

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)**

Ph: 0494 2654333

assabahasc@gmail.com | www.assabahasc.org.in

COLLEGIATE GRIEVANCE REDRESSAL FORUM.
MEETING MINUTES
ACADEMIC YEAR 2021-2022.



ASSABAH ARTS AND SCIENCE COLLEGE

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

CIRCULAR

Date:10/06/21

Venue: Principal's chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held on 11/06/21 at 3.00 PM at the Principal's Chamber

Agenda

- Formation of the Grievance Redressal Forum for Academic year 2021-2022
- Planning activities for the current academic year
- Analyzing grievance Redressal mechanism

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. | Mr. 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. Zaman Abdullah | Student Representative |



STUDENTS GRIEVANCE REDRESSAL FORUM.

Meeting minutes 11th June 2021.

The first meeting of the Students Grievance Redressal forum of Assabah Arts and Science college for the academic year 2021-2022 was held at the principal's chamber on 11th June 2021. Presided under the chairmanship of Principal Prof. V.K. Aboobacker. and with the presence of Mr. Hari Krishnan R, Mr. Baiju MR, Mr. Praveen KU, Mrs. Sushama R, Mrs. Juby CK, Mrs. Safira EM, Mr. Annaseethali (student representative)

Agenda :

- * Formation of collegiate Grievance Redressal Forum for the academic year 2021-2022.
- * Planning activities for the current academic year
- * Analyzing Grievance Redressal Mechanism.

Minutes :

- * Collegiate Grievance Redressal Forum for the academic year 2021-2022 came into power including 8 members under the chairmanship of principal prof. V.K. Aboobacker.
- * Action plan for the current academic year was discussed by the convenor and the members.
- * Convenor explained explained the redressal mechanism.

Attendees

- * Prof. U.K. Aboobacker.
- Mr. Hari Krishnan R.
- Mrs. Baiju MR.
- Mrs. Praveen R.U.
- Mrs. Susham R.
- Mrs. Safia EM.
- Mrs. Ruby CR.
- Mr. Zaman Abdulla.

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Principal
Assabah Arts and Science College
Valayankulam



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CIRCULAR

Date: 21/11/21

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 22/11/21 at 3.30 PM

Agenda

- Evaluating the performance of the forum
- Identifying and solving grievances
- Discussion with the student representative
- Finding solutions to identified grievances

Principal

(Chairman -Collegiate Grievance Redressal Forum)

Principal

Assabah Arts and Science College
Valayamkulam

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Members



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|----|---------------------|------------------------|
| 1 | Prof. VK Aboobacker | Chairman |
| 2. | Mr. Harikrishnan K | Convenor |
| 3. | Mr. 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. Zaman Abdulla | Student Representative |

STUDENTS GRIEVANCE REDRESSAL FORUM.

Meeting minutes 22nd Nov. 2021.

The second meeting of Students Grievance Redressal Forum for the academic year 2021-2022 was held at the principal's chamber under the chairmanship of Principal at 3.30 PM on 22nd Nov. 2021. The members participated in the meeting include Mr. Hari Krishnan K (convenor), Mr. Baiju M. (vice principal), Mr. Praveen KV, Mrs. Sushama K, Mrs. Juby K, Mrs. Sujia EM. and student representative Mr. Zaman Abdulla.

Agenda :

- * Evaluating the performance of the forum.
- * Identifying and solving grievances.
- * Discussion with student representative.
- * Finding solutions.

Minutes :

- * committee members suggested providing more waste bins in several locations to maintain a clean campus.
- * committee identified the requirement of subject related books in the library.
- * committee informed the need of more equipments for the Science lab.
- * Student representative requested the availability of fan in different classes.
- * The committee decided to forward the identified grievances to college council.

Attendees:

Mrs. Prof. NIS Aboobacker.

Mr. Hari Krishnan R.

Ms. Baiju M.

Mr. Praveen K.

Mrs. Sushama R.

Mrs. Sujia E.H.

Mrs. Juby C.

Mr. Zaman Abdulla

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Principal
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CIRCULAR

Date: 16/3/22

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 18/03/22 at 2.30 PM

Agenda

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

Principal

(Chairman -Collegiate Grievance Redressal Forum)

Assabah Arts and Science College

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Valayamkulam

Members

- | | | |
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| 1 | Prof. VK Aboobacker | Chairman |
| 2. | Mr. Harikrishnan K | Convenor |
| 3. | Mr. 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. Zaman Abdulla | Student Representative |



STUDENTS GRIEVANCE REDRESSAL FORUM

Meeting minutes 18th March 2022.

Annual closing meeting of students grievance Redressal Forum of Assabah Arts and Science college, was held on 18th March 2022 at the principal's chamber. The meeting presided by Principal Mr. Prof. V.R. Abubacha with the presence of Mr. Hari Krishnan R (convenor of students grievance Redressal Forum) Mr. Baiji MR (Vice Principal), Mr. Praveen KV, Mrs. Sushama K, Mrs. Jaby CR, Mrs. Sylvia EM, and a student representative Kaman Abdulla.

Agenda:

- ⇒ evaluating the performance of the forum.
- ⇒ Discussion with the student representative.

Minutes:

- ⇒ Principal mentioned that the functioning of forum was commendable during the academic year.
- ⇒ All the identified grievances were solved immediately after the approval from the college council.
- ⇒ All the committee members praised the college union for the timely intervention of support to the forum in identifying & solving grievances in the campus.
- ⇒ college representative from students reported the poor condition of girls sick room & requested a proper one.

Attendees

- Prof. V.K. Aboobacker
- Mr. Harri Krishnan K.
- Mr. Baiju MR.
- Mr. Praveen KU
- Mrs. Sushama K.
- Mrs. Guby Ck.
- Mrs. Safia EM.
- Mr. Zaman Abdulla.

(Handwritten signatures and initials)



Principal
Assabah Arts and Science College
Valayankulam