



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 7

INSTITUTION VALUES AND BEST PRACTICES

7.1 Institutional Values and Social Responsibility

7.1.2 – Any additional information – Minutes of grievance cell/ internal counsel committee

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



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GRIEVANCE CELL REPORT

The grievance cell meeting was held on 8-10-2021 at 3 pm at Amala College of Nursing.

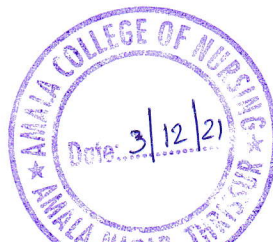
Agenda

1. To evaluate the grievance solving process
2. Address and discuss the reported problems
3. Discuss suggestions and improvements for future effective functioning

The meeting was presided by our respected principal Pro. Dr. Rajee Raghunath. For representing the student's Sr. Litha (vice principal), sr. Dona (Asst. Professor) and Prof. Dr. Sr. Merly were present. Principal emphasis the confidentiality and transparent functioning of the grievance cell so that students can report their problems.

All the problems were taken into consideration, complaints like limited resting space were solved by effective management. Students expressed their satisfaction with the action taken.

The future functioning of the cell was discussed and was decided to make the grievance cell more student-friendly. The meeting was concluded at 3.45 pm with the vote of thanks by Sr. Litha Lizabeth (vice principal).



Rajee
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

ANTI-SEXUAL
HARASSMENT
COMMITTEE/INTER
NAL COMPLAINTS
COMMITTEE



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Minutes of the anti-sexual harassment committee meeting held on 19-4-2021

The first meeting of antisexual harassment was held on 19-4-2021 via an online platform at 2. pm. the meeting was commenced with a silent prayer following the addressing of principal and chairperson Prof. Dr. Rajee Rghunath.

The main agenda of the meeting was:


POSHC 01.01: Identifying the functions, guidelines, and roles, and responsibilities of the committee.

POSHC 01 .02: Assigning responsibilities for the formulation of related procedures and SOPs.

POSHC 01.03: Deciding upon the regular functioning of the committee

The following members were present for the meeting

1. Dr.Prof.Rajee Raghunath, chairperson
2. Dr. Prof. Sr. Merly john, convener
3. Sr. Jyothish, Committee member
4. Mrs. Fancy Paul, Secretary
5. Mrs.Bincy Ap, Committee member
6. Prof. Lakshmi G, IQAC coordinator


Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555



Discussion

- POSHC 01.01: Prof. Lakshmi. G has given the overview of the committee. The committee was formulated to meet the NAAC criteria. The meeting must be held once in six months or whenever necessary. Anti sexual harassment committee is functioning in Amala hospital, Sr.Merly and Sr. Jyothish are members of the same.
- POSHC 01.02: Sr. Merly has narrated the functioning of the committee in the hospital. Committee members have decided to follow the same mechanisms function in the nursing college too. The roles and responsibilities are delegated to the following members.
 1. Formulation of policy and mechanisms of complaints will be dealt by Sr.Jyothish and Mrs. Aneesha VB,
 2. Writing minutes of all meetings- Mrs. Fancy Paul
 3. Roles and responsibilities and functions will be formulated by Sr. Merly
 4. Student and staff awareness programs conducted by Mrs. Bincy
- 5. POSHC 01.03: The meeting must be held once in six months whenever we receive the fresh complaint. The chairperson suggested keeping a grievance or complaint box to receive complaints.

The meeting adjourned at 3 pm.



Lgub