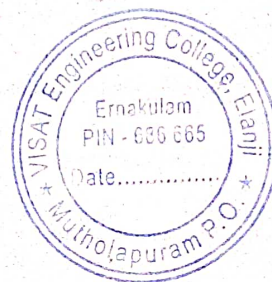
Dr.K.Prasadh	-	Principal
Prof.Jobins George	-	HOD/ECE
Prof.Ayyappa Das	-	HOD/BS
Prof. Sajith	-	Dept/CSE
Mrs..Susan Jacob Panicker-		Dept/CE
Prof.Rabees. E.U	-	HOD/ME
Prof. Maneesh -		Dept/EE

The meeting discussed about the First year opening and conduction of orientation programmes .

Principal asked first year HOD to conduct a Anti ragging awareness seminars to the senior students.

Principal advised the HODs that proper instruction were given to the senior students not to involve any kind of interactions to the junior students which is noticed as ragging.

The meeting further discussed to give sufficient motivation to the first year students about all disciplines inside the college campus.



A handwritten signature in black ink, appearing to be "Maneesh".

A handwritten signature in green ink, appearing to be "Maneesh".

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## Grievance Committee meeting

Principal room

04-09-2019

Dr.K.Prasadh	-	Principal
Prof.Jobins George	-	HOD/ECE
Prof.Ayyappa Das	-	HOD/BS
Prof. Sajith	-	Dept/CSE
Mrs..Susan Jacob Panicker-		Dept/CE
Prof.Rabees. E.U	-	HOD/ME
Prof. Maneesh -		Dept/EE

The Grievance Committee meeting held today discussed about Some problems in the transportation and bus pass.

The bus incharges should monitor the students who are utilizing the bus services

Some students has not paid the bus fee even for the last semester.

Some students reported that the buses are coming late to their bus stops.

Principal asked the Transport coordinator to rectify all the issues at the earliest.

Principal asked the Admin section to immediately replace the damaged door in the gents toilet in the ground floor.

The HODs reported that some water taps in all toilets are leaking and immediate measure to be taken to prevent the water wastage.



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## Grievances Committee Meeting

Venue :Principal room

Date : 10.09.2020

### Members Present

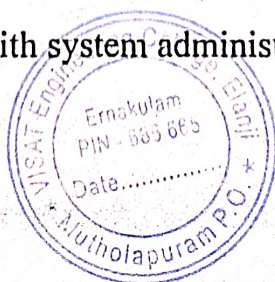
Prof. Subin P S	- Principal	
Assoc.Prof. Eldhose K Paul	- HOD/CSE	
Asst.Prof. Rabees U E	- HOD/ME	
Asst.Prof. Shyama M	- HOD/ECE	
Asst.Prof. Drishya Babu	- HOD/CE	
Asst.Prof. Akhil Beshy	- HOD/EEE	

The Grievances Committee meeting held today discussed about

- 1.The issues of students due to online classes in the ongoing semester.
- 2.Transportation facility during exam days.
- 3.Low wifi signal strength in college campus for the students in the campus.

### Decisions taken

- 1.Few number of students reported the network issues in their area.Committee decided to give recorded classes for the issue reported students.Also decided to allow flexibility in time table if students have any issues due to continuous online engagement
- 2.Decided to arrange bus facility from Elanji during exam days.
- 3.Decided to inform the issue with system administrator and to rectify the same.



  
PRINCIPAL

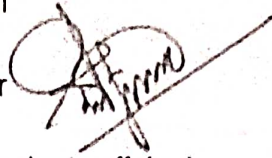


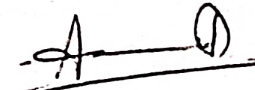

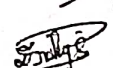
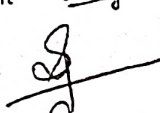

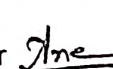
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**VISAT ENGINEERING COLLEGE ERNAKULAM**  
**MINUTES OF ANTI-RAGGING COMMITTEE( December 2021)**

