



**Minutes**  
**Grievance Redressal Cell**

Minutes of meeting  
Students Grievance  
Redressal Cell.

2019 - 2020

Students Grievance  
Redressal cell composition.

- 1- Sakkir Babu KP (Chairman)
- 2- Irshad. MK. (Co-ordinator)
- 3- Subaida. PK. (Senior Teacher)
- 4- Ameer MK. (Senior Teacher)
- 5- Abdul Hakeem Thangal (Staff council member)
- 6- Muhammed Danish. P (College Union chairperson)
- 7- Ameera. AA (Student advisor)

Irshad. MK. Irshad.  
Co-ordinator.



**Sakkir Babu Kattipparathy**  
Assistant Professor  
Incharge of Principal  
Anvarul Islam Arabic College  
Kuniyil, P.O. Kizhuparamba,  
Malappuram Dt. Pin: 673 639

## Minutes of Meeting.

A meeting was held on 29<sup>th</sup> December 2019 with the following agenda.

Chair : Sakthir Babu Kattiparambil.

Venue : Principals chamber

Time : 3.20 PM.

### Agenda.

- 1 - Review of last meeting.
- 2 - Meeting with maintenance committee
- 3 - meeting with planning and development cell.
- 4 - Other things.

### Members Present.

1. SAKTHIR BABU ✓
2. Subaida. PK ~~SA~~
3. Abdul Halim Thangai H @
4. Ameer. Mh ~~AM~~
5. Najees Karungadan. ~~NK~~
- 6 - Irshad. mh. Ishad.
- 7 - LASEEF. A ~~A P P~~

### Decisions taken.

- 1 - Decided to review students facilities in the campus along with planning and development cell and maintenance committee.
- 2 - Decided to receive all grievance with grievance redressal form.
- 3 - Decided to process grievance request based on its nature of complaints. Major complaints will be directed to the concerned body
- 4 - The complaints which is in minor in nature will be solved by the grievance redressal committee.
5. The matters which are cited by the students

thoroughly checked and the complaints which is serious in nature solve immediately.

6- As per the request given by the students to provide Health and fitness center, Grievance redressal cell requested to the planning and development committee to provide it.

Irshad. M.K. Irshad  
Co-ordinator.



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