



SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



GRIEVANCE REDRESSAL

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 8th June 2020

The first meeting of Students' Grievance Redressal Forum of SAFI Institute of Advanced Study, was held on 9th JUNE 2020, 6:30pm through the online platform google meet presided by Prof. E P Imbichikoya, and with the presence of Dr. Sahila M M (Convenor, Grievance Redressal Forum) Dr. Servin Wesley (Anti-ragging Committee Convener), Dr. Asha B. (Convener, Women Development Cell), Mr. Akhilnath K S (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Mr. Farseem (Dept. of FT student)

Agenda

- Formation of the grievance redressal forum for 2020-21.
- Planning activities for the academic year
- Analyzing Grievance Redressal mechanism
- Discussion on the functioning of online classes

Minutes

- The grievance redressal forum for the academic year 2020-2021 came into power including conveners of major statutory bodies in the campus
- Action plan for the current academic year was discussed by the committee conveners
- The convenor briefly explained the redressal mechanism of Grievance related to online classes
- Students are requested to contact the convenor in case of any virtual grievances
- Student representative suggested competitive exams oriented coaching class for willing students
- Committee decided to forward the suggestions to the academic council.

Attendees

1. Prof. E P Imbichikoya (Principal, Chairman-Students Grievance Redressal Forum)
2. Dr. Sahila M M (Convenor , Grievance Redressal Forum)
3. Mr. Mansoor Ali N. (Officer on Special Duty)
4. Dr. Servin Wesley (Anti-ragging Committee Convener)
5. Dr. Asha B (Convener, Women Development Cell)
6. Mr. Akhilnath K S (Discipline Committee Convener)
7. Mr. Farseem (Dept. of FT)



STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 29th December 2020

A meeting of the students' grievance redressal forum was held on 29th December 2020 07:30pm through the online platform google meet, presided by Prof. E P Imbichikoya and the committee members to analyze the functioning of the grievance redressal forum

Agenda

- ❖ Monitoring the functioning of grievance redressal forum
- ❖ Interaction with Student representative
- ❖ Discussion of virtual grievances

Minutes

- ❖ Convenor informed about the reopening of the college and mentioned about the precautionary measures to follow while attending the offline classes
- ❖ Student representative informed the inconveniences they faced while attending online classes
- ❖ Students requested to recorded classes they missed due to technical reasons
- ❖ Student representative requested the Wi-Fi accessibility for academic purpose
- ❖ The committee decided to forward the identified grievances to the college council.

Attendees

1. Prof. E P Imbichikoya (Principal, Chairman-Students Grievance Redressal Forum)
2. Dr. Sahila M M (Convenor , Grievance Redressal Forum)
3. Mr. Mansoor Ali N. (Officer on Special Duty)
4. Dr. Servin Wesley (Anti-ragging Committee Convener)
5. Dr. Asha B (Convener, Women Development Cell)
6. Mr. Akhlnath K S (Discipline Committee Convener)
7. Mr. Farseeem (Dept. of FT)



STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 24th March 2021

Annual closing meeting of the students' grievance redressal forum was held on 24th March 2021, 2:30pm at the Conference Hall, presided by Principal Prof. E P Imbichikoya and with the presence of Dr. Sahila M M (Convenor, Grievance Redressal Forum) Dr. Servin Wesley (Anti-ragging Committee Convener), Dr. Asha B. (Convener, Women Development Cell), Mr. Akhilnath K S (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Mr. Farseeem (Dept. of FT student)

Agenda

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

Minutes

- Principal mentioned that the functioning of the forum was commendable during the online academic year.
- The Committee appreciated all teachers for their sincere effort for adapting the new teaching method
- The Anti-ragging committee and Discipline committee expressed their gratitude to the college community since there were no disturbances in decorum throughout the year.
- Requisition to increase the speed of Wi-Fi
- Student representative requested the bus facility for special classes.
- The committee decided to forward the identified grievances to the college council.

Attendees

1. Prof. E P Imbichikoya (Principal, Chairman-Students Grievance Redressal Forum)
2. Dr. Sahila M M (Convenor , Grievance Redressal Forum)
3. Mr. Mansoor Ali N. (Officer on Special Duty)
4. Dr. Servin Wesley (Anti-ragging Committee Convener)
5. Dr. Asha B (Convener, Women Development Cell)
6. Mr. Akhilnath K S (Discipline Committee Convener)
7. Mr. Farseeem (Dept. of FT)