



# **GRIEVANCE REDRESSAL CELL MINUTES**

**KORAMBAYIL AHAMED HAJI MEMORIAL  
UNITY WOMEN'S COLLEGE, MANJERI**  
**(P.O) Narukara, Malappuram Dt., Kerala 676 122**  
*(Govt.-aided and Affiliated to University of Calicut)*  
**[Nationally reaccredited by NAAC with 'B++' Grade CGPA 2.77]**

10/6/2019-

Institutional level Grievance Redressal Cell has been constituted for the year 2019-20 as per the direction of CBC under the chairmanship of the Principal, in the college council meeting.

Constitution :-

Dr. C. Saidalevi - Principal and Chair

Smt. Anitha Begum A.S. (Convenor)

Smt. Aswathi M.P. (Dean)

Dr. Deepa K. (Warden)

Mr. T.T. Abdul Razak (Senior staff)

Dr. A.C. Meera Devi.

PTA Vice President.

Notice :-

A meeting of institutional grievance redressal cell will be held 12.6.2019, in the conference Hall at 3.10 pm. All members are informed to attend.

Agenda :- Functioning of the Grievance

Redressal Cell.

Notice to:-

Smt. Aswathi. m. P.

Dr. Deepa. K.

Mr. T. T. Abdul Razak

Dr. Meera Devi. A. C.

Ms. Shehedy Chukkan. (Student Rep)

Smt. Anitha Begum. A. S. Principal.

Meeting of The Grievance Redressal Cell on  
12-6-2019, at 3.10 pm in The Conference Hall.

Members Present:-

Dr. C. Saidalevi: LS

Mr. A. S. Anitha Begum. As

Ms. Aswathi. M. P. AS

Dr. Deepa. K. Deepa

Mr. T. T. Abdul Razak AB

Dr. A. C. Meera Devi. Meera

Minutes of the meeting:-

The meeting began with the welcome address of faculty convenor. The Committee decided to educate the functioning of the cell all on the day of Bridge course for first year students. As

Mr Anitha Begum - A. S.

10/6/20

Grievance and Redressal Cell has been constituted for the year 2020-21.  
A meeting of the members of Grievance and Redressal Cell at 3.30 pm on 10/6/20  
Venue: Conference Hall KAHM Unity Women's College.

Agenda: Regarding the functioning of Grievance and Redressal Cell during academic year 2020-21.

Members

Dr. C. Saidealavi (Convener) CS

Smt. Aswathi M.P (Dean) AS

Smt. Amitha Beegum AS AS

Dr. Deepa K. (Warden) DK

Sri. T. Abdul Razak. AR

Dr. A.C. Meena Devi MD

PTA vice President. Harsha

Kum. Shalbiya Chukka (Chair person) Shalbiya

Minutes

Decided to function as per bye rules and regulations.

The meeting came to an end at 3.45 pm

AS  
Aswathi M.P  
Coordinator

15/9/20

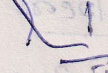
A meeting of the members of  
Grievance and Redressal Cell at 3.30 pm  
on 15/9/20

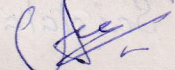
Venue: Conference Hall, KAHM Unity Women's  
College.


Agenda:

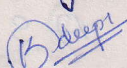
Regarding the functioning submissions  
received from students about the  
financial problems to recharge phone data  
to attend online classes.


Members:


Dr. C. Saideelavi (Convener) 

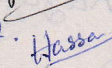
Smt. Aswathi M.P (Dean) 

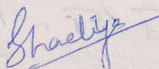
Smt. Amitha Beegum A.S. 

Dr. Deepa K. 

Sri. T. T. Abdul Razak 

Dr. C. Meera Devi 

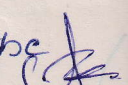
PPTA Vice President. 

Kum. Shadhiya Chukkam (Chair Person) 

Minutes

It is decided to ask the willingness of  
Staff members to help students to recharge  
their mobile phones enabling them to  
attend online classes.

