

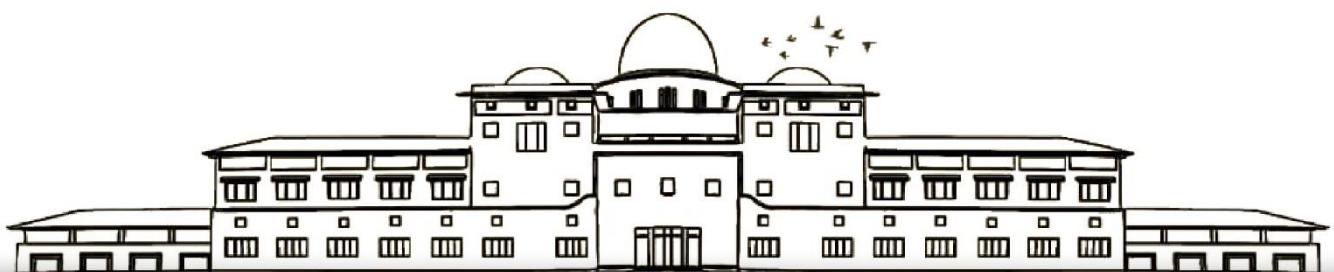


SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



GRIEVANCE REDRESSAL

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

MINUTES OF THE MEETING HELD ON 10TH JUNE 2016

The first meeting of the students' grievance redressal forum was held on 10th 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 3rd 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 3rd Semester Student)



STUDENTS GRIEVANCE REDRESSAL FORUM, SIAS

MINUTES OF THE MEETING HELD ON 21st DECEMBER 2016

A meeting of the students' grievance redressal forum was held on 21st 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 3rd 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 24th MARCH 2017

Annual closing meeting of the students' grievance redressal forum was held on 24th 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. Shuaib 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. Shuaib 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. Shuaib M P (Dept. of Commerce Student)