



Minutes of the Grievance Redressal Cell for the Academic year 2022-2023

Notice

The meeting of the grievance Redressal Cell is convened on 6/7/2022 at 2 PM, by the Principal to discuss the complaints raised by students.

Members Present

- Dr A. Muhammed Thaha (Principal) 
Dr Rekha Nair R (Assistant Professor, Department of Political Science) 
Sajitha .B (Assistant Professor, Department of English)
Dr Jayalekshmi (Assistant Professor, Department of English)
Jasmine A (Non teaching Staff)
Sumayya (Student Representative)

Agenda

1. To discuss complaints raised by students .
2. Any other matters.

Decisions taken

1. The students have complained significant disruptions to the internet service including intermittent connectivity, slow speeds, unreliable coverage. The meeting decided to address the issue to the authority as early as possible.
2. The students also raised some other problems like fans and lights were not properly working and decided to address these matters to the authority .The meeting identified that in every year the college provide more benches and desks to improve learning environment.

Actions taken Report

1. Service personal was summoned to check the signal strength and functioning of modum and the issue was reportedly solved.
2. Infrastructural facility improved and improper functioning of fans and lights rectified.




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II Meeting

NOTICE

The meeting of the grievance Redressal Cell is convened on 12/10/2022 at 2 PM , by the Principal to discuss the complaints raised by students.

Members Present

Dr Muhammed Thaha (Principal) 
Dr Rekha Nair R (Assistant Professor ,Department of Political Science) 
Sajitha .B (Assistant Professor ,Department of English)
Dr Jayalekshmi (Assistant Professor ,Department of English)
Abdul Kalam Azad (Assistant Professor ,Department of Commerce)
Ashida M (Assistant Professor ,Department of Commerce)
Dr Shanil (Assistant Professor ,Department of (Arabic)
Jasmine A (Non teaching Staff)
Sumayya (Student Representative)

Agenda

- 1.To discuss complaints raised by students .
- 2.Any other matters.

Decisions taken

1The students in the Dept. of Zoology raised several concerns regarding the equipments in the Zoology Lab.The students requested to take necessary measures to address and resolve the issue as soon as possible.

2.The students from Zoology and Malayalam department complained about improper cleaning in the premises near labs and classrooms. They requested to clean the premises and maintenance measures to remove overgrown vegetation that may attack snakes. The meeting discussed the issue regarding the cleanliness of the campus and decided to address the issue to take immediate attention to this problem and look forward to seeing proactive measures to ensure a safe and secure environment to all.

3. The students also made another complaint regarding improper tiling in the prayer room, they say that visible signs of wear and damage including cracks, chipping and uneven surfaces. These flaws raised concerns about safety and cleanliness. The meeting discussed the matter regarding improper tiling of prayer hall and decided to make necessary arrangements to replace it.




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Actions taken Report

- 1.Measures were taken to clean the campus , awareness classes were conducted to encourage students The nature club is properly functioning in the campus and the club took measures to make campus eco-friendly and they planted trees and plants in the campus.
- 2.Actions were taken to rectify the laboratory equipment in the Zoology Lab.
- 3.The damages in the prayer hall room were rectified.



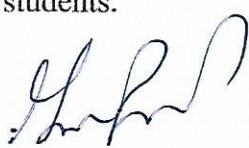

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III Meeting

NOTICE

The meeting of the grievance Redressal Cell is convened on 08/12/2022 at 2 PM ,by the Principal to discuss the complaints raised by students.

Members Present

Dr Muhammed Thaha (Principal) 
Dr Rekha Nair R (Assistant Professor ,Department of Political Science)
Abdul Kalam Azad (Assistant Professor ,Department of Commerce)
Ashida M (Assistant Professor ,Department of Commerce)
Dr Shanil (Assistant Professor ,Department of (Arabic)
Jasmine A (Non teaching Staff)
Sumayya (Student Representative)

Agenda

- 1.To discuss complaints raised by students .
- 2.Any other matters.

Decisions taken

- 1.The students have requested to change in the timing of internal exams .The meeting discussed the matter and decided to forward the matter to the internal committee to take further action.
- 2.Another complaint from the students to relocate the internal exams classrooms from C block to A block and B blocks to ensure that they can arrive at the hall on time. The meeting decided to forward this to the internal exam committee.
- 3.The meeting discuss the complaint raised by the students regarding security concerns about compound wall and the Grievance cell identified that this incomplete barrier not only compromises the security of our campus but also increases trespassing in our campus. The meeting decided to address the issue to the authority to take immediate action.

Actions taken Report

- 1.The internal exams timetable changed. The shifting of classrooms were taken for consideration.
- 2.The Compound Wall construction were almost completed. The security concerns were almost rectified.




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IV Meeting

NOTICE

The meeting of the grievance Redressal Cell is convened on 09/2/2023 at 2 PM, by the Principal to discuss the complaints raised by students.

Members Present

Dr Muhammed Thaha	(Principal)	
Dr Rekha Nair R	(Assistant Professor ,Department of Political Science)	
Sajitha .B	(Assistant Professor ,Department of English)	
Dr Jayalekshmi	(Assistant Professor ,Department of English)	
Ashida M	(Assistant Professor ,Department of Commerce)	
Dr Shanil	(Assistant Professor ,Department of Arabic)	
Sumayya	(Student Representative)	

Agenda

- 1.To discuss complaints raised by students .
- 2.Any other matters.

Decisions taken

- 1.The meeting discussed the complaint regarding the cleanliness of girl's toilet and decided to conduct a thorough cleaning of the girl's toilet including disinfection of surfaces and removal of waste.
- 2.The meeting discussed the matter related with the dysfunctioning of filters ,then to identify cause of malfunction and perform any necessary repair and replacements as early as possible.
- 3.The meeting discussed they demand of PG students made through their representatives for the replacement of existing chairs in their classrooms and the matter was forwarded to the authority for favorable action.

Actions taken Report

- 1.The girl's toilet were disinfected and made arrangements to clean daily.
- 2.Most of the filters were now functioning properly. More filters were also installed.
- 3.New chairs were replaced especially in the PG classes of English Department




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