

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 2023-24.



ASSABAH ARTS AND SCIENCE COLLEGE

Affiliated to the University of Calicut,

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

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

CIRCULAR

Date:13/06/23

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 16/06/23 at 3.00 PM

Agenda

- Formation of the Grievance Redressal Forum for the academic year 2023-2024
- 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. Niyas K	Student Representative

STUDENTS GRIEVANCE REDRESSAL FORUM

Meeting Minutes 16th June 23.

The first meeting of Students Grievance Redressal Forum of Assabah Arts & Science College for the academic year 2023-24 was held on 16th June 23 3:00 PM at Principals chamber presided by the Principal Prof. Mohammed Koya MN and with the presence of Mr. Harri Krishnan K (Convener), Mr. Dr. Baiju MK, Mr. Praveen KU, Mrs. Safra EM, Mrs. Juby CK, Mrs. Sushama K of student representative Mr. Niyas K.

Agenda:

- Formation of Grievance Redressal Forum for the academic year 2023-24.
- ~~the~~ Planning activities for the current academic year.
- Analyzing grievance Redressal Mechanism.

Minutes:

- Collegiate Grievance Redressal Forum for the academic year 2023-24 is come into power under the chairmanship of principal including a student representative of 86 faculty members.
- Convener briefed the grievance redressal mechanism through online & offline.
- Action plan for the current academic year was discussed by the convener.

Attendees.

* Prof. Mohammed Koya MN.

Mr. Hari Krishnan K.

Mr. Dr. Baiju MR.

Mr. Praveen KU

Mrs. Sushama K.

Mrs. Suby ER.

Mrs. Sufura EM.

Mr. Nijas K.



Principal
Assabah Arts and Science College
Valayankulam



ASSABAH ARTS AND SCIENCE COLLEGE

Affiliated to the University of Calicut,

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

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

CIRCULAR

Date: 16/11/23

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 17/11/23 at 3.00 PM

Agenda

- Analyzing grievance identified by the committee from a pass out student and taking necessary action
- Discussion with the student representative

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. Niyas K | Student Representative |

STUDENTS GRIEVANCE REDRESSAL FORUM.

Meeting Minutes 17th Nov. 23.

The second meeting of Grievance Redressal Forum for the academic year 2023-24 was held at the Principals chamber on 17th Nov. 23 3.00 PM presided by the Principal Prof. Mohammed Koya MA, and with the presence of Mr. Hari Krishnan K, [Convener], Mr. Dr. Baiju M (Vice Principal), Mr. Praveen K, Mrs. Juby K, Mrs. Sushama K, Mrs. Sujaya EM, and a student representative Mr. Nijas K.

Agenda :

- Analyzing Grievance identified by the committee members from a pass out student of taking necessary action.
- Discussion with student representative.

Minutes :

→ The forum decided to suspend the following students for 15 days with pending enquiry in a club with the pass out student who appeared for the supplementary examination on 16/11/23. They are not permitted to enter into college campus during the suspension period. The suspension time came into effect on 11/11/23 Monday onwards.

Students → Fazil MF (5th sem BA English), Sahel K (5th sem BA English), Adwin C (5th sem BA English), Binoo A (5th sem Bcom CA), Mubashir (5th sem Bcom Travel & Tourism), Sahad Umail (3rd sem BA English).

Attendees.

- Prof. Mohammed Koya M.A.
- Mr. Hasi Krishnan K.
- Mr. Praveen K.U.
- Dr. Baiju M.K.
- Mrs. Jubby C.K.
- Mrs. Susheema K.
- Mrs. Safira E.M.
- Mr. Nijas K.

(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



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

NOTICE

The College Council held on 17.11.2023 Friday has decided to suspend the following students for fifteen days with pending enquiry in a clash with the pass out student who appeared for the supplementary examination on 16.11.23 Thursday. They are not permitted to enter into the college campus during the suspension period. The Suspension time come into effect 20/11/23 Monday onwards.

Name of the Students

- | | |
|-----------------|---|
| 1. Fazil MF | -5 th Semester B.A English |
| 2. Sahd K | -5 th Semester B.A English |
| 3. Aswin CS | -5 th Semester B.A English |
| 4. Sinan A | -5 th Semester BCom CA |
| 5. Mubashir | - 5 th Semester BCom Travel
and Tourism |
| 6. Sahad Ismail | -3 rd Semester B.A English |

Date: 17/11/23

Place: Valayamkulam



Principal
Principal
Assabah Arts and Science College
Valayamkulam



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@email.com

CIRCULAR

Date: 20/11/23

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting to be held at the principal' chamber on 21/11/23 at 3.00 PM

Agenda

- Analyzing grievance identified by the committee from students regarding different clashes held in college campus 3/11/23 and taking necessary actions.
- Discussion with the student representative

Principal

(Chairman - Collegiate Grievance Redressal Forum)

Principal

Assabah Arts and Science College
Valayamkulam

Copy to

Members

- | | | |
|----|-----------------------|------------------------|
| 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. Niyas K | Student Representative |



STUDENTS GRIEVANCE REDRESSAL FORUM

Meeting Minutes 21st Nov. 2023.

