

Agenda;

→ General matters.

Members Present;

Dr. KM Mathew (Principal)

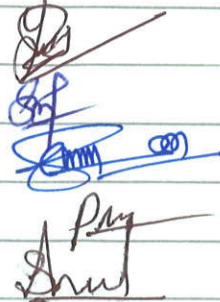
Mr. Johns Jay (Coordinator)

Mr. Sobin Mathew

Mr. VG Manojkumar

Ms. Priya K

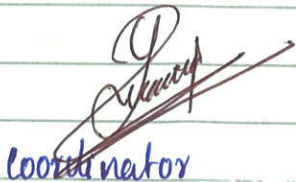
Ms. Sheela S

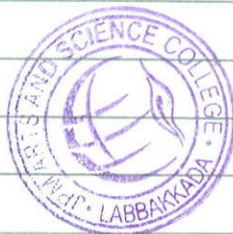


The first meeting of ECC was held at 10 AM on 04 August 2016 in placement cell. The meeting started with a prayer. The principal presided over the meeting. Coordinator welcomed the members. In his presidential address, the principal discussed the purpose, the aims and objectives of ECC. He requested the members to suggest measures to improve the quality of the services. Also decided to include a Two level in ECC, which are department level and college level. ECC appointed VG Manojkumar and Sobin Mathew as person incharge of college level and dept level ECC. Also ECC decided to entrust HOD as incharge of Department level ECC.

Ms. Priya K proposed a vote of thanks.

The meeting ended at 11.30 AM.

  
Coordinator



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labakkada

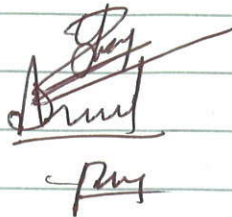
# MINUTES OF ECC MEETING ON 07 OCTOBER 2016 AT 10 AM

## Agenda:

→ Discussion on Complaint received

## Members Present:

- Dr. KM Mathew
- Mr. Jobins Joy
- Ms. Sheela S
- Ms. Priya K



The meeting of ECC was held at 10 AM on 07 October 2016 in college conference hall. The meeting was started with a prayer. coordinator welcomed the members. The principal presided over the meeting. The meeting considered the only one complaint received from IV semester BA English student. The student was invited to the meeting and was heard. After the hearing, student reported that he lodged the complaint without knowing the facts. ECC permitted him to withdraw the complaint.

Ms. Priya K proposed in voice of

thanks. Meeting ended at 11.45 AM.

## Action taken Report;

- Mr. Sobin Mathew appointed as person incharge of Department Level ECC.
- Mr. Mangkumar VG appointed as person incharge of <sup>College &</sup> Department Level ECC.



Coordinator



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
PRINCIPAL  
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Kanchiyar P.O., Labbakkada

# MINUTES OF THE ECC MEETING HELD ON 17/03/2017

Agenda;

→ General matters.

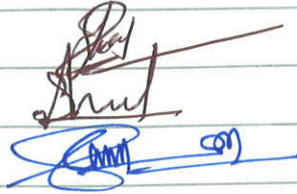
Members;

Dr. KM Mathew

Jobins Joy

Sheela S

VG Manojkumar.




The meeting of the ECC was held in the council hall. The meeting started with a prayer. Coordinator welcomed the members. The principal presided over the meeting. The coordinator welcomed the members and reported that, there is no complaints has been received. The meeting decided to place a complaint box in front of the office.

Mr. VG manojkumar proposed vote of thanks. Meeting ended at 2:45 PM.

Action Taken Report;

→ The committee permitted the student to withdraw his groundless complaint.



Coordinator.



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
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ECC MEETING HELD ON 05 DECEMBER 2017 AT 10.30 AM

Agenda;

→ Complaint Received.

Members Present;

→ Dr. KM Mathew

→ Johns Jay

Sheela S

Sobin Mathew

Vc Manoj Kumar

*[Handwritten signatures]*

The meeting of the ECC was held in the college council hall. The meeting started with prayer. In the absence of the coordinator, the members welcomed the members. The principal presided over the meeting. In his presidential address, he appreciated the members of ECC for their efficient service.

After discussion following decisions were taken;

→ Decided to drop down the baseless complaint matter

Mr. Sobin Mathew proposed a vote of thanks.

Meeting ended at 12.00 PM.

~~the~~

*[Handwritten signature]*  
Coordinator



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
PRINCIPAL  
JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labakkada

ECC MEETING HELD ON 06 MARCH 2018 AT 11.00 AM

Agenda;

- Complaint received.
- Procedure to receive complaints.
- Improving the transparency of ECC

Members Present;

1. Dr. KM Mathew
2. Sobin Mathew
3. Sheela S
4. Priya K

*[Handwritten signature]*  
*[Handwritten signature]*

Meeting of ECC was held at 11 AM on 06 March 2018 in the college conference hall. The meeting started with a prayer. In the absence of coordinator, Mr. Sobin Mathew welcomed the members. The principal presided over the meeting. In his presidential address, he discussed the about the aims, and responsibilities of ECC. Also he requested to the members to suggest measures to improve the transparency of ECC.

