



SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



GRIEVANCE REDRESSAL

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 11th June 2019

The first meeting of the Students' Grievance Redressal Forum of the academic year 2019-2020 of SAFI Institute of Advanced Study, was held on 11th JUNE 2019, 2:30 pm at the Principal's chamber, presided by Dr. P.V. Basheer Ahammed, and with the presence of Mr. Suvanish Kumar (Convener, Grievance Redressal Forum) Dr. Servin Wesley (Anti-ragging Committee Convener), Ms. Asha B. (Convener, Women Development Cell), Dr. Hassan Shareef (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Ms. Abhinisha (Dept. of BT student)

Agenda

- Constituting the grievance redressal forum for 2019-20.
- Planning activities
- Awareness on the functioning of the grievance box

Minutes

- ❖ The new grievance redressal committee came into power including conveners of major statutory bodies in the campus for the year 2019-20.
- ❖ Conveners charted programs for the current academic year,
- ❖ Convener explained the functioning of grievance redress mechanism through grievance box
- ❖ Student representative opined about having more items at the store.
- ❖ Committee decided to take necessary action

Attendees

1. Mr. Suvanish Kumar (Convener, Grievance Redressal Forum)
2. Dr. P.V. Basheer Ahammed (Principal, Chairman-Students Grievance Redressal Forum)
3. Mr. Mansoor Ali N. (Officer on Special Duty)
4. Dr. Servin Wesley (Anti-ragging Committee Convener)
5. Ms. Asha B. (Convener, Women Development Cell)
6. Dr. Hassan Shareef (Discipline Committee Convener)
7. Ms. Abhinisha (Dept. of BT)



STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 16th December 2019

The first meeting of the Students' Grievance Redressal Forum of the academic year 2019-2020 of SAFI Institute of Advanced Study, was held on 16th December 2019, 3.00pm at the Principal's chamber, presided by Prof. E.P Imbichikoya, and with the presence of Mr. Suvanish Kumar (Convener, Grievance Redressal Forum) Dr. Servin Wesley (Anti-ragging Committee Convener), Ms. Asha B. (Convener, Women Development Cell), Dr. Hassan Shareef (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Ms. Abhinisha (Dept. of BT student)

Agenda

- Identifying and solving of grievances
- Analyzing the functioning of grievance box

Minutes

- ❖ The committee identified below mentioned grievances to be resolved
 - Repairing of chairs in classrooms
 - Repairing of fans in classrooms
 - The presence of acid fly in both ladies and gents hostel
 - Extension of dining space in canteen
 - Revising of food menu in the campus canteen
- ❖ The committee decided to forward the identified grievances to the college council

Attendees

1. Mr. Suvanish Kumar (Convener, Grievance Redressal Forum)
2. Prof. E.P Imbichikoya (Principal, Chairman-Students Grievance Redressal Forum)
3. Mr. Mansoor Ali N. (Officer on Special Duty)
4. Dr. Servin Wesley (Anti-ragging Committee Convener)
5. Ms. Asha B. (Convener, Women Development Cell)
6. Dr. Hassan Shareef (Discipline Committee Convener)
7. Ms. Abhinisha (Dept. of BT)



STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 20th March 2020

The third meeting of the students' grievance redressal forum of the academic year 2019-20 was held on 20th March 2020 at 3.00pm at the Conference Hall, presided by Principal Prof. E.P Imbichikoya, and with the presence of Dr. Suvanish Kumar (Convener, Grievance Redressal Forum) Dr. Servin Wesley (Anti-ragging Committee Convener), Ms. Asha B. (Convener, Women Development Cell), Dr. Hassan Shareef (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Ms. Abhinisha (Dept. of BT student).

Agenda

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

Minutes

- Principal appreciated the effort taken by the committee members for maintaining a peaceful atmosphere in campus in between the students and faculty members
- 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. Abhinisha expressed her satisfaction towards the committee's activities and suggested certain probable grievances.

Attendees

1. Dr. Suvanish Kumar (Convener, Grievance Redressal Forum)
2. Prof. E.P Imbichikoya (Principal, Chairman-Students Grievance Redressal Forum)
3. Mr. Mansoor Ali N. (Officer on Special Duty)
4. Dr. Servin Wesley (Anti-ragging Committee Convener)
5. Ms. Asha B. (Convener, Women Development Cell)
6. Dr. Hassan Shareef (Discipline Committee Convener)
7. Ms. Abhinisha (Dept. of BT student)