



**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**



## **GRIEVANCE REDRESSAL**

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**





## Grievance Redressal Forum, SIAS

### Meeting Minutes 14<sup>th</sup> June 2018

A meeting of the Students' Grievance Redressal Forum of SAFI Institute of Advanced Study, was held on 14<sup>th</sup> JUNE 2018, 3:30pm at the Principal's chamber, presided by Dr. P.V. Basheer Ahammed, and with the presence of Mr. Samsheer Babu (Anti-ragging Committee Convener), Ms. Asha B (Convener, Women Development Cell), Dr. Servin Wesley (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Ms. Anju C B (Student, Department of Mass Communication and Journalism)

#### Agenda

- Constituting the grievance redressal forum for the academic year 2018-19.
- Planning activities
- Discussion with student representatives

#### Minutes

- The new grievance redressal committee came into power including conveners of major statutory bodies in the campus for the academic year 2018-19.
- Conveners briefed their planned activities for the academic year 2018-2019,
- Student representative requested more career guidance classes and Placement opportunities
- Student representatives requested to have more projectors in the classrooms.
- Student representative requested drinking water facilities at each floor at hostel
- The Committee sanctioned the request.

#### Attendees

1. Dr. P.V. Basheer Ahammed (Principal, Chairman-Students Grievance Redressal Forum)
2. Mr. Mansoor Ali N. (Officer on Special Duty)
3. Mr. Samsheer Babu (Anti-ragging Committee Convener)
4. Ms. Asha B (Convener, Women Development Cell)
5. Dr. Servin Wesley (Discipline Committee Convener)
6. Ms. Anju C B (Student, Department of Mass Communication and Journalism)



## STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

### Meeting Minutes 10<sup>th</sup> December 2018

A meeting of the students' grievance redressal forum was conducted on 10<sup>th</sup> December 2018, 2:30pm at the Principal's Chamber. The meeting was presided by Dr. P.V. Basheer Ahammed and the committee members discussed major grievances and identified proper solutions.

#### Agenda

- ❖ Identifying major grievances in the campus
- ❖ Interaction with Student representative
- ❖ Finding solutions.

#### Minutes

- ❖ The committee members suggested providing more waste bins in several locations to maintain a clean campus.
- ❖ The committee identified the requirement of subject related books in the library.
- ❖ Student representative requested the bus availability for special classes
- ❖ The committee informed the need of having more equipment for science lab
- ❖ The committee decided to forward the identified grievances to the college council.

#### Attendees

1. Dr. P.V. Basheer Ahammed (Principal, Chairman-Students Grievance Redressal Forum)
2. Mr. Samsheer Babu (Anti-ragging Committee Convener)
3. Ms. Asha B (Convener, Women Development Cell)
4. Dr. Servin Wesley (Discipline Committee Convener)
5. Ms. Anju C B (Student, Department of Mass Communication and Journalism)



## STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

### Meeting Minutes 21<sup>st</sup> March 2019

Annual closing meeting of the students' grievance redressal forum was held on 21<sup>st</sup> March 2018 2:30pm at the Conference Hall, presided by Principal Dr. P.V. Basheer Ahammed and with the presence of Mr. Samsheer Babu (Anti-ragging Committee Convener), Ms. Asha B. (Convener, Women Development Cell), Dr. Servin Wesley (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Mr. Gokul J Prakash (Department of Commerce)

### Agenda

- Evaluating the performance of the forum.
- Discussion with Student representative

### Minutes

- Principal mentioned the functioning of the forum was commendable during the academic year. All the identified grievances were solved immediately after approval from the college council.
- All the committee members praised the college union for their timely intervention and support to the forum in identifying and solving grievances in the campus.
- The Anti-ragging committee and Discipline committee expressed their gratitude to the college community since there were no disturbances in decorum throughout the year.
- Student representative Ms. Anju C B reported the poor condition of the girls' sick room and requested a proper one.
- Requests were to Improve the First aid box facility with an increase in the supply of items.
- Student representative requested to Increase the number of library hours and Library facilities needed at any time
- Student representative reported the need of advanced sound system in the auditorium

### Attendees

1. Dr. P.V. Basheer Ahammed (Principal, Chairman-Students Grievance Redressal Forum)
2. Mr. Mansoor Ali N. (Officer on Special Duty)
3. Mr. Samsheer Babu (Anti-ragging Committee Convener)
4. Ms. Asha B (Convener, Women Development Cell)
5. Dr. Servin Wesley (Discipline Committee Convener)
6. Ms. Anju C B (Student, Department of Commerce)