



# VEDAVYASA INSTITUTE OF TECHNOLOGY

Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077  
Affiliated To AICTE, APJ Abdul Kalam Kerala Technological University, And Govt. Of India

## Constitution of Grievance Cell for the year 2025-26

In compliance with the order of Dr S. Sangheethaa, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval Process handbook 2018-19 of AICTE, a committee as detailed below has been reformed.

Name of the Committee	<b>Grievance Committee 2025-26</b>
Date of Constitution	<b>01.07.2025</b>
Responsibility of the members	It shall be the duty of the grievance cell 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 approach the Principal/Director through mail.
Higher Authority / Management	The Committee will report to the Principal

Designation in Committee	Name	Designation
Presiding Officer	Dr. Sangheethaa S.	Principal
Chairperson	Mr. Binoy Poyili	AP, ME
Member	Mr. Narayanan	Administrative Officer
Member	Ms. Indira Meon	AP, CSE
Member	Dr. Lijin George	HOD ME
Member	Mr. Muhammed Al Ehsan	Student member
Member	Ms. Krishna	Student member

### Responsibility of the Cell

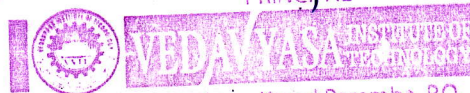
- The committee administers and make decisions concerning faculty welfare, taking up issues reported by faculty and resolve them
- The committee meets if any need arises to discuss the problems and probable ways of improvement in the standards with respective facilities and the like.

The Constitution was adopted by the members to achieve the aims and execution of duties.



Approved by Dr. S. Sangheethaa, Principal

PRINCIPAL



Near Ramanattukara, Karad Paramba. P.O.  
Malappuram District, PIN. 673 632



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## GRIEVANCE AND APPEAL COMMITTEE

VVIT/GC/Meeting/2025/E01

Date: 04.07.2025

### CIRCULAR .

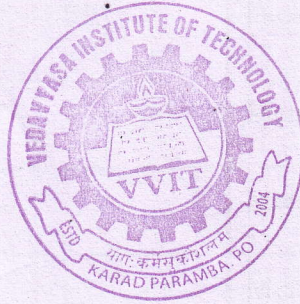
#### Sub: Grievance Cell Meeting – Intimation to the member of Grievance Cell

The grievance and appeal committee meeting is scheduled for 11.00 a.m. on July 10, 2025, in the principal office. All the members are requested to attend the meeting. The agenda for the meeting is as follows:

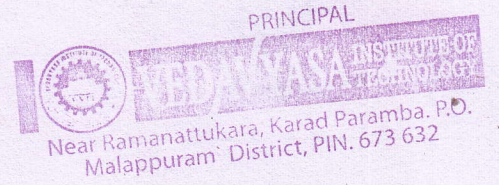
#### AGENDA:

1. To discuss about the genuine problems and complaints of students
2. Any other matters

For Kind Information:  
Director



  
Chairperson



Copy to: IQAC, VVIT Office  
HoDs  
The members concerned.



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## GRIEVANCE CELL AND APPEAL COMMITTEE

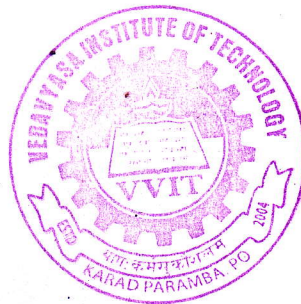
VVIT/GC/Meeting/2025/E01/Minutes

Date: 10.07.2025

The GC meeting was held on 10.07.2025 – 11.00 am at Principal office.

### Members Present

Sl. No.	Name	Designation/ Address	Role of GC	Signature
1	Er. Divya K.K.	HoD, CE	Faculty Member	
2	Mr. Binoy P	Asso. Prof. – Mech	Chairperson	
3	Mr. Narayanan	Administrative officer	Member	
4	Ms. Indira Menon	Asst. Prof. – CSE	Faculty Member	
5	Dr. Lijin George	HOD ME	Member	
6	Mohd. Al Ehsan	Student	Member	
7	Krishna	Student	Member	





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## Minutes of Meeting: Grievance and Appeal Committee

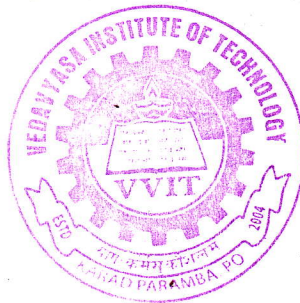
<b>Date: 10-07-2025</b>	<b>Time:11 AM</b>	<b>Location: Principal office</b>
<b>Type of Meeting</b>	<b>Students Grievance and Appeal Committee</b>	
<b>Attendees</b>	<b>Members of Grievance and Appeal Committee</b>	
<b>Agenda</b>	<b>To discuss about the grievance received from students</b>	

### Discussion

We have constituted a Grievance Redressal Cell to address genuine problems and complaints of students. The complaint management mechanism is carried out in three levels in the institution.

### Principal discussed the following points to be followed by the committee

1. Found no grievance for students as on 10-07-2025
2. Students late fee request was extended for two weeks
3. Suggestions to improve student's performance from all departments requested.
4. Suggestions to improve canteen menu and store are executed.





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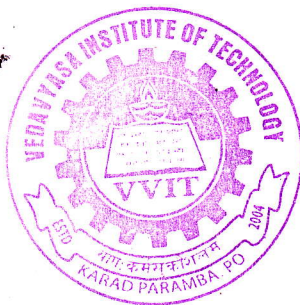
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## GRIEVANCE AND APPEAL COMMITTEE

### ACTION TAKEN REPORT dated 15-07-2025

ACTION TAKEN	DATE/REMARKS OF ACTION
1. Found no grievance for students as on 10-07-2025	Satisfactory
2. Students late fee request was extended for two weeks	Executed
3. Suggestions to improve student's performance from all departments requested.	14-07-2025
4. Suggestions to improve canteen menu and store are executed.	11-07-2025

  
Chairperson



  
Principal  
PRINCIPAL



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