



Mar Baselios Christian College of Engineering
and Technology

Kuttikanam, Peermade - 685531
CLASS COMMITTEE MEETING

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Minutes of Meeting - 1

Academic Year : 2023-2024	Date: 6/10/23
Name of Facilitator: Dr VI George	Time: 12.30pm
Meeting type: Scheduled	Venue: PTA Seminar hall

Name of the Attendees	Sign	Name of the Attendees	Sign
Dr VI George, Principal, Chairman			
Prof. Sneha Priya Sebastian, FC Internal affairs, Member		Alan Reji P	
Prof. Manikandan S, HOD ME Dept			
Noyal Joy, S5 ME Student member			
Olivia Mary James S5 CSE Student member			

AGENDA

1. Welcome and introduction	2. Purpose and Objectives
3. Roles	4. Other relevant matters

DISCUSSIONS & SUGGESTIONS

1.	Discussed about the agendas and rules of the committee.
2.	
3.	

ACTIONS TAKEN

1.	Actions were taken according to the complaints provided by the students. (mess complaint)
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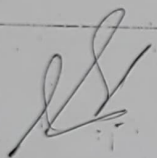


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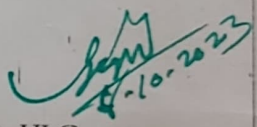
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2.	Add created a new whats app group with the new members
3.	
4.	
5.	


Sneha Priya Sebastian
Prepared by

Dr VI George
Program Coordinator


Dr VI George
HOD



Mar Baselios Christian College of Engineering
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Student's Grievance Redressal Committee

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Minutes of Meeting α

Academic Year : 2023-2024		Date:8/11/2023	
Name of Facilitator: Sneha Priya Sebastian		Time:11.30am	
Meeting type: Scheduled		Venue: PTA Seminar hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr VI George , Principal Chairman			
Prof Sneha Priya Sebatian/ Faculty Chair Internal affairs /EEE			
Prof. Manikandan S , HOD ME Dept, Member			
Noyal Joy ,S5 ME student member			
Olivia Mary James S5 CSE student member			
AGENDA			
1. Online class for one week		2.Other relevant matters	
DISCUSSIONS & SUGGESTIONS			
1.	Discussed about the complaint received from students regarding viral fever in hostel		
2.	Suggested to close the hostel and sanitize the hostel seeking the help of health centre		
3.	Suggested online classes for one week		
ACTIONS TAKEN			
1.	Classes on 10,13,and 14th Nov 2023 was conducted online, all students vacated hostel and hostel was sanitized as per circular MBC/C/CIR-148 DATED 09-11-2023		



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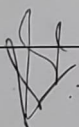
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2. Classes resumed on 15th Nov 2023 ✓

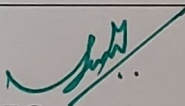
3.

4.

5.


Sneha Priya Sebastian

Prepared by


Dr VI George

Program Coordinator