

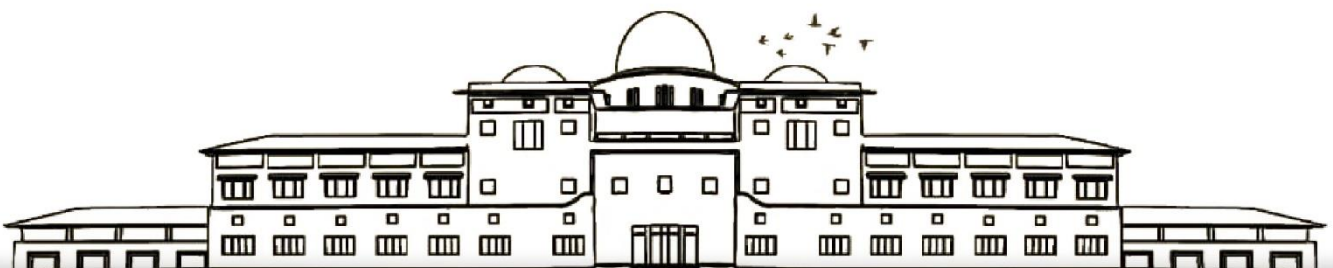


**SAFI INSTITUTE OF ADVANCED STUDY (SIAS)**



# **GRIEVANCE REDRESSAL**

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)**





## STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

### MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> JUNE 2016

The first meeting of the students' grievance redressal forum was held on 10<sup>th</sup> JUNE 2016 12:30pm at the Conference Hall, presided by Principal Prof. (Dr.) A.A.M Kunhi, and with the presence of Mr. Arun K V (Anti-ragging Committee Convener), Ms. Smitha K.V. (Convener, Women Development Cell), Mr. Muhammed Kamil T P (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Mr. Musthujab M (Dept. of JMC 3<sup>rd</sup> Sem)

#### Agenda

- Constituting the grievance redressal forum for 2016-17.
- Planning activities
- Grievance mapping

#### Minutes

- Principal announced the appointment of the new committee including conveners of major statutory bodies in the campus.
- Each conveners briefed their planned course of actions for the year,
- Discussed major repairs and replacements required in the campus.
- Committee decided to put HoDs and class advisors in charge, to collect students' grievances that need immediate attention.

#### Attendees

1. Prof. (Dr.) A.A.M Kunhi (Principal, Chairman-Students Grievance Redressal Forum)
2. Mr. Mansoor Ali N. (Officer on Special Duty)
3. Mr. Arun K V (Anti-ragging Committee Convener)
4. Ms. Smitha K.V. (Convener, Women Development Cell)
5. Mr. Muhammed Kamil T P (Discipline Committee Convener)
6. Mr. Musthujab M (Dept. of JMC 3<sup>rd</sup> Semester Student)



## STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS MINUTES OF THE MEETING HELD ON 21<sup>st</sup> DECEMBER 2016

A meeting of the students' grievance redressal forum was held on 21<sup>st</sup> December 2016 01:30pm at the Principal's Chamber, presided by Principal Prof. (Dr.) A.A.M Kunhi, and with the presence of Mr. Arun K V (Anti-ragging Committee Convener), Ms. Smitha K.V. (Convener, Women Development Cell), Mr. Muhammed Kamil T P (Discipline Committee Convener) and student representative Mr. Musthujab M (Dept. of JMC 3<sup>rd</sup> Sem)

### Agenda

- Monitoring major grievances identified by the committee
- Finding solutions

### Minutes

- The committee identified the following problems to be resolved immediately.
  - Repairing the students' bike parking shed.
  - Replanting plants in the garden
  - Providing more waste bins
- The committee decided to forward the identified grievances to the college council.

### Attendees

1. Prof. (Dr.) A.A.M Kunhi (Principal, Chairman-Students Grievance Redressal Forum)
2. Mr. Arun K V (Anti-ragging Committee Convener)
3. Ms. Smitha K.V. (Convener, Women Development Cell)
4. Mr. Muhammed Kamil T P (Discipline Committee Convener)
5. Mr. Musthujab M (Dept. of JMC Student)



## STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

### MINUTES OF THE MEETING HELD ON 24<sup>th</sup> MARCH 2017

Annual closing meeting of the students' grievance redressal forum was held on 24<sup>th</sup> March 2017 12:30pm at the Conference Hall, presided by Principal Dr. P.V. Basheer Ahammed, and with the presence of Mr. Arun K V (Anti-ragging Committee Convener), Ms. Smitha K.V. (Convener, Women Development Cell), Mr. Muhammed Kamil T P (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Mr. Shuhaib M P (Dept. of Commerce)

#### Agenda

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

#### Minutes

- Principal commented that 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.
- Anti-ragging committee and Discipline committee expressed their gratitude to the college community since there was no disturbances in decorum throughout the year.
- Student representative Mr. Shuhaib M P expressed his satisfaction towards the committee's activities and suggested certain probable grievances.

#### Attendees

1. Dr. P.V. Basheer Ahammed (Principal, Chairman-Students Grievance Redressal Forum)
2. Mr. Mansoor Ali N. (Officer on Special Duty)
3. Mr. Arun K V (Anti-ragging Committee Convener)
4. Ms. Smitha K.V. (Convener, Women Development Cell)
5. Mr. Muhammed Kamil T P (Discipline Committee Convener)
6. Mr. Shuhaib M P (Dept. of Commerce Student)