Action taken report

Some of the Staff members helped the  
Students to recharge mobile phones.   
Aswathi M.P  
Coordinator

11/8/2020

A meeting of the members of Grievance and redressal cell at 3.30pm on 11/8/2020  
Venue: Conference Hall, KAHM Unity Women's College.

Venue :- Co.

Agenda:

Regarding the complaints received from students about the lack of availability of orange and network for attending online classes.

Members.

Dr. C. Saidealavi

Smt. Aswathi M.P.

Smt. Amitha Beegum

Dr. C. Meeradevi

Sri. T.T Abdul Razak

Dr. Deepa K.

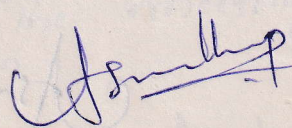
PPA vice president

Kum. Shalathiya Chukkam (Chair person)

Minutes:

Decided to instruct teachers to upload video classes in google classrooms.

Meeting come to an end at 4.30 pm.



Aswathi M.P. Coordinator

22/10/20

A meeting of the members of grievance and redressal cell at 3.30 pm on 22/10/20.

Venue: Conference Hall

Agenda

Regarding an awareness programme to first year students.

Members.

Dr. C. Saidekavi

Smt. Aswathy M P.

Smt. Anitha Beegum A S As

Dr. Deepa K.

Sri. T. T. Abdul Razak

Dr. A. C. Meenadevi

PTA vice President.

Kum. Shabehiya Chekkam

Minutes

Decided to give an awareness to first year students along with bridge course

— about the importance of cell.

— about functioning of cell

— about submitting grievances.

Meeting come to an end at 4.00 pm.

Aswathy

Coordinator Aswathy M P.

15/3/2021

A meeting of the members of  
Grievance and redressal cell at 3.30pm  
on 15/3/2021

Venue: Conference Hall

Agenda

Regarding functioning of the cell during  
the year 2020-21.

Members

Dr. C. Saiedalavi

Smt. Aswathy M.P.

Smt. Amitha Beegum A S

Sri. T. T. Abdul Razak.

Dr. A. C. Meera Devi

Dr. Deepa K.

Sri. T. T. Abdul Razak

PTA Vice President. Hussein

Kum. Shabdhiya Chukka. Shaeliya

Minutes

Discussed and analysed the functioning  
of the cell. It is found that the cell  
received 311 written complaints during  
the year 20-21. The complaints have been  
addressed satisfactorily.

The meeting came to an end at  
4.30pm.

Coordinator Aswathy M.P.




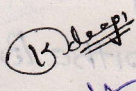

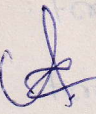

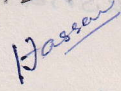
11/6/21

Grievance and redressal cell has been constituted for the year 2021-22. A meeting of the members of grievance and redressal cell at 3.30pm on 11/6/2021

Venue: Conference Hall KAHM Unity Women's College.

Agenda: Regarding the functioning of grievance and redressal cell during the academic year 2021-22.

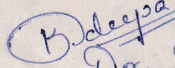
#### Members

1. Dr. C. Saidealavi (Convener) 
2. Dr. Deepa K. (Dean) 
3. Smt. Amitha Beegam A S 
4. Smt. Aswathy M P. (Warden) 
5. Smt. Jaseena C
6. Smt. Ashitha 
7. PTA vice president 
8. Nithasha (Student)

#### Minutes

Decided to function as per bye rules and regulations.

The meeting came to an end at 3.45pm

  
Dr. Deepa K.  
Coordinator.

6/08/2021

A meeting of the members of  
Grievance and redressal cell at 3.30 pm  
on 6/08/2021

Venue: Conference Hall, KATHM Unity  
Women's College, Manjeri

Agenda: Addressing grievances in last  
2 months

### Members

Dr. C. Saidealavi Convener CS

Dr. Deepa K. Dean Deepa

Smt. Amitha Beegam A.S. Amitha

Smt. Aswathy M.P. (Warden) Aswathy

Smt. Jaseema C. Jaseema

Smt. Asmitha Asmitha

PTA vice president PTA

Smt. Nithasha (Student representative)

### Minutes

No grievances received by the cell during  
this period

Deepa  
Dr. Deepa K.  
Coordinator.

