

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.
MEETING MINUTES

ACADEMIC YEAR 2020-21



ASSABAH ARTS AND SCIENCE COLLEGE

Affiliated to the University of Calicut,
Valayamkulam P.O. KKKUR, Malappuram Dt. 679 591, Kerala
Phone: 0494-2654333 Email: assabahasc@gmail.com

CIRCULAR

Date:05/06/20

Venue/ Platform: Google meet

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held on 8/06/20 at 6.00 PM through google meet

Agenda

- Panning activities for the current academic year
- Analyzing grievance Redressal mechanism
- Discussion on the functionality of the online classes

Principal

(Chairman -Collegiate Grievance Redressal Forum)



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. Hamsathali | Student Representative |

STUDENTS GRIEVANCE REDRESSAL FORUM

Meeting minutes 8th June 2020

The first meeting of Students Grievance Redressal Forum of Assabah Arts and Science College, was held on 8th June 2020, 6.00 PM through online platform Google meet presided by prof. V.K. Aboobacker and with the presence of Mr. Hari Krishnan K. (Convener, Students Grievance Redressal Forum), Mr. Baiju M.K. (Vice principal), Mr. Praveen K.U., Mrs. Sushama K., Mrs. Safira E.M., Mrs. Suby K., and a student representative. Mr. Hamsalathi

Agenda :

- * Planning activities for the academic year.
- * Analyzing Grievance Redressal Mechanism.
- * Discussion on the functionality of online classes

Minutes :

- * The Grievance Redressal Forum for the academic year 2020-21 came into power including 8 members
- * Action plan for the current academic year was discussed by the committee members.
- * Convener explained the redressal mechanism of grievances related to online classes.
- * Students are requested to contact the convener in case of any virtual grievances.
- * Student representative suggested competitive exams oriented coaching class for willing students.
- * Committee decided to forward the suggestions to the academic council.

Attendees :

Prof. V.K. Abbochackes.

Mr. Hari Krishnan K.

Mr. Baiju Mr.

Mr. Praveen KU

Mrs. Sushama K.

Mrs. Suby et.

Mrs. Sajira EM.

Mr. HamzaBali



Principal
Assabah Arts and Science College
Valavankulam



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CIRCULAR

Date: 25/12/20

Venue/ Platform: Google meet

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held on 29/12/20 at 6.30 PM through google meet

Agenda

- Monitoring the functioning of Grievance Redressal forum
- Discussion with student representative
- Discussion of virtual grievances

Principal

(Chairman - Collegiate Grievance Redressal Forum)

Copy to

Members

Principal
Assabah Arts and Science College
Valayankulam



- | | | |
|----|---------------------|------------------------|
| 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. Jubby CK | Member |
| 7. | Mrs. Safira EM | Member |
| 8. | Mr. Hamsathali | Student Representative |

STUDENTS GRIEVANCE REDRESSAL FORUM

Meeting minutes 29th December 2020.

A meeting of the students grievance redressal forum was held on 29th December 2020 at 6:30 PM through the online platform google meet, Presided by Prof. V.K. Aboobacker and the committee members to analyze the functionality of the grievance redressal forum.

Agenda :

- * Monitoring the functionality of grievance redressal forum.
- * Interaction with student representative.
- * Discussion of virtual grievances.

Minutes :

- * Convener informed about the reopening of the college and mentioned about the precautionary measures.
- * Student representative informed the inconveniences they faced while attending online classes.
- * Students requested to record classes they missed due to technical reasons.
- * The committee decided to forward the identified grievances to the college council.

Attendee.

Prof. V.K. Aboobacker.

Mr. Hari Krishnan K.

Mr. Baiju Mr.

Mr. Praveen KU

Mrs. Sushama K.

Mrs. Jubey CR.

Mrs. Sajria EM

Mr. Hamsathali

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Principal
Assabah Arts and Science College
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CIRCULAR

Date:20/03/21

Venue : Principal's chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held on 24/03/21 at 3.30 PM at the principal's chamber

Agenda

- Evaluating the performance of Grievance Redressal forum
- Discussion with student representative

Principal

(Chairman -Collegiate Grievance Redressal Forum)

Principal

Assabah Arts and Science College

Copy to

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 24th March 2021.

Annual closing meeting of the students Grievance Redressal Forum was held on 24th March 2021 at 3.30 PM at the principals chamber presided by principal Prof. V.K Aboobacker and with the presence of Mr. Hari Krishnan K. (Convener, Grievance Redressal Forum), Dr. Baiju MK (Vice Principal), Mr. Praveen KU, Mrs. Sushama K, Mrs. Juby CK, Mrs. Safia EM, Mrs. Mr. Hamsathali (student representative).

Agenda:

- * Evaluating the performance of the forum
- * Discussion with the student representative.

Minutes:

- * Principal mentioned that the functioning of the forum was commendable during the online classes in the academic year.
- * Committee appreciated all teachers for their sincere effort for adapting the new teaching method.
- * Student representative requested to advise the attendance who couldn't attend the online classes due to technical issues.
- * Committee decided to forward the identified grievance to the college council.

Attendees

- Prof. V. K. Aboobacker.
- Mr. Hari Krishnan K.
- Mr. Baiju M.K.
- Mr. Praveen K U
- Mrs. Sushama K.
- Mrs. Juby K.
- Mrs. Sajma E.M.
- Mr. Homsaikali

[Handwritten signatures in purple ink, corresponding to the list of attendees]



[Handwritten signature in purple ink, likely of the Principal]

Principal
Assabah Arts and Science College
Valayankulam