The third meeting of students Grievance Redressal Forum was held on 21st Nov. 2023 at 3:00 PM at Principal's chamber presided by principal Prof. Mohammed Koya MN. with the presence of Mr. Hari Krishnan K. (Convenor), Dr. Baiju MR (Vice Principal), Mrs. Praveen KU, Mrs. Subhakar Mrs. Juby CK, Mrs. Safira EM, Mr. Niyas K.

Agenda:

- Analyzing grievance identified by the committee from students regarding different clashes held in college campus on 8/11/23 and taking necessary actions.
- Discussion with the student representative.

Minutes:

- The Forum decided to suspend the following 6 students till Dec. 19th Tuesday. They are not permitted to enter into college campus during suspension period. The suspension time come into effect 29/11/23 Wednesday onwards. The students under suspension are, Fazil (6th sem BA English), Dilrooz MP (6th sem BBA), Hari Krishnan AM (6th sem Bcom IT), Mohammed Sayseem K (6th sem Bcom Finance), Ahsanu Mehamood KA (6th sem Bsc. Chemistry) and Mohammed Aslamu (6th sem BCom. Co-operation)

Attendees:

- Prof. Mohammed Koya MN.
- Mr. Harsi Krishnan K.
- Dr. Beiju MK.
- Mr. Pradeen KU.
- Mrs. Sushama K.
- Mrs. Juby CK.
- Mrs. Safira EM
- Mr. Niyas K.

[Handwritten signatures and initials corresponding to the list of attendees, including a large green checkmark.]



[Handwritten signature and a large green checkmark.]

Principal
Assabah Arts and Science College
Valayamkulam



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

NOTICE

Following a thorough investigation conducted by Enquiry Commission, the College Council held on 21.11.23 Tuesday has decided to suspend the following students till December 19th Tuesday in the different clashes held in the college on 3.11.23 Friday. They are not permitted to enter into college campus during suspension period. The suspension time come into effect 29.11.23 Wednesday onwards.

Name of the Students

- | | |
|-----------------------|--|
| 1. Fazil MF | -6 th Semester B.A English |
| 2. Dilroose MP | -6 th Semester BBA |
| 3. Harikrishnan AM | -6 th Semester BCom TT |
| 4. Mohammed Safreem K | -6 th Semester BCom Finance |
| 5. Nissam Mehamood KA | -6 th Semester BSc. Chemistry |
| 6. Mohammed Aslam | -6 th Semester BCom Cooperation |

Date: 22/11/23

Place: Valayamkulam



Principal

Principal

Assabah Arts and Science College
Valayamkulam



ASSABAH ARTS AND SCIENCE COLLEGE

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

CIRCULAR

Date: 22/03/24

Venue: Principal' Chamber

All the members are requested to attend the Students' Grievance Redressal Forum meeting held at the principal' chamber on 26/03/24 at 3.00 PM

Agenda

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

Principal

(Chairman - Collegiate Grievance Redressal Forum)

Principal
Assabah Arts and Science College
Valayamkulam

Copy to

Members

- | | | |
|----|-----------------------|------------------------|
| 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. Niyas K | Student Representative |



GRIEVANCE REDRESSAL FORUM

MEETING MINUTES 26th March 24.

The annual closing meeting of students Grievance Redressal Forum was held on 26th March 2024 at 3:00 PM at the principals chamber presided by Principal Prof. Mohammed Koya M.L., and with the presence of Mr. Hari Krishnan K (Correas), Dr. Baiji M.K., Mr. Praveen K.U., Mrs. Subama K., Mrs. Juby C.K., Mrs. Safia E.M., Mr. Nijas K (student representative)

Agenda:

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

Minutes:

- Principal appreciated the functioning and performance of the forum through out the academic year 2023-24.
- All the identified grievances are timely app resolved immediately after the approval from the college council.
- All the committee members praised the college union for their support to forum in identifying & resolving the grievances in the campus.

Attendees.

Prof. Mohammed Koya

Mr. Hasi Krishnan K.

Mrs. Praveen K.

Dr. Baiju M.

Mrs. Sushama K.

Mrs. Jubyeck

Mrs. Safira E.M.

Mr. Alayus K.

MNA







Principal
Assabah Arts and Science College
Valayankulam