Venue :Principal's room

Date: 8/12/2021

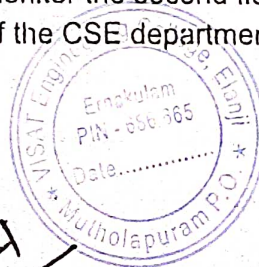
**Committee Members**


Prof. Dr.Binoy Alias Mattamana	: Principal	
Prof. P. S.Subin	:Registrar	
Prof. Bindu Elias	: Dean (students affairs )	
Asst. Prof.Eldhose Paul	: HOD, CSE Department	
Asst.Prof.RabeesU.E	: HOD, ME Department	
Asst. Prof. Akhil Beshy	:HOD, EEE Department	
Asst. Prof. Shyama M.	: HOD, ECE Department	
Asst. Prof. Drishya Babu	:HOD, CE Department	
Prof. Sheeja Bhaskar	: HOD, Basis Science	
Prof. Sheena Bhaskar	: First Year Convener	
Asst. Prof. Anjana G	:Anti -ragging committee Coordinator	

**Meeting Substance**

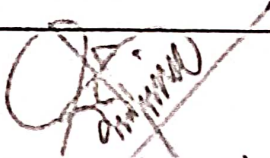



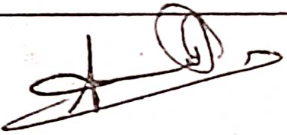
- The Anti-Ragging committee meeting held on 8/12/2021 in the principal's chamber analysed various matters regarding first year classes.
- Principal invited the attention of all members to the measures taken to prevent all types of harassment in the campus and hostels to make the campus friendly to newcomers.
- The committee decided to inform the senior students to avoid all types of interactions with the first year students.
- The anti-ragging squad is formed to keep surveillance throughout the campus.
- The Mechanical and Civil department is assigned the charge of the ground floor.
- The ECE and EEE department will monitor the second floor.
- Third floor will be under the control of the CSE department.

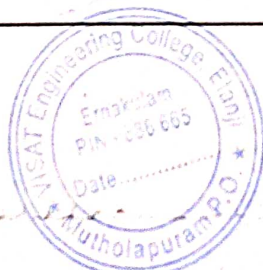
  
14/12/21  
**REGISTRAR.**




  
14/12/21  
**PRINCIPAL**  
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## MEETING MINUTES - STUDENT'S GRIEVANCES REDRESSAL COMMITTEE

Academic Year: 2021-22		Date: 01-06-2022	
Name of Facilitator: Principal & Chairman student's grievances redressal committee		Time: 2.30 pm	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Prof. Subin P S, Registrar		Member	Ramesh
Asst. Prof. Ramesh M , AP/ME		Secretary	
Prof. Dr. Fed Mathew, Dean – Students Affairs		Member	
Prof. Sheeja Bhasker, HoD SH		Member	
- Akhil Beshy		Member	
<b>AGENDA</b>			
1. Discussion on previous minutes of meeting		2. KTU fee payment	
3. KTU portal issues			



  
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# VISAT ENGINEERING COLLEGE

MANAGED BY UNISIS GROUP OF COMPANIES

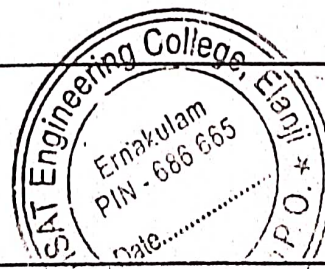
**DISCUSSIONS & SUGGESTIONS-** The members went through the minutes of the previous meeting and expressed their acceptance

## DECISIONS-

- (1) The minutes of the previous meeting were approved by the members.
- (2) The following issues related to KTU portal should be completed –
  - (a) S8 exam registration (s) issue of Arjun haridas (VIT17EC008)
  - (b) Lekshmi S VIT16EC014

## ACTIONS TAKEN

1. The exam registration of Samsing M S(S8 ME) , Ashin Madhu (S8 CSE) & Jishnu Prakash (S8 CE) was submitted to the University , provided they should pay the pending fee dues on 15/06/22.



Principal(Sign)

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VIT/ADM/CMT/2022/13

16/03/2022

**CIRCULAR**

Student's Grievances Redressal Committee for the academic year 2022-23 is constituted with the following members.