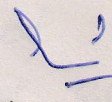
5/10/2022

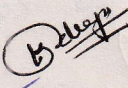
A meeting of the members of Grievance and Redressal cell at 3.30 pm on 5/10/2022.


Venue: Conference Hall, KA HM Unity Women's College, Manjeri.


Agenda: Regarding awareness programme to first year students about grievance and redressal cell.

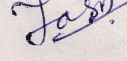
Members:


Dr. C. Saicilalevi Convener 


Dr. Deepa K. (Dean) 

Smt. Amitha Beegam 

Smt. Aswathy M.P. 

Smt. Jaseema C 

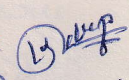
Smt. Ashitha 

PQA Vice President 

Smt. Nithasha (Student representatives)

Minutes.

Decided to provide awareness class to first year students about the functioning of the cell and about submitting the grievances through bridge course.

Action taken report: Awareness class given to first year students during bridge course   
Dr. Deepa K.  
Coordinator

6/12/2021

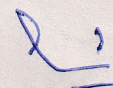
A meeting of the members of  
grievance and redressal cell at 1.30 pm  
on 6/12/2021

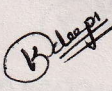
Venue: Conference Hall, KAHM Unity Women's  
College,

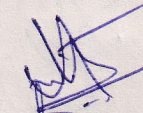
### Agenda

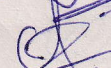
Grievance received from Students about the  
lack of sufficient number of fans in the  
classrooms of second floor of academic block.

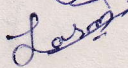
### Attendance


Dr. C. Saidealavi 


Dr. Deepa K. 

Smt. Amitha Beegem 

Smt. Aswathy M.P. 

Smt. Jaseema C. 

Smt. Ashitha 

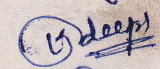
Smt. Nithasba. 

### Minutes

Decided to inform authorities about this  
and request is given to take necessary  
action.

### Plan of action taken

New fans are fitted in all necessary  
positions as per student's requirements

  
Dr. Deepa K

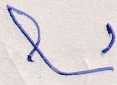
7/3/2022


A meeting of the members of Grievance and redressal cell held at 3.30pm on 7/3/2022

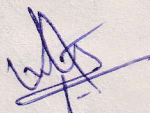
Venue: Seminar Hall, KAHM Unity Women's College.

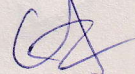
Agenda: Requests received from students about the lack of sufficient number of water taps and drinking water facilities.

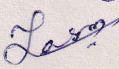
Attendance.


Dr. C. Saidealavi 

Dr. Deepa K. 

Smt. Amita Beegam 

Smt. Aswathy M P. 

Smt. Jaseema C 

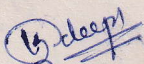
Smt. Nithashe. 

Minutes

Decided to inform management authorities about this grievance and give a request to address this issue immediately.

Action taken

Sufficient number of taps and filters were fitted at various places in campus

  
Dr. Deepa

28/3/2022.


A meeting of the members of grievance and redressal cell held at 3.30 pm on 28/3/2022

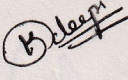
Venue: Seminar Hall KAHM Unity Women's College


Agenda

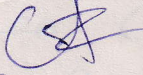
Functioning of the cell during the year 2021-22.

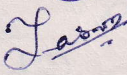
Attendance


Dr. C. Sridalavi 

Dr. Deepa K. 

Smt. Amitha Beegam 

Smt. Aswathy TP 


Smt. Anaseema C. 

PRA vice president 

Minutes

Analysed the functioning of the cell during the year 21-22. It is found that the cell received two written complaints. The complaints have been addressed satisfactorily.

Coordinator



Dr. Deepa K.

