



IDEAL COLLEGE FOR ADVANCED STUDIES

(Affiliated to University of Calicut)

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

0494 2 686 675 | 2 687 475 | 2 688 455 | 2 688 575

www.idealcollegekadakassery.ac.in

icas@idealeducation.org

Grievance Redressal Cell

**Ideal College for Advanced Studies, Kadakassery
(Affiliated to University of Calicut)
Kadakassery, Thavanur 679573**

2023-2024

Grievance Redressal Mechanism is very important to provide value to the stakeholders and to maintain peace, harmony, and quality of any Higher Education Institution. The College has a very transparent and efficient mechanism for Grievance Redressal. Grievances of Students, Teachers, and Non- Teaching Staff is addressed and amicable solutions are arrived at in a short span of seven days. The Grievance Redressal Cell is constituted by a Convenor and the representative members of committees like Examination Grievance Redressal, Ethics & Anti-ragging Committee, Internal Complaint Committee (ICC), and General Grievance Committee.

As suggested by University Grants Commission, New Delhi, the College has established a Grievance Redressal Cell, to provide a remedial measures for students' grievances. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.

Anyone with a genuine grievance may inform their grievance.

- To the department member in person.
- To Grievance Redressal Cell officer in charge.
- By Dropping a written letter in Suggestion box kept in the Main Block.
- By Sending E Mail to the officer in charge.



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Minutes

Date: 19/6/2023

Time :- 10.30 am

Venue:- BCA Seminar Hall

Agenda

- Formation of Grievance redressal Cell for the year 2023-2024
- Action plan for the year 2023-2024

Decision

- Members were selected for the cell .
- Discussed necessary measures to be taken based on the grievances.

Members:

Prof.Koyakutty T K- Principal- Chairman

Mr. Jaseel P J - Assistant Professor-Officer on special duty- 7902344990-
jesilparakottycd@gmail.com

Ms. Rajitha P B - Assistant Professor- Convenor (WDC)

Mr. Abdul Fathah -HOD- Convenor(Anti ragging cell)

Ms.Saheena M - Assistant Professor- Convenor (Discipline Committee)



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Date :- 12/8/2023

Time :- 3.30 pm

Venue:- BCA Seminar hall

Agenda:-

- Actions to be taken related with the complaints received

Decisions:

- A complaint has been received about the clearness of Green Board in the class room. The same has been informed to the management committee and necessary arrangements have done.

Members Present

Prof.Koyakutty T K- Principal- Chairman

Mr. Jaseel P J - Assistant Professor-Officer on special duty- 7902344990-jesilparakottyed@gmail.com

Ms. Rajitha P B - Assistant Professor- Convenor (WDC)

Mr. Abdul Fathah -HOD- Convenor(Anti ragging cell)

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Date : 31/10/2023

Time :- 1.30 PM

Venue:- BCA Seminar hall

Agenda:

- Actions to be taken related with the complaints received

Decisions:

- A complaint has been received about the damage of Napkin vending machine in the girls room. Necessary steps has been taken for the maintenance of the same.

Members

Prof.Koyakutty T K- Principal- Chairman

Mr. Jaseel P J - Assistant Professor-Officer on special duty- 7902344990-jesilparakottyed@gmail.com

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Mr. Abdul Fathah -HOD- Convenor(Anti ragging cell)

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Date : 1/2/2024

Time :- 2.30 PM

Venue:- BCA Seminar hall

Agenda:

- Actions to be taken related with the complaints received

Decisions:

- A compliant has been received about the cleanliness of the class room. It was decided to make arrangements for the complete cleaning of the class room.

Members

Prof.Koyakutty T K- Principal- Chairman

Mr. Jaseel P J - Assistant Professor-Officer on special duty- 7902344990-jesilparakotty@gmail.com

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Date : 28/3/2024

Time :- 2.30 PM

Venue:- BCA Seminar hall

Agenda:

- Actions to be taken related with the complaints received

Decisions:

- A complaint has been received about the water cooler damage . It has been decided to discuss with the college management and canteen about the same.

Members

Prof.Koyakutty T K- Principal- Chairman

Mr. Jaseel P J - Assistant Professor-Officer on special duty- 7902344990-jesilparakottyed@gmail.com

Ms. Rajitha P B - Assistant Professor- Convenor (WDC)

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