
CHRISTIAN COLLEGE KATTAKADA
AFFILIATED TO THE UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala 695572

STUDENT GRIEVANCE MANAGEMENT



RELATED WITH INTERNAL/EXTERNAL
EXAMINATIONS

CRITERION 2. 5. 2.



WHAT'S INSIDE?

Documents on:

-  Students' grievance Letter - sample copies
 -  Department's minutes - sample copies
-

From
Nithya
IInd Semester B.com

To
The HOD
Department of Commerce
Christian College Kattakada

Subject : Request for late Submission of Assignment

Respected mam,

Due to some personal reasons I am unable to submit assignment on 08/02/2019 so kindly give me permission for submitting my assignment on 11/02/2019

Date : 07/02/2019
place : kattakada

Thanking You
Yours Faithfully
Nithya

Permitted

[Signature]
HOD
Dept of Commerce



[Signature]
Dr. VINCENT JOY.N.S
Principal
Christian College
Kattakada

DHMC meeting minutes

Date 8/02/2019

Time 3:30 pm

Sub: A report on grievance redressed & regarding late submission of assignment

With reference to above mentioned subject, the department conducted DHMC meeting on 08/02/2019 (Thursday) at 3:30 pm. The DHMC decided to redress the grievance and grant permission to Nithya II Sem B.COM for submitting assignment on 11/02/2019.

The following members were present in the meeting

Bincy Johnson
Nishad N.K
Viyola J.R
Aby R.L

Prof Michael
Sruil
Dhy

The meeting ended at 4:00 pm

Prof
JOHN
BENGY
Asst. Prof. of
Dept.
Chris

From

Syama CL

1st Sem B.com

To

The HOD

Dept. of Commerce

Christian College

Kattakada

Sub: Request for late submission of assignment

Respected Mam,

As I was not able to submit assignment on 19th September 2018 as there was on personal inconvenience to attend the class. So kindly grant me permission to submit assignment on 20.9.2018.

Date : 18.09.18

Place : Kattakada

Thanking you

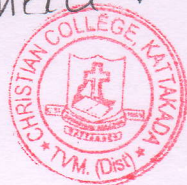
Yours faithfully



Permitted by

HOD

Dept of Commerce




Dr. VINCENT JOY N.S
Principal
Christian College
Kattakada

Department Minutes Book

Date 19/9/2018

Time 3:30 pm

The departmental meeting was conducted on 19/9/2018 at 3:30 pm with a silent prayer. The meeting decided to give a chance to the student Shyama C.L. to submit the assignment on 20/9/2018.

The following members were present:

Bency Johnson
Nishad N.K.
Vyola J.R.
Aby R.L.

~~Bency~~
Nishad
~~Sunid~~
~~Aby~~

The meeting came to an end on 3:45 pm

Bency

BENCY JOHNSON
Asst. Professor & Head
Dept. of Commerce
Christian College
Kattakada