

# **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**

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COLLEGIATE GRIEVANCE REDRESSAL FORUM.

MEETING MINUTES

ACADEMIC YEAR 2022-23



# 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:16/06/22**

**Venue: Principal' Chamber**

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 18/06/22 at 3.30 PM

### **Agenda**

- Formation of the Grievance Redressal Forum for the a
- cademic year 2022-2023
- Planning activities for the current academic year
- Analyzing grievance Redressal mechanism

Principal

(Chairman -Collegiate Grievance Redressal Forum)

Copy to

Members

Principal  
Assabah Arts and Science College  
Valayamkulam



- |    |                       |                        |
|----|-----------------------|------------------------|
| 1  | Prof. Mohamed Koya MN | Chairman               |
| 2. | Mr. Harikrishnan K    | Convenor               |
| 3. | Dr. 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. Althaf            | Student Representative |

## STUDENTS GRIEVANCE REDRESSAL FORUM.

Meeting Minutes 18<sup>th</sup> June 2022.

The first meeting of the students Grievance Redressal Forum of Assabah Arts and Science College was held on 18<sup>th</sup> June 2022 at the principals chamber. The meeting was presided by Principal Prof. Mohammed Koya M.A., and Mr. Hari Krishnan K, Dr. Baiju M.A, Mr. Praveen K.V, Mrs. Sushama K, Mrs. Juby C.K, Mrs. Safia E.M and student representative Mr. Athaf are participated in the meeting.

### Agenda:

- Formation of Grievance Redressal Forum for the academic year 2022-23
- Planning activities for the current academic year.
- Analyzing grievance Redressal Mechanism.

### Minutes:

- The new Grievance Redressal Forum came into power under the chairmanship of Principal & convenor Mr. Harikrishnan K for the academic year 2022-23.
- Convenor briefed their planned activities for the academic year 2022-23.
- Student representative requested smart class rooms for the college.
- Student representative requested more coolers for the campus.
- The committee sanctioned the requests.

Attendels.

Prof. Mohammed Koya M.N.

Mr. Hari Krishnan A.

Dr. Baiju M.K.

Mr. Praveen K.U.

Mrs. Sushama K.

Mrs. Faby C.K.

Mrs. Safira E.M.

Mr. Althaf.

*[Handwritten signatures in green ink, including a large signature at the top and several smaller ones below.]*

*[Large handwritten signature in green ink.]*



Principal  
Assabah Arts and Science College  
Valayankulam



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## CIRCULAR


**Date:29/1/23**

**Venue: Principal' Chamber**

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 30/01/23 at 3.00 PM

### **Agenda**

- Identifying and solving grievances
- Discussion with the student representative
- Discussion on taking action against students who slater the union inauguration program.

  
Principal

(Chairman -Collegiate Grievance Redressal Forum)

Copy to

Members

Principal  
Assabah Arts and Science College  
Valayamkulam



1	Prof. Mohamed Koya MN	Chairman
2.	Mr. Harikrishnan K	Convenor
3.	Dr. 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. Althaf	Student Representative

## STUDENTS GRIEVANCE REDRESSAL FORUM.

Meeting minutes 30<sup>th</sup> Jan 2023.

The second meeting of the students grievance redressal forum of Assabah Arts and science college for the academic year 2022-23 was held on 30<sup>th</sup> Jan 2023 at 3.00 PM at the principal's chamber presided by prof. Mohammed Koya MA, Principal of Assabah Arts and science college with the members Mr. Hari Krishnan K (convenor), Dr. Baiju MS (vice principal), Mr. Praveer KV, Mrs Sushama K, Mrs Safura EM, Mrs. Juby CA, and a student representative Mr. Athaf.

## Agenda:

- ⇒ Identifying and solving grievances.
- ⇒ Discussion with the student representative.
- ⇒ Discussion on taking actions against students who slater union inauguration.

