

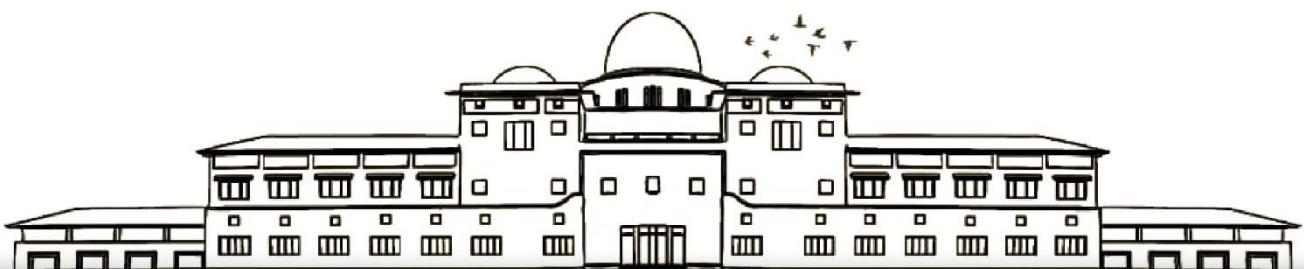


SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



GRIEVANCE REDRESSAL

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 12th June 2017

An initial meeting of the Students' Grievance Redressal Forum of SAFI Institute of Advanced Study, was held on 12th JUNE 2017 3:30pm at the Principal's chamber, presided by Dr. P.V.Basheer Ahammed , and with the presence of Mr. Arun K V (Anti-ragging Committee Convener), Ms. Shainy N K. (Convener, Women Development Cell), Mr. Akhilnath K S (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Mr. Fazil K V (Dept. of BT student)

Agenda

- Constituting the grievance redressal forum for 2017-18.
- Planning activities
- Grievance box inspection

Minutes

- The new grievance redressal committee came into power including conveners of major statutory bodies in the campus for the year 2017-18.
- Conveners briefed their planned course of actions for the year,
- Discussed major repairs and replacements required in the campus.
- Student representative suggested to have more LED bulbs in class rooms.
- Committee decided to forward the request to the Electrician.

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. Shainy N K. (Convener, Women Development Cell)
5. Mr. Akhilnath K S (Discipline Committee Convener)
6. Mr. Fazil K V (Dept. of BT)



STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 14th December 2017

A meeting of the students' grievance redressal forum was held on 14th December 2017 03:30pm at the Principal's Chamber, presided by Dr. P.V. Basheer Ahammed and the committee members to discuss major grievances identified.

Agenda

- ❖ Monitoring major grievances identified by the committee
- ❖ Interaction with Student representative
- ❖ Finding solutions.

Minutes

- ❖ The committee members suggested that the participation of Students union is inevitable in maintaining the campus decorum and to point out the necessary infrastructural and policy upgradations to be implemented in the campus.
- ❖ The committee identified the immediate requirement of a water cooler on the 1st floor of the main building.
- ❖ Student representative suggested to repair the fans which are not working before summer time.
- ❖ Expansion of parking facility for teachers' cars was suggested by the committee members.
- ❖ 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. Arun K V (Anti-ragging Committee Convener)
3. Ms. Shainy N K. (Convener, Women Development Cell)
4. Mr. Akhilnath K S (Discipline Committee Convener)
5. Mr. Fazil K V (Dept. of BT)



STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

Meeting Minutes 21st March 2018

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. Arun K V (Anti-ragging Committee Convener), Ms. Shainy N K. (Convener, Women Development Cell), Mr. Akhilnath K S (Discipline Committee Convener) Mr. Mansoor Ali N. (Officer on Special Duty) and student representative Ms. Fathima Farhana (Dept. of Computer Science)

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.
- 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. Fathima Farhana reported the students' difficulty in traveling to campus through the worn-out road.
- Requests were made to install stone benches in the campus for students to sit and relax.
- Requests were received to install safety handrails near the library block.
- Cooling films to be stuck on glass windows on the second floor of the main building.
- The committee decided to forward all the identified grievances to the college council to be solved as soon as possible.

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. Shainy N K. (Convener, Women Development Cell)
5. Mr. Akhilnath K S (Discipline Committee Convener)
6. Mr. Fazil K V (Dept. of BT)