



P. K. DAS COLLEGE
of **NURSING**

PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522



(Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government
Affiliated to Kerala University of Health Sciences)

(FORMERLY NEHRU COLLEGE OF NURSING)

GRIEVANCE AND REDRESSEL COMMITTEE



P. K. DAS COLLEGE
of **NURSING**
PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522



COLLEGE GRIEVANCE REDRESSAL COMMITTEE

POLICY & GUIDELINES

As per the regulations of the university governing council (U.O.48/2021/DSA/KUHS/Dated 05.0.2021), the affiliated colleges are instructed to start a Grievance Redressal committee for students (GRCS). The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

- To uphold dignity of the college by ensuring stress free atmosphere in the college by promoting..
- Advising students of the college to respect the right and dignity of one another.
- Advising all staff to behave in a manner which is not vindictive to the student
- Advising all the students to refrain from inciting students against other students, teachers and college administration

Functions

- The encourage students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Seeks a solution through decision-making process.
- Acknowledges and analyses the grievances.
- Reports the grievances and records how they were redressed.
- The outcome of the discussion is reported to their petition of the same complaint.
- All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures



G. S. Sivar
PRINCIPAL
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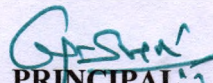
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COMPOSITION OF GRIEVANCE AND REDRESSAL COMMITTEE

SL NO	NAME	DESIGNATION	PHONE NO
1.	Prof.Dr.Srinivasan.G principal	Chairman	8248175219
2.	Prof. A Priya Marry Stella- Vice Principal	Member Secretary	9496954193
3.	Prof. Sathyasri R-professor	Nodal Officer	8870966007
4.	Mrs. Sasilekha	Warden , Girls Hostel	9539227291
5.	Mr. Mohammed Tharique	College union chairman	8848482261
6.	Mr. Mohammed Fayas	General secretary	9048100925
7.	Ms.Anjana C.R	University union counsellor	7356812340
8.	Mr. Manoj .M	PTA President	9447239761




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GRIEVANCE AND REDRESSAL COMMITTEE

ACTION TAKEN REPORT 2022-2023

(APPROVED IN THE MEETING HELD ON 11-07-2022 at 11.00am)

Sl.No.	Item	Action by	Action taken
1	<ul style="list-style-type: none">Student representative mentioned that they are unable to study in the hostel during power cut and heavy rain	Principal	-it is suggested that a request to management will be forwarded for 24hr generator service for student's hostel



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PRINCIPAL



NEHRU COLLEGE of NURSING



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CIRCULAR

NCN/CIR/GRC/112/2022/02

08-07-2022

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 11 July, 2022 at 11:30 am. The members of the committee are instructed to attend the meeting.

Venue: principal's office

Principal

Copy to

The Head of the Departments

Faculty and students by name

Committee Incharge

Office Superintendent




PRINCIPAL
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Minutes of the Meeting.

Venue : Principal office.

Time : 11.30 am.

Date : 11-07-2022

Members Present :

Dr. Kavitha Mole P.J.

Lt. Col. Regina P.F.

Ms. ZANA ELIZABETH JTC

Mr. Alex Cherian

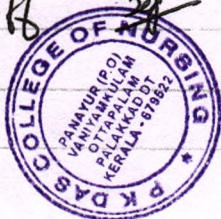
Miss Alousiya Varkey.

Meeting started at 11.30am. The grievance box opened before the meeting, there is no letter in the box. The student representative mentioned regarding the grievance in the hostel and the college, there is no written complaint.

The student representatives complained that they can't study in the hostel during power cut during heavy rains. Principal discussed the problem with the management and decided to provide alternative arrangements.

There is no other grievance to discuss the meeting ended at 12.30pm.