## Minutes:

- ⇒ The committee identified the following grievances to be resolved from the students.
  - Inadequate seating in the class room.
  - Inadequate lighting
  - Poor temperature control due to lack of fan.
  - Lack of books in the library.
- ⇒ Committee decided to forward the complaints to the college council.
- ⇒ Meeting decided to suspend wasim Abdul Salam KV, Abdul Basit PS for 15 days with pending enquiry on slater the union inauguration program of using abusing words through microphone.
- ⇒ Also suspend Bajid KV, Hari Krishnan AM, Harish CA,

48  
Mohammed shibil TP, Nizam Mehamood KA & Fazil MF.  
for 7 days with pending enquiry.

Attendees.

Prof. Mohammed Koya MN.

Dr. Baiju MR.

Mr. Hari Krishnan K.


Mr. Praveen KU

Mrs. Sushama K.

Mrs. Sajira EM.

Mrs. Jubby CK.

Mr. Althaf





Principal  
Assabah Arts and Science College  
Valayankulam





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## NOTICE

This is to inform you that the College Council held on 30.01.23 Monday has decided to suspend **Wasim Abdul Salam KV** (6<sup>th</sup> semester BSc. Food Technology) and **Abdul Basith PS** (6<sup>th</sup> semester BCom Finance) for fifteen days with pending enquiry on slater the union inauguration program and using abusing words through microphone.

The Council also suspended **Bajid KV** (6<sup>th</sup> semester BBA), **Hari Krishnan AM** (4<sup>th</sup> semester BCom Travel and Tourism), **Hasbin CH** (6<sup>th</sup> semester BCom CA), **Mohammed Shibil TP** (6<sup>th</sup> semester BSc. Food Technology), **Nizam Mehamood KA** (4<sup>th</sup> semester BSc. Chemistry), and **Fazil MF** (4<sup>th</sup> semester BA English) for seven days with pending enquiry on destroying the premises and misbehavior with teachers lead injury. They are strictly banned to enter into the college campus during the suspension period. The suspension period starts tomorrow onwards.

Date: 30/01/23

Place: Valayamkulam

  
Principal



Principal  
Assabah Arts and Science College  
Valayamkulam



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## CIRCULAR

Date:15/03/23

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 17/03/23 at 3.00 PM

### Agenda

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

Principal

(Chairman -Collegiate Grievance Redressal Forum)

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Members

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Assabah Arts and Science College  
Valayamkulam



- |    |                       |                        |
|----|-----------------------|------------------------|
| 1  | Prof. Mohamed Koya MN | Chairman               |
| 2. | Mr. Harikrishnan K    | Convenor               |
| 3. | Dr. 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. Althaf            | Student Representative |

## STUDENTS GRIEVANCE REDRESSAL FORUM.

Meeting Minutes 17<sup>th</sup> March 23.

The closing meeting of students' Grievance Redressal Forum of Assabah Arts and Science college for the academic year 2022-23 was held on 17<sup>th</sup> March 2023 at 3:00 PM at the principal's chamber presided by Prof. Mohammed Raja MN (Principal) and with the presence of Mr. Harishoam S. (Co-venor), Dr. Baiju M (Vice Principal), Mr. Praveen K, Mrs. Sushama K, Mrs. Suby et, Mrs. Sajra EM and student representative Mr. Adhaf.

Agenda.

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

Minutes:

- ⇒ Principal appreciated the performance of the forum through out the year.
- ⇒ committee Evaluate the satisfaction level of students with the forum's service by the discussion with the student representatives.
- ⇒ committee members assess the timeliness of efficiency of forum's responses to grievances.

Attendees.

Prof. Mohammed Koya ml.

Mr. Hari Krishnan K.

Dr. Baiju MR.

Mr. Praveen KU.

Mrs. Sushama. K.

Mrs. Safira EM.

Mrs. Jubhy ck.

Mr. Athaf

*[Handwritten signatures and initials in blue and green ink, including a large green checkmark]*



*[Handwritten signature in green ink]*

Principal  
Assabah Arts and Science College  
Valayamkulam