S.No	Name	Designation
1	Wing Cdr. Pramod Nair, Director	Member
2	Dr. Anoop.K.J., Principal	Chairman
3	Prof. P.S. Subin, Registrar	Member
4	Prof. Bindhu Elias, Dean - Academics	Member
5	Prof. Dr. Fed Mathew, Dean - Students Affairs	Member
6	Mr. Shaji Augustine, PRO	Member
7	Prof. Sheeja Bhasker, HoD SH	Member
8	Prof. Sheena Bhasker, First Year Coordinator	Member
9	Mr. Elvin Kuruvilla, TPO	Member
10	Mr. Eldhose K Paul, HoD CSE	Member
11	Mrs. Timi Thomas, HoD, CE	Member
12	Mrs. Shyama M, HoD, ECE	Member
13	Mr. Akhil Beshy, HoD EEE	Member
14	Mr. Rabees Ibrahim, HoD ME	Member
15	Mr. Ramesh M, KTU Coordinator	Member Secretary

**Frequency of the Conduct of Meeting: Every Wednesday's of all Calendar Month**

Principal

Copy to:

1. Director, Principal, Registrar, Dean- Academics, Dean- Students Affairs, Office.
2. HOD-SH, HOD- CE, HOD-CS, HOD- EE, HOD- EC, HOD- ME, All Departments
3. Above Members



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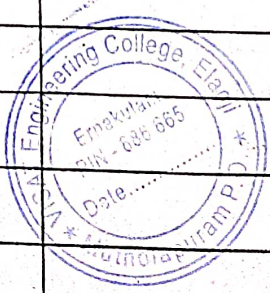


**MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE**

Academic Year: 2022-23		Date: 22-8-2022	
Name of Facilitator: Principal		Time: 2.00 pm	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Prof. Subin P S, Registrar		Akhil Beshy, HoD EEE	
Sheena Bhaskar, 1st year Coordinator		Divya Nair, HoD CSE& IQAC Coordinator	
Prof. Dr. Fed Mathew, Dean - Students Affairs		Ramesh M, KTU Coordinator	
Timi Thomas. HoD CE			

**AGENDA**

Discussion on previous minutes and action taken report	2018-22 batch certificate verification at KTU
Portal issues during Exam time	Jesteena's portal correction

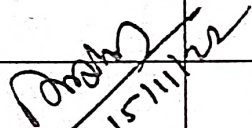


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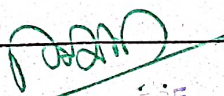
## DISCUSSIONS & SUGGESTIONS

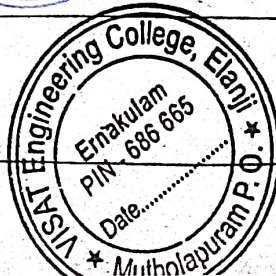
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.\
2.	Discussed the portal correction of 1 student
3.	Discussed the refund of cancelled exam
4.	Discussed the ktu portal downtime issues
5.	Discussed the count of certificates to bring to KTU (qc verification of 2018-22 batch)
6.	
7.	
8.	
9.	

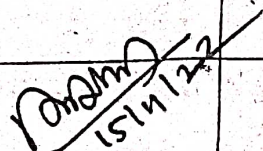
  
15/11/22  
Sign(Principal)

## ACTIONS TAKEN

1.	Decided to send mail to ktu regarding Jesteens's (s7 CE)issue
2.	Created a google form for collecting data correctopn
3.	
4.	

  
PRINCIPAL (V)  
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15/11/22  
Principal(Sign)

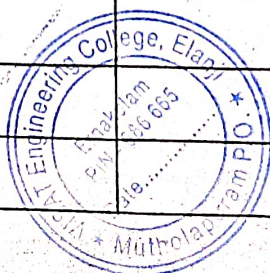


**MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE**

Academic Year: 2022-23		Date: 23-10-2022	
Name of Facilitator: Principal		Time: 2.00 pm	
Meeting Type: Scheduled		Venue: Conference Hall	
<b>Name of the Attendees</b>	<b>Sign</b>	<b>Name of the Attendees</b>	<b>Sign</b>
Prof. Subin P S, Registrar		Akhil Beshy, HoD EEE	
Sheena Bhaskar, 1st year Coordinator		Divya Nair, HoD CSE& IQAC Coordinator	
Prof. Dr. Fed Mathew, Dean - Students Affairs		Ramesh M, KTU Coordinator	
Timi Thomas. HoD CE			

**AGENDA**

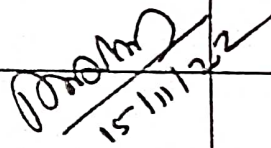
Discussion on previous minutes and action taken report	2019-23 batch certificate verification at KTU on 3/11/22
Portal issues during Exam time	cancelation of registered supplementary Examination of Afna Azees



