



# HOLY GRACE ACADEMY OF ENGINEERING MALA, THRISSUR

## MINUTES OF THE MEETING

**VENUE: PRINCIPAL CABIN**

**DATE: 10.07.2021**

**TIME: 01.00 PM**

**AGENDA: DISCUSSING AND ADDRESSING STAFF GRIEVANCES**

**attendees:**

1. Dr. G Harikrishnan - Chairman
2. Dr. Shalij P R - Member
3. Mr. Sulficar A - Member
4. Ms. Sherina basher - Member

**Meeting Summary:**

- The chairperson called the meeting to order and welcomed all the committee members.
- The chairperson briefed the committee about the purpose of the meeting, which was to review and address the staff grievances received by the committee.

**No grievances were received during the year 2021 – 2022.**

- The next meeting was scheduled to review the progress of the actions taken and discuss any new grievances received
- The chairperson thanked all the committee members for their participation and adjourned the meeting





# HOLY GRACE ACADEMY OF ENGINEERING MALA, THRISSUR

Circular

No.:HGE/Ad/15 /2021

Date:03/06/2021

Sub: Formation of Grievance Redressal Committee – Regarding

This is to inform all the staff that a Grievance Redressal Committee has been formed to address the grievances of the faculty and take necessary actions. The following are the members of the committee:

Sl.No.	Name	Designation	Role
1	Dr. G Harikrishnan	Principal	Chairperson
2	Dr. Shalij PR	Dean (Research)	Member
3	Mr. Sulficar A		Member
4	Ms. Shareena Basheer	Assistant Professor	Member

Principal





# HOLY GRACE ACADEMY OF ENGINEERING MALA, THRISSUR

2021

## Details of members

Sl.No.	Name	Designation	Role
1	Dr. G Harikrishnan	Principal	Chairperson
2	Dr. Shalij P R	Dean (Research)	Member
3	Mr. Sulficar A		Member
4	Ms. Shareena Basheer	Assistant Professor	Member

  
Principal





# HOLY GRACE ACADEMY OF ENGINEERING MALA, THRISSUR

Circular No: HGE/SGRC/ 15/2021

Date: 05/07/2021

## CIRCULAR

This is to inform you that the Staff Grievance Redressal cell meeting will be conducted on 10.07.2021 at Principal's cabin. All the members of the committee are requested to attend the meeting without fail.

PRINCIPAL





# HOLY GRACE ACADEMY OF ENGINEERING MALA, THRISSUR

Date: 05.06.2021

## Grievance Redressal Committee

Ref: 1-103/AICTE/PGRC/Regulation/2021

### Order

As per the reference 1-103/AICTE/PGRC/Regulation/2021 the following Committee members shall form the Grievance Redressal Committee to address the grievance of faculty/staff including service matters. In case faculty/staff are not satisfied with the decision of Grievance Redressal Committee they may appeal to the KTU for redressal of their grievances.

The members are :-

Sl.No.	Name	Designation	Role
1	Dr. G Harikrishnan	Principal	Chairperson
2	Dr. Shalij P R	Dean (Research)	Member
3	Mr. Sulficar A		Member
4	Ms.Shareena Basheer	Assistant Professor	Member

The Grievance Redressal Committee shall meet as per the grievances received. They shall send their report with recommendations to KTU and a copy there of to the aggrieved faculty/staff member within a period of 15 days from the date of receipt of the complaint.

Principal

