

Minutes
Grievance Redressal Cell.

Minutes of Meeting.
Students Grievance
Redressal cell.

2017 - 2018

Students Grievance Redressal Cell Composition.

- 1 - Prof. KA Nazir (Chairman)
- 2 - Irshad. M.K. (Co-ordinator)
- 3 - Subaida. P.K. (Senior Teacher)
- 4 - Sakthir Babu K.P. (Senior Teacher)
- 5 - Ameer. M.K. (Staff Council member)
- 6 - Shameem - A. (College Union chairperson.)
- 7 - Mohammed Danish.P (Student advisor)

Irshad. M.K. Irshad.
Co-ordinator.



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

Minutes of Meeting.

A meeting was held on 2nd June 2017 with the following agenda.

Chair: Prof. KA Nazir.

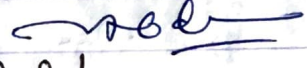
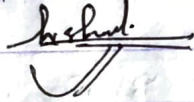
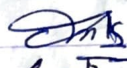
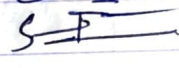


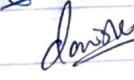

Time: 2.30 PM

Venue: Principal's chamber.

Agenda.

- 1 - Review of last year meeting
- 2 - Composition of grievance redressal cell.
- 3 - Awareness programme on grievance redressal cell.
- 4 - Other matters.

Members Present.

- 1. Prof: Abdul Nazir 
- 2. Irshad. MK. 
- 3. SAKKIR BABU 
- 4. Ameer. MK 
- 5. Subaida. PK 
- 6. Abdul Azeed PP 
- 7. Shameem. A 
- 8. Muhammed Danish. P 

Decisions Taken.

- 1 - Reviewed last year grievance redressal cell's activities, prioritise the grievance and serious in nature solve immediately.
- 2 - Decided to form grievance redressal cell in the following manner.
 - (a) Prof. KA Nazir - chairman.
 - (b) Subaida. PK - Senior teacher.
 - (c) Sakkir Babu. KP - Senior teacher.
 - (d) Ameer. MK. - Staff council member.
 - (e) Irshad. MK - Staff council members
 - (f) Student- advisor. - Mohammed Danish. P
 - (g) College Union Chairperson - Shameem. A.

- Decided to give an awareness programme to newly joint students on grievance redressal cell.
- Decided to receive all students grievance on a prescribed form, which are already formed in the last year.
- Mr. Darshad. MK is selected as the new Co-ordinator for the grievance redressal cell.
- The name of the college union chairperson is included after college union election.

Darshad. MK. Darshad.
Co-ordinator.



Abdul Nazir
Abdul Nazir Kolothumthodi
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Incharge of Principal
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Minutes of meeting.

A meeting was held on 4th January 2018 with the following agenda.

Chair: Prof. KA Nazir.

Time: 3.30 PM

Venue: Principal's chamber.

Agenda.

- 1- Review of last meeting.
- 2- meeting with planning and development cell.
- 3- Others.

Members Presents.

1. Prof: Abdul Nazir ANB
2. Ameer. MK AMK
3. SAKKIR BABU SB
4. Irshad. MK. IMK
5. Subaida. PK SPK
6. Muhammed Danish P DM
7. Muhammed Abdullah salah. P MS

Decision taken.

- 1- Discussed the action taken status of the last meeting decisions.
- 2- As per the grievance request from the students the cell decided to install security camera wherever required.
- 3- To inform planning and development cell to install the security camera at the earliest.
- 4- Decided to inform maintenance related grievances to maintenance committee.

Irshad. MK IMK
Co-ordinator



ANB
Abdul Nazir Kolothumthodi
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