

## **LITTLE FLOWER COLLEGE, GURUVAYOOR**

### **GRIEVANCE & REDRESSAL CELL COMMITTEE REPORT 2022-23**

The first Grievance and Redressal committee meeting was held in Visitor's room at 12.30 p.m on 16/08/2022. The Committee discussed the action plan and prepared the policy document of the Cell for the Year 2022-23. The Committee also decided to display the names and phone numbers of the staff in Charge of the Committee as well as the notice to report the complaints on the College Notice Boards. The Committee also decided to follow the existing three tier System to address the grievances.

The second meeting of the committee was held on 02 /11/2022 at 12.30 p.m in visitor's room to discuss the student grievances related to the rescheduling of the College timings. The issue was conveyed to the Principal and the Principal took action to reschedule the College timings to 9 a.m to 3.30 p.m instead of 9 a.m to 4 p.m

The third meeting of the committee was held on 08 /02/2023 at 11.30 p.m in visitor's room. The Committee discussed the student grievances related to the lack of space and enough furniture in the M.Sc. Zoology lab as well as the lack of enough vehicle parking sheds. The issues were conveyed to Principal and the Principal took sufficient actions to expand the vehicle sheds. Action was also taken to restructure the M.Sc Zoology lab and to provide new large tables.

**Dr. Thanuja A Mathew (Staff in Charge)**

Assistant Professor ,Department of Zoology

**Dr. Anuroj T.J (Staff in Charge)**

Assistant Professor & Head , Department of Hindi,

**Ms. Mini T.J ( Member)**

Assistant Professor & Head , Department of Physical Education

**Mr. Don C Josson (Member)**

Technical Assistant