

COLLEGIATE GRIEVANCE REDRESSAL MINUTES BOOK



**Assabah Arts and Science College,
Valayamkulam**

(Affiliates to University of Calicut,

**Recognised by Govt. of Kerala, Run by Assabah Association
Trust)**

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Collegiate Grievance Redressal Forum Minutes

ACADEMIC YEAR 2019-2020



ASSABAH ARTS AND SCIENCE COLLEGE

Affiliated to the University of Calicut,

Valayamkulam P.O. Kokkur, Malappuram Dt. 679 591, Kerala

Phone: 0494-2654333 Email: assabahasc@gmail.com

CIRCULAR

Date:07/06/19

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 11/06/19 at 3.00 PM

Agenda

- Awareness on the functioning of Grievance Redressal Forum
- Planning activities.

Principal

(Chairman -Collegiate Grievance Redressal Forum)

Copy to

Principal
Assabah Arts and Science College
Valayamkulam

Members

1	Prof. VK Aboobacker	Chairman
2.	Mr. Harikrishnan K	Convenor
3.	Baiju MK	Member
4.	Mr. Praveen KU	Member
5.	Mrs. Sushama K	Member
6.	Mrs. Juby CK	Member
7.	Mrs. Safira EM	Member
8.	Mr. Hamsathali	Student Representative

STUDENTS GRIEVANCE REDRESSAL FORUM

Meeting minutes 11th June 2019

The first meeting of the Students' Grievance Redressal Forum for the academic year 2019-2020 of Assabah Arts and Science College, Valayankulam was held on 11th June 2019, 3:00 PM at the principals chamber presided by Prof. V.K. Aboobacker and with the presence of Mr. Hasi Krishnan K (Convener, Grievance Redressal Forum), ~~Sayu Baiju~~ Mr. Saiju Baiju MR (Vice principal), Mr. Praveen KU, Mrs. Sushama K, Mrs. Juby CK, Mrs. Safira EM, Mr. Hamsathali (Student representative)

Agenda :

- Awareness on the functioning of Grievance Redressal Forum
- Planning activities.

Minutes :

- Convener charted programs for the current academic year.
- Convener explained the ~~functionality~~ functionality of Grievance Redressal Mechanism through online or offline mode.

Attendees.

Prof. VK Aboobacker.

Mr. Hari Krishnan K.

Mr. Baiju MR.

Mr. Praveen KU.

Mrs. Sushama K.

Mrs. Juby CR.

Mrs. Safira EM.

Mr. Hamsathali



Principal
Assabah Arts and Science College
Valayamkulam



ASSABAH ARTS AND SCIENCE COLLEGE

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Valayamkulam P.O. Kozhikur, Malappuram Dt. 679 591, Kerala
Phone: 0494-2654333 Email: assabahasc@gmail.com

CIRCULAR

Date:17/3/2020

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 20/03/20 at 3.00 PM

Agenda

- Evaluating the performance of the forum
- Discussion with the student representative
- Constituting the Students' Grievance Redressal Forum for the academic year 2020-21.
- Planning activities.

Principal

(Chairman -Collegiate Grievance Redressal Forum)

Principal
Assabah Arts and Science College
Valayamkulam



Copy to

Members

- | | | |
|----|---------------------|------------------------|
| 1 | Prof. VK Aboobacker | Chairman |
| 2. | Mr. Harikrishnan K | Convenor |
| 3. | Baiju MK | Member |
| 4. | Mr. Praveen KU | Member |
| 5. | Mrs. Sushama K | Member |
| 6. | Mrs. Juby CK | Member |
| 7. | Mrs. Safira EM | Member |
| 8. | Mr. Ihsan | Student Representative |

STUDENTS GRIEVANCE REDRESSAL FORUM.

Meeting Minutes 20th March 2020.

The Students Grievance Redressal Forum meeting for the academic year 2019-2020 of Assabah Arts and Science College, was held on 20th March 2020 at 3:00 PM at the principal's chamber, presided by Prof. VK Aboobacker and with the presence of Mr. Hari Krishnan K. (Convener, Students Grievance Redressal Forum), Mr. Baiju MK (Vice Principal), Mr. Praveen KU, Mrs. Sushama K, Mrs. Juby CA, Mrs. Safina EM, Mr. Ihsan (student representative)

Agenda:

- * Identifying and solving of grievances.
- * Evaluating Performance of the forum.
- * Discussion with the student representative
- * Planning activities.
- * Constituting the students' grievance Redressal forum for the academic year 2020-21

Minutes:

- * The committee identified below mentioned grievances to be resolved.

→ Repair of chaw benches in classrooms.

→ Repairing of fans in classrooms.

The committee decided to forward the identified grievances to the college council.

- * The new grievance Redressal forum for the next academic year 2020-21 is constituted under the chairmanship of Principal.

- * Principal appreciated the effort taken by the committee members for maintaining a peaceful atmosphere.

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Attendees :

Prof. V S Aboobacker .

Mr. Hari Krishnan K .

Mr. Baiju MK .

Mr. Praveen KU

Mrs. Sushama K.

Mrs. Luby CK.

Mrs. Safira EM.

Mr. Ihsan .

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(Handwritten initials and signatures)



(Handwritten signature)

Principal
Assabah Arts and Science College
Vayamkulam