



DC School of Management and Technology
KINFRA Film & Video Park, Sainik School P.O.
Kazhakootam, Thiruvananthapuram - 695 585
Kerala, India
Phone : 0471 - 3242103, Fax: 0471-2418787
Web: www.dcsmat.com
Portal: www.dcsmat.ac.in
E-mail: dcsmat.tvm@dcschool.net

04-01-2023

**DC School of Management and Technology
Office Order No.03/2023**

Sub: 1) Re-constitution of Grievance Redressal Committee
2) AICTE (Establishment of Mechanism for Grievance Redressal) Regulations 2012 No F.No.37-3/legaU2012.

1. In compliance of the regulations of AICTE, it has been decided to re-constitute the Grievance Redressal Committee headed by Dr. Siva Prakash C S, Principal as the Chairman and members as under with immediate effect:

Member

1. Mr. Anoob J S, Assistant Professor
2. Mrs. Heera S Kumar, Assistant Professor
3. Mrs .Arunima S Raj, Assistant Professor
4. Mr. Jeron A , Manager -Administration

2. The committee shall be responsible for the compliance as per the above Ref 2 regulations of AICTE.

All the members and Chairman shall familiarize themselves with their duties and responsibilities and act in accordance with the regulations of the above notification.

The tenure of the officials of the committee shall be co-terminal with their appointment in DCSMAT or otherwise changed by the issue of a subsequent order'

All files and correspondence in relation to the proceedings of the committee shall be maintained by the Chairman




Principal

Circulation

- 1) All students and staff
- 2) All Members of the committee
- 3) Stock File
- 4) CF



**DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
TRIVANDRUM**

Minutes of the DCSMAT TVM – Grievance Redressal Committee

Ref: DCSMAT/TVM/GRC/2023

Venue: Board Room

Date: 5th June 2023

Time: 4.00 am – 5.00 pm

I. Attendance: Members Present

Chairman- Dr Siva Prakash C S, Professor

Member

1. Mr. Anoob J S, Assistant Professor
2. Mrs. Heera S Kumar, Assistant Professor
3. Mrs .Arunima S Raj, Assistant Professor
4. Mr. Jeron A , Manager -Administration

II. Agenda

1. Grievance about delay in education loan disbursement and fee payment
2. Students grievance in connection with bus timing
3. Delay in Kerala University Examination

III. Proceedings and Recommendations

Following were the discussions and recommended actions on the agenda.

Agenda Discussions / Recommendations

Sl No:	Discussions
1	The committee has discussed about the concern of students and decided to give extended time for the fee payment for those students who are availing education loan
2	The committee has discussed and resolved about the concern of students regarding the bus timing and decided to reschedule the timing in concurrence with administration.

3

The committee has discussed about the students concern about the delay in University examination and resolved and directed the students to give representation to University through University union councillor.

Meeting closed at 5.00pm

Prepared by

Ms. Heera S Kumar

Assistant Professor



Verified and Approved by

Dr C S Siva Prakash (Principal)