Incharge Staff



G. S. S.
PRINCIPAL
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Deena



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CIRCULAR

NCN/CIR/GRC/112/2023/03

13-09-2023

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 18 September, 2023 at 02:30pm .The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

Copy to

The Head of the Departments

Faculty and students by name

Committee Incharge

Office Superintendent



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MINUTES OF THE MEETING

VENUE : PRINCIPAL OFFICE

DATE : 18.09.2023

TIME : 2.30 PM

Members Present

DR. SRINIVASAN. G

PROF. PRIYA MARY STELLA

LT Col. REGINA. P.F

MRS. ZAINA ELIZABETH JJE

MRS. SATHYA SREE. R.

MS. ANIS EMMANEUL

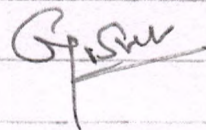
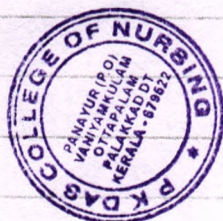
MS. ALEENA JAIMON

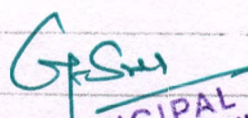
MS. ARYA NANDA AJAY KUMAR

MS. ABHINA. A

Meeting started with silent prayers. The letter box was opened & looked for any grievance letters by student representatives. There was no letters. The students told that there is no grievance in the hostel, & regarding academics. They are satisfied with hostel & Mess facilities. The student representatives are instructed that if any grievance they can approach the committee members any time. Meeting adjourned at 3.00 PM

Staff in charge
Members


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CIRCULAR

NCN/CIR/GRC/112/2023/01

23-03-2023

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 27 March, 2023 At 12:00 pm .The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

Copy to

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Faculty and students by name

Committee Incharge

Office Superintendent



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MINUTES OF THE MEETING

VENUE : PRINCIPAL OFFICE
 TIME : 12.00^{PM}
 DATE : 27.03.2023

Members Present :

Dr. ~~Srinivasan~~ G.

Lt. Col Regina PF

Ms. ZAINA ELIZABETH MSc

Prof. A. Priya Mary Stella

Ms. Anit Emmanuel

Ms. Aleena Jainam

Ms. Aryananda Ajaykumar.

Meeting started at 12:00^{PM} with silent prayer. The grievance cell box was opened before the meeting. There is no letters in the box. The student representatives verified regarding the grievances in the hostel & academic block. There is no grievances in hostel & academics. The student representatives are instructed that if any grievances, they can approach the committee members any time. Meeting adjourned at 1:00^{PM}

Staff Incharge. ~~27~~
 Members :

G.S.M.
 Principal



G.S.M.
 PRINCIPAL
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CIRCULAR

NCN/CIR/GRC/112/2023/02

12-06-2023

The Minutes of the meeting of Grievance and Redressal Committee Is Scheduled on 16 June, 2023 at 02:30pm .The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

Copy to

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Faculty and students by name

Committee Incharge

Office Superintendent



G.P.S.
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CIRCULAR

MINUTES OF THE MEETING

VENUE : principal office

DATE : 16.06.2023

TIME : 2.30 PM

Members Present :

DR. SRINIVASAN. G.,

PROF. PRIYAMMA STELLA

LT. Col Regina PF

Ms ZAIRA ELIZABETH JOSE

Mrs. SATHA SREE

Ms. Amit Emmanuel

Ms. Aleena Sainon

Ms. Aryananda Agaykumar

Ms. Abhin. A.

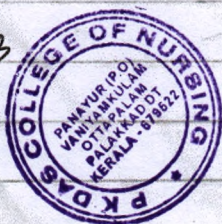
Meeting started with silent prayers. The letter box was opened and looked for any grievances letter by students representatives. There were no letters. The students told that there is no grievances in hostel & academics. They are satisfied with hostel & Mess facilities. The student representatives are instructed that if any grievances, they can approach the committee members any time. Meeting adjourned at 3.30 PM

[Signature]
Principal

Staff Incharge *[Signature]*
Members

[Signature]

[Signature] 16/6/23
[Signature]
[Signature]
[Signature]



[Signature]
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CIRCULAR

NCN/CIR/GRC/112/20/01

13-01-2020

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 15 January, 2020 at 1.30 pm. The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

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Faculty and students by name

Committee Incharge

Office Superintendent




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Minutes of the meeting.

