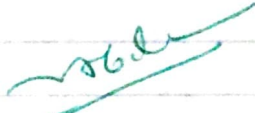




Minutes
Grievance Redressal Cell

Certificate.

It is Certified that this register book contains 80 pages which is serially numbered from 1 to 80 for the use & minutes of the Students' Grievance Redressal Cell constituted in the Anvarul Islam Arabic College, Kunyil.


Associate Professor
Incharge of Principal
Drawing & Disbursing Officer
Anvarul Islam Arabic College
Kunyil, Kizhuparamba P.O - 673 639



Students' Grievance Redressal Cell

The cell functions to look into the grievances lodged by any student. Students may approach the cell to voice their grievances regarding academic matters, health services, library and other services. Any form of discontent or dissatisfaction on the part of the students can be informed to the cell. The grievance cell also looks into matters of harassment. Anyone with a genuine grievance may approach the co-ordinator or members of the students' grievance cell. Grievances may also be sent through e-mail to the co-ordinator of the student's grievance cell. The cell then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

Objective.

The main objective of the grievance cell is to promote and maintain a conducive and harmonious educational environment among the students. The students' grievance cell is constituted for the redressal of the problems reported by the students of the college. This is with the following objectives in mind.

- ⇒ Grievance cell is formed in order to keep the healthy working atmosphere amongst staff, students, and parents.
- ⇒ This cell helps students to record their complaints and solve their problems related to academics, resources and personal grievances freely and frankly without any fear of victimization.
- ⇒ To keep the dignity of the college high by ensuring conflict free atmosphere in the college by promoting good student-student relationship.

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and student-teacher relationship.

⇒ To ensure effective solution to the student grievances with an impartial and fair approach.



[Handwritten signature in green ink]

Associate Professor
Incharge of Principal
Drawing & Disbursing Officer
Anvarul Islam Arabic College
Kunjil, Kizhuparamba P.O - 673 639

Chapter 3

Students' Grievance Redressal Cell

Chairman: Dr. ...

The meeting was held on ...
The members present were ...
The meeting was presided over by ...
The agenda for the meeting was ...
The first item on the agenda was ...
The members discussed the ...
The meeting concluded at ...

Minutes of Meeting.
Students' Grievance
Redressal Cell.

2016 - - 2017

Students

Redressal Cell Composition.

- 1 - Prof. KA Nazir (Chairman)
- 2 - Irshad. MK (Co-ordinator)
- 3 - Subaida. PK (Senior Teacher)
- 4 - Sakir Babu KP (Senior Teacher)
- 5 - Ameer. MK (Staff Council Member)
- 6 - Abdul Ashique. KP (College Union Chairman)
- 7 - Adeeb Ahamed (Student adviser)

Irshad. MK. Irshad.
Co-ordinator.



Abdul Nazir Kalotheumthodi
Associate Professor
Incharge of Principal
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Anvarul Islam Arabic College
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Minutes of meeting.

A meeting was held on 10th June 2016 with the following agenda.

Chair : Prof. K.A Nazir. (Principal)

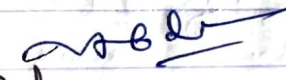







Time : 12.30 PM

Venue : Principal's chamber.

Agenda.

- 1- Preparation of grievance request form.
- 2- Composition of grievance redressal cell.
- 3- Other relevant matters.

Members present.

- 1- Prof: Abdul Nazir 
- 2- Irshad. M.K 
3. Ameer, mk 
4. SAKIR BABU 
5. Azeeb Ahmed'o 
6. Subaida. PK 
7. Abdul Ashique K.T 
8. Najeeb Karungadan. 

Decisions taken.

- 1- Decided to form grievance redressal cell in the following manner.

⇒ Chairman (Principal) Prof. KA Nazir.

⇒ Sakir Babu. KP - Senior teacher.

⇒ Subaida. PK - Senior teacher.

⇒ Ameer. MK - Staff Council member

⇒ Irshad. MK - Staff Council member

⇒ Azeeb Ahmed - Student advisor.

⇒ Abdul Ashique. KP - College Union chairperson.

- 2- Mr. Irshad. MK is selected as the co-ordinator for grievance redressal cell.

- 3 - Mr. Nowshad. MC and Mr Irshad MK, to make grievance request form.

Minutes of meeting.

A meeting was held on 29-08-2016 with the following agenda.

Chair: Prof. KA Nazir. (Principal)

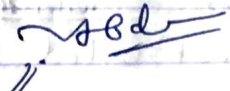

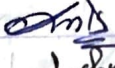
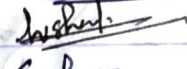
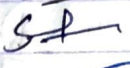



Time: 3.30 PM

Venue: Principal's chamber.

Agenda.

- 1- Review of last meeting.
- 2- Give awareness to the students on grievance cell.
- 3- Other matters.

Members Presents.

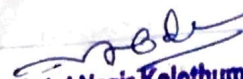
- 1. Prof: Abdul Nazir K 
- 2. SAKRIR BABU 
- 3. Ameer. MK 
- 4- Irshad. MK 
- 5- Subaida. PK 
- 6- Azeeb Mohammed. O 
- 7. Shameem. A 
- 8. Abdul Azeez PP 

Decisions taken.

- 1- Verified and checked previous meeting decisions and actions.
- 2- Decided to give an awareness programme to newly joint students in every year.
- 3- Decided to process grievance request based on its nature of complaints.
- 4- The major complaints or requirements will be directed to the concerned body after the grievance committee.
- 5- The minor complaints will be solved by the grievance redressal committee.

Irshad. MA
Co-ordinator




Abdul Nazir Kolothumthodi
 Associate Professor
 Incharge of Principal
 Drawing & Disbursing Officer
 Anwarul Uloom Arabic College
 Kuniyil, Kizhuparamba P.O. - 673 639

Minutes of meeting.

A meeting was held on 4th October 2016 with the following agenda.

Chair: Prof. KA Nazir.

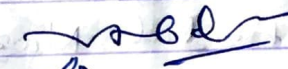


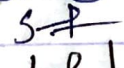


Time: 3 PM

Venue: Principal's chamber.

Agenda.

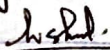
- 1- Review of last meeting.
- 2- Meeting with maintenance committee
- 3- Selection of new co-ordinator
- 4- Other things.

Members Present.

1. Prof: Abdul NAZIR 
2. Ameer. MK 
3. Azeeb Abammed. 
4. Subaida PK 
5. Irshad. MK 
6. SAKKIR BABU
7. Najeeb Karungadaw.
8. Shameem. A. 

Decision taken.

- 1- Reviewed all the decisions in the last meeting.
- 2- Decided to review students facilities in the campus along with the maintenance committee convenor.
- 3- The matters which are cited by the students thoroughly checked and the complaints which is serious in nature solve immediately.
- 4- Mrs. Subaida. PK is selected as the new Co-ordinator for Grievance Redressal cell.
- 5- As per the complaints given by the students due to improper transportation the GRC requested to the planning and development committee to provide this.

Irshad. MK. 

Co-ordinator.



Abdul Nazir Kozhumbhodi
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