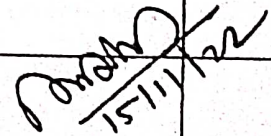


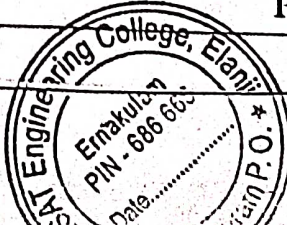
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## DISCUSSIONS & SUGGESTIONS

1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.	
2.	Discussed the cancellation of exam registration of 1 student	
3.	Discussed the refund of revaluation	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU	
6.		
7.		
8.		
9.		
		 15/11/22 Sign(Principal)

## ACTIONS TAKEN

1.	Decided to Refund the exam fees to Afna Azeez	
2.	Created a google form for exam registration data collection	
3.		
4.		
		 15/11/22 Principal(Sign)
 <b>PRINCIPAL</b> <b>VISAT ENGINEERING COLLEGE</b> (Affiliated to APJ AKT University) Elanji, Ernakulam - 686 665		 VISAT Engineering College, Elanj Ernakulam Pin - 686 665 Date..... * Mutholapuram P.O. *
		 VISAT Engineering College, Elanj Ernakulam PIN - 686 665 Date..... * Mutholapuram P.O. *

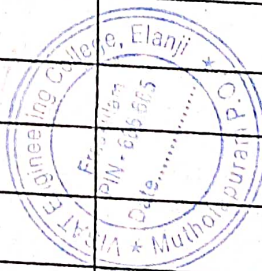


**MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE**

Academic Year: 2022-23		Date: 16-12-2022	
Name of Facilitator: Principal		Time: 2.00 pm	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Prof. Subin P S, Registrar		Akhil Beshy, HoD EEE	
Sheena Bhaskar, 1st year Coordinator		Divya Nair, HoD CSE& IQAC Coordinator	
Prof. Dr. Fed Mathew, Dean - Students Affairs		Ramesh M, KTU Coordinator	
Timi Thomas. HoD CE			

**AGENDA**

Discussion on previous minutes and action taken report	Discussion on break of study of 2019-23 batch student (Suraj R Krishnan)
Portal issues during registration time	Migration certificate issue of Eldho Raju (EEE)

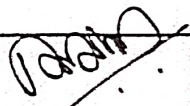


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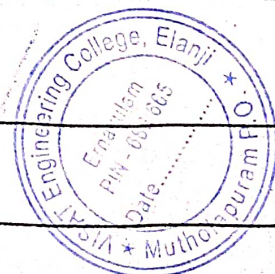
## DISCUSSIONS & SUGGESTIONS

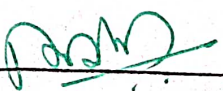
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance	
2.	Discussed the BREAK OFF STUDY	
3.	Discussed the refund of revaluation amount	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU (qc verification of 2022-26batch)	
6.		
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9.		

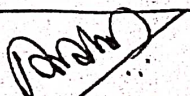
  
Sign(Principal)


## ACTIONS TAKEN

1.	Decided to send mail to ktu regarding issue of Eldho Raju (EEE)	
2.	Created a google form for collecting refund amount	
3.		
4.		



  
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Principal(Sign)

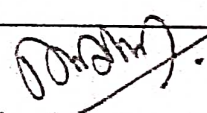
  
18/2/23







## DISCUSSIONS & SUGGESTIONS

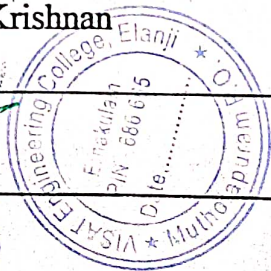
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance	
2.	Discussed the BREAK OFF STUDY of Arthur ECE	
3.	Discussed the refund of revaluation amount	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU (qc verification of current S2 & S6 STUDENTS)	
6.		
7.		
8.		
9.		
		 Sign(Principal)

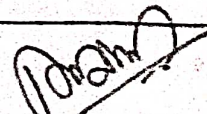
## ACTIONS TAKEN

1.	Decided to send mail to ktu regarding issue of Supply Registration fee payment failure	
2.	Created a Google form for Distributing	
3.	Distributed the certificates to Suraj R Krishnan	
4.		

  
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Principal(Sign)