Venue :- Principal office

Time :- 01.30 pm.

Date :- 15.01.2020

Members Present.

Prof. Tamil selvi.P

Prof. Lavanya.

Asso. Prof. Sudhan Suresh Kumar.

Asso. Prof. Abdul Nisfar. T.A.

Asst. Prof. Lt. Col. Rejiza. P.F

Asst. Prof. Shahul Hameedh. K.P

Asst. Prof. Sheeba. S.

Asst. Prof. Reeba

Lecturer. Sr. Daisy

Lecturer. Mr. Vishnu

Lecturer. Saritha.

Lecturer. Sreeleela

Lecturer. Twinkle Thomas.

Lecturer. Milka Oppan.

Ms. Soudhi

Ms. Shirey

Ms. Smitha

Ms. Soudhi. C

Ms. Praseeda. T. Jose

Ms. Sheran

Meeting started at 01.30pm. Principal. Prof Tamil selvi.P. tell the staff about grievance cell and grievance box. How the grievance is Redressal Committee working and what all matters coming under this, How the faculty can come in touch with committee all this. Meeting come to an end by 02.15 pm.



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CIRCULAR

NCN/CIR/GRC/112/21/02

22-04-2021

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 26 April, 2021 at 11.00 am. The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

Copy to

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- Committee Incharge
- Office Superintendent



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Minutes of the meeting:-

Venue: Google meet - Platform.

Time: 11:00 Am.

Date: 26/4/2021

Members Present:-

Prof: Tamin Selvis.

Prof: Lavanya.

Mr. Mohammed Anshad.

Anshid Rahman.

Mrs. Fathma T.A.

Mrs. Shiny K.

Mr. Vishnu R.

Mrs. Sasilekha.

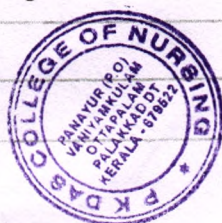
Mrs. Milka Oppam.

Mrs. Sheeba S.

Mr. Karkey

Meeting started at 11:00 Am. In the college only, through google meet. Complaint box is opened in front of the student representative. There is no written complaints. The student representative are relieved regarding their grievance in the hostel or academic block. There is no grievance in the academic as well as in the hostel. Student representatives are instructed that if there is any grievance, they have approach the committee members. At any time meeting is ended at 12:00 Pm.

Staff Incharge:-



G.S.W

PRINCIPAL
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P.S.



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CIRCULAR

NCN/CIR/GRC/112/18/01

12-12-2018

The Meeting of Student Grievance and Redressal Committee is scheduled on 19 December, 2018 at 01:30 pm. The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

PRINCIPAL

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The Head of the Departments

Faculty and students by name

Committee In charge

Office Superintendent




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Grievance & Redressal. 7

MINUTES OF THE MEETING

Date : 19.12.2018

Time : 1³⁰ P.M.

Venue : Principal office

Members present.

1. Prof. Tamil Selvi P. - chairman of GRC
2. Prof. Lavanya - Senior Faculty
3. Mrs. Sheeba S - SSGP coordinator
4. Mr. Jayakrishnan P. - OS
5. Ms. Anwarya A
6. Mr. Arjun Babu. } - Student Representatives

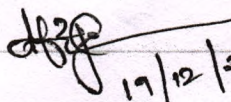
Meeting started at Principal office. She has verified with the members, is there any grievance exists between the staff and students.

→ The complaint box is opened in the college campus as well as in the Hostel block. There were no written complaints in the box.

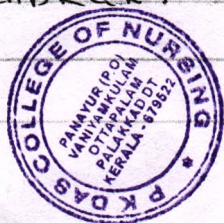
→ Student representatives informed that, there is no grievances from the students.

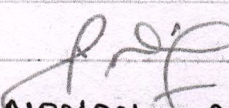
→ Members also said that there is good relationship between the staff and students.


There is no points to discuss in the meeting and it is ended at 2.00 P.M.

 19/12/2018

STAFF INCHARGE.



