



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 2

TEACHING LEARNING AND EVALUATION

2.6 Student Performance and Learning Outcomes

2.6.2 Minutes Grievance Redressal Committee

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE

By the grace of god almighty, the Examination Grievance Redressal committee meeting was conducted on 05-11-2020 at 11 AM.

MEMBERS PRESENT

1. Prof. Dr. Rajee Raghunath, Principal
2. Sr. Latha Lizbeth, Vice Principal
3. Prof. Lakshmi G. HOD, Medical Surgical Nursing.
4. Prof. Dr. Sr. Mercy John HOD community health Nursing.
5. Mrs Chanlin, HOD, Child Health Nursing.

AGENDA OF THE MEETING WAS

- Introduce Grievance Redressal committee & its functioning.

DISCUSSION:

- * Principal address the meeting and introduce the Grievance redressal committee, members, functioning, Objective and mechanism.
- * Confirmation regarding Committee to Students.

ACTION TAKEN REPORT

- * Information to Students was given
- * Objective, mechanism functioning are finalized

SIGNATURE OF THE MEMBERS.

1. Prof. Dr. Rajee Raghunath



PRINCIPAL

2. Sr. Latha Lizbeth

3. Prof. Lakshmi G.



4.

5. Chanlin Chacko 

6.

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE

By the grace of Almighty God, Examination Grievance Redressal committee meeting was conducted on 01.08.2024 at 12 Noon.

AGENDA OF MEETING

- ①. To discuss matters related to exam related grievances.

Members present:

1. Prof. Dr. Rajee Reghunath.
2. Sr. Lilita Lizbeth.
3. Prof. Lakshmi. G.
4. Dr. Sr. Merly John
5. Mrs. Chanlin Chacko. Chanlin

Discussion:

Principal addressed the gathering. Members addressed the problems in conducting online examination as sessional Examination. Committee decided to conduct reexamination in off line mode in examination hall.

Action taken Report:

- ① Sessional examinations started conducting offline mode.

Principal.

MINUTES OF EXAM SCRUTINY CELL MEETING.

With the blessings of God Almighty Exam Scrutiny cell meeting was conducted on 05/11/2020 at 12pm under the guidance of Principal Dr. Rajee Reghunath.

Agenda of meeting.

1. Evaluation of 2nd Year MSc Nursing result.

Following members were present.

1. Sr. Hiltha Lizbeth - HOD, OBG Nursing Dept.
2. Prof Lekshmi G. - HOD, Medical surgical Nursing.
3. Sr. Cheaupushpam - Absent.
4. Mrs. Nimmi.

Evaluation of 2nd year MSc Nursing result was done. Congratulated the class coordinator and the students for the success.

Meeting adjourned at 12:30pm.

Members present.

1. Dr. Rajee Reghunath
2. Sr. Hiltha Lizbeth.
3. Prof Lekshmi G.
4. Mrs. Nimmi.

Passed -

Seconded -

MINUTES OF EXAM SCRUTINY CELL -

With the blessings of God Almighty, Exam scrutiny cell meeting was conducted on 01/12/2020 under the guidance of Principal Dr. Rajee Reghunathi.

Agenda of meeting.

1. Planning of First sessional examination for 2017, 2018, 2019 batch BSc Nursing students.
2. Conduction of examination via online platform.
3. Maintenance of objectivity of examination when students are writing examination online.

Minutes of discussion.

1. Examination for 2017, 2018, 2019 Batch BSc Nursing students before christmas vacation.
2. Allocate mentors for supervision of students while writing examination.
3. Reviewed the question papers and send back to subject teachers.

Members present.

1. Prof. Dr. Rajee Reghunathi.
2. Rev. Sr. Lilita Elizabeth.
3. Prof. Lakshmi. G.
4. Ms. Nimmi.

Action Taken Report.

- * First sessional examination of 2017, 2018, 2019 Batches started on 14/12/2020.
- * Mentors supervised the students during examination.
- * Question papers were presented to students when they are online.

Passed
Seconded.

Nimmi
Rajee

MINUTES OF EXAM SCRUTINY CELL

With the blessing of God almighty
Exam scrutiny cell meeting was conducted
On 1.09.2021

Agenda of meeting

1. Planning of First Sessional examination of Bsc Nursing and Msc(N) student.
2. Question paper preparation
3. Maintenance of objectivity of examination

Members Present

1. Prof. Dr. Rajee Raghunath
2. Rev. Sr. Latha Lizbeth
3. Prof. Lakshmi G
4. Mrs Nimmi

Discussion

- Discussion regarding first sessional examination of Bsc Nursing and Msc Nursing.
- Preparation of question paper and submission to scrutiny cell.
- Conduction of examination and question paper selection and evaluation guidelines of the paper.

Action taken Report:

* Sessional examination of 2018, 2019, 2020 Batches started on 17/09/2021 onwards.

* Submission of set of question paper before 9.09.2021

Passed

Attendance

Seconded

1. Prof. Dr. Rajee Raghunath

2. Rev. Sr. Latha Lizbeth