After the discussion; following decisions were taken;

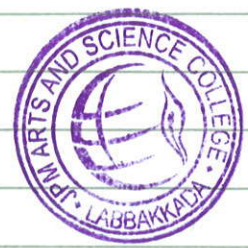
- Decided to install ECC complaint boxes in different location of the college premises.
- Class teachers are also entrusted to receive and report complaints if any
- Decided to drop down the baseless complaint made.

Ms.

Ms. Sheela S proposed a vote of thanks;

The meeting ended at 11.45 AM

*[Handwritten signature]*  
 coordinator.



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
 PRINCIPAL  
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 Kanchiyar P.O., Labbakkada

## ECC MEETING HELD ON 07 NOVEMBER 2019 AT 1.30 PM

Agenda;

→ Complaint Received

Members Present;

1. Dr. KM Mathew
2. Jobins Joy
3. Sheela S
4. Priya K

A meeting of the ECC was held at 1.30 PM on ~~08 September 2019~~ 7 November 2019 in the college placement Cell. The meeting started with a silent prayer. In the meeting, coordinator welcomed members. The principal presided over the meeting. In his presidential address, the principal appreciated the members of ECC for their efficiency.

After the discussion following decisions were

taken;

→ Decided to drop the baseless complaint

Ms. Priya K proposed a vote of

thanks. Meeting ended at 2.45 PM.

Action taken report;

→ ECC complaint boxes were placed

→ Class incharges are entrusted to receive complaints.

Coordinator



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
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## ECC (Exam Complaint Cell) RECONSTITUTED

The staff meeting held on \_\_\_\_\_ has decided to reconstitute the Exam Complaint Cell (ECC) of the college.

ECC is hereby reconstituted with following members.

1. Jithin Joy Jose: Convener

Members:

2. Sule P Theampi

3. Joy Augustine

4. Abhinemel C.S

5. Jyothitha Joseph

6. Jithumon Joy



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labbakkada

Principal

• ECC MEETING HELD ON MARCH 06, 2020 AT 12 PM

Aqunela;

→ Complaint Received.

Members Present

1. Jithin Joy Jose
2. Suli P Phampi
3. Abhinav G S
4. Jithumon Joy
5. Jyothitha Joseph



A meeting of ECC was held at 12 PM on 6 March 2020 in college placement cell. <sup>Mr. Jithumon Joy</sup> ~~Coordinator~~ welcomed the members. ~~Coordinator~~ presided over the meeting. In his presidential address, he appreciated the efforts & valuable ~~say~~ contribution by ECC to solve complaints.

After discussion following

decisions were taken;

→ Decided to ~~conduct~~ ~~the~~ ~~&~~ ~~the~~ ~~session~~ ~~on~~ ~~considerations~~ ~~to~~ ~~be~~ ~~on~~ ~~the~~ ~~basis~~ ~~of~~ ~~the~~ ~~same~~ ~~and~~ ~~to~~ ~~drop~~ ~~down~~ ~~the~~ ~~groundless~~ ~~complaint~~ ~~on~~ ~~20/03/20~~

Ms. Abhinav G S proposed a vote of thanks;

The meeting ended at 1.45 PM

Action Taken Report;

→ ~~Drop~~ Dropdown the groundless complaint



Coordinator



Dr. K.M. MATHEW MA, M.Phil, Ph.D  
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## MINUTES OF ECC MEETING HELD ON 07 JANUARY 2021 AT 2.30 PM





Agenda;

→ General Matters.

→ ~~Complaint~~ tel box ecc

Members Present;

1. Lillian Joy Jose
2. Abhinand C.S
3. Sule P Theempi
4. Lyothitha Joseph
5. Joy Augustine.
- 6.


The meeting of ECC was held at 2.30 PM on 07 January 2021 in Google meet platform. The meeting was started with a silent prayer. <sup>Abhinand C.S</sup> ~~Coordinator~~ welcomed the members. The <sup>Coordinator</sup> ~~principal~~ presided over the meeting. Coordinator reported that there is no complaint has been received.

After Discussion following decisions were taken;

→ Decided to create an Email id for ECC

Action Taken Report;

→ Dropdown the Baseless complaint as



Coordinator





DR. V.V. GEORGEKUTTY  
(M.Com, MBA, M.Phil, Ph.D.)  
PRINCIPAL

JPM ARTS AND SCIENCE COLLEGE  
Kanchiyar P.O., Labakkada