 CHAIRMAN OF GRC


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CIRCULAR

NCN/CIR/GRC/112/19/01

14-01-2019

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 18 January, 2019 at 1.30 pm. The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

Copy to

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Faculty and students by name

Committee In charge

Office Superintendent



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MINUTES OF MEETING

DATE : 18.01.2019

TIME : 1.30 P.M

VENUE : Principal office

Members Present

Prof. Tamil Selvi

Prof. Jawaya

Mrs. Sheeba

Mr. Jayakrishnan

Ms. Aiswarya

Mr. Arjun Babu.

Meeting started at 1.30 pm.


→ Complaint box is opened in front of the student representative in the college campus and Hostel block. There is no written complaint.

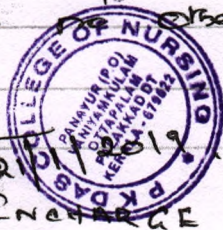
→ Student representatives told that "there is talk between the students that some of the students are using the mobile with the knowledge of warden."

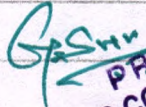
→ Principal informed all the coordinators to have surprise visit to the hostel for the verification of hidden mobile in any of the students rooms.

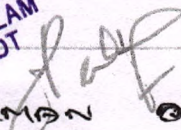
→ It was found in the 1st year room and it is handed over to warden and 1st warning is given not to use mobile phone inside the hostel, there is landline phone and coin box to communicate with the parents on particular days.

There is other grievances to discuss.


STAFF INCHARGE




PRINCIPAL
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IRMAN of GRC



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CIRCULAR

NCN/CIR/GRC/112/19/02

12-02-2019

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 15 February, 2019 At 1.30 pm. The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

Copy to


The Head of the Departments

Faculty and students by name

Committee Incharge

Office Superintendent




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MINUTES OF MEETING

Date : 15.02.2019

Time : 1.30. Pm.

Venue : Principal office

Members Present.

Prof. TamilSelvi P.

Chairman of GRC

Prof Javanya

Senior Faculty

Mrs. Sheeba

SSCP Coordinator

Mr. Jayakrishnan

Office Supdt.

Ms. Aiswarya

Mr. Arjun Babu

} Student Representatives.

Meeting started at 1.30 P.M.

→ Complaint box in the college campus and Hostel block opened and there is no written complaints.

→ Healthy relationship exist between staff and students.

→ Informed to the student representative that if they are finding any grievances among students, it can be resolved after the analysis of the problems.

There is no other grievances. Meeting ended at 2. PM.

[Signature] 16/2/19.

STAFF INCHARGE

[Signature]
CHAIRMAN OF GRC



[Signature]
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CIRCULAR

NCN/CIR/GRC/112/19/03

Date:12-03-2019

The Minutes of the meeting of Grievance and Redressal Committee is scheduled on 15 March, 2019 at 1.30 pm. The members of the committee are instructed to attend the meeting.

Venue: Principal's Office

Principal

Copy to


The Head of the Departments

Faculty and students by name

Committee Incharge

Office Superintendent




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OTTAPALAM, PALAKKAD DT
KERALA - 679522

MINUTES OF THE MEETING

DATE : 15.03.2019.

VENUE : Principal office

TIME : 1.30 PM.

Members Present.

Prof. Tamilselvi P.	Chairman of GRC
Prof. Lavanya	Senior Faculty
Mrs. Sheeba.S	SSGP Co-ordinator
Mr. Jayakrishnan P.	Office Supdt.
Ms. Aiswarya A.	} Student Representative
Mr. Arjun Babu.	

Meeting started at 1.30 P.m in the Principal's office. Members were asked regarding the grievances of staff and students. There is no grievances exist between staff and students. Complaint box in the college campus and Hostel block also present. No complaints in that. So Chairman of GRC informed that if there any Grievances present, meeting will be held to resolve that. So meeting ended at 2.00 P.M.

[Signature]
16/3/19

STAFF INCHARGE

[Signature]
CHAIRMAN OF GRC.



[Signature]
PRINCIPAL
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