



SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



GRIEVANCE REDRESSAL

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





Grievance Redressal Forum, SIAS

Meeting Minutes 14th June 2018

A meeting of the Students' Grievance Redressal Forum of SAFI Institute of Advanced Study, was held on 14th 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 10th December 2018

A meeting of the students' grievance redressal forum was conducted on 10th 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 21st March 2019

Annual closing meeting of the students' grievance redressal forum was held on 21st 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)