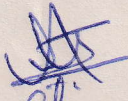

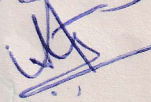
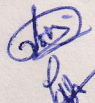



15/6/22

grievance Redressal Cell has been constituted for the year 2022-23. With the following members. A meeting of the members was held on 15/6/2022 at 3.30pm.

Venue: Conference Hall. KAHM Unity Women's college. Manjeri

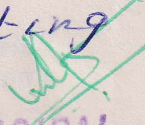
Agenda: Regarding the functioning of the cell during the academic year 22-23.

Members:

1. Principal (Anitha Begum AS, PL in Charge) 
2. Dr: Annie Ninan (convenor) 
3. Ms: A.S. Anitha Begum 
4. Dr: Poornima 
5. Ms: Jaseena 
6. Ms: Ashitha 
7. Ms: Salena (Local Body) 
8. Mr: V.M. Muthafa (PTA Vice President)

Minutes The meeting started with the welcome note of the convenor. Decided to function as per the UAC rules and regulations. The meeting came to an end at 4.15pm.


PRINCIPAL  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri

  
Dr: Annie Ninan  
Convenor.

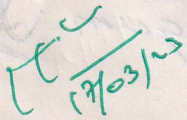
17/3/23.

## Action Taken Report.

Analyzed the functioning of the cell  
It was found that the cell  
received no complaints.

  
Dr. Annie Noor  
Convener



  
17/3/23

**PRINCIPAL**  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri



17/3/23.

A meeting of the members of grievance redressal cell held at 2 pm on 17/3/23

Venue: Conference Hall. KAHM Unity Women's College.

Agenda: Functioning of the cell during the year 2022-23.

Members Present.

1. Principal - *[Signature]*
2. Dr. Annie Ninan *[Signature]*
3. Smt. AS Anitha - Beegum *[Signature]*
4. Dr. Poojima *[Signature]*
5. Ms. Jaseena *[Signature]*
6. Ms. Ashitha *[Signature]*

Minutes: - Analysed the functioning of the cell during the year 22-23. It is found that the cell received no written complaints.

*[Signature]*  
17/3/23

PRINCIPAL  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri

*[Signature]*  
Dr. Annie Ninan  
Convener

18/07/23

Action Taken Report-

the cell did not receive any complaints to be rectified or solved.

Dr. Annie N  
Convent.



**PRINCIPAL**  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri

18/07/23

## NOTICE

Grievance Redressal cell for the year 2023-24 has been constituted with the following members.

A meeting of the members was held on 18/7/23 at 3.40 pm.

Venue: Conference Hall.

Agenda: 1. Regarding the functioning of the cell for the current academic year. 2. Review of previous meeting.

1. Principal - Dr. Muhammad Basha Umrothi (M)
2. Convenor - Dr. Annie Ninan (AN)
3. Students Dean - Dr. Deepa (D)
4. Fathima Theeni student Representative (Theeni)

AN  
18/07/23

## Minutes of the Meeting

### Members Present

1. Principal - Dr. Muhammad Basha Umrothi (M)
2. Dr. Annie Ninan convenor (AN)
3. Dr. Deepa K. (D)
4. Fathima theeni K (Theeni)

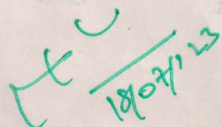
The meeting started with the Welcome note by Principal.

Principal, in his welcome note emphasized the importance of timely resolution of student grievances for the betterment of the college environment.

The minutes of the previous meeting were reviewed and approved.

The convenor thanked the members for their active participation and once again mentioned the importance of addressing student grievances promptly.

The meeting came to an end at 4.30 pm.

  
18/07/23

PA/  
Dr. Annie Nandan

PRINCIPAL  
Korambayil Ahamed Hall  
Memorial Unity Women's  
College, Manjeri

18/12/23

Action Taken Report.

The cell did not receive any complaints to be solved.



PRINCIPAL  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri

AN  
Dr. Annie Nencia  
convenor.

NOTICE

A meeting of the members will be held on 18/12/23 at 12.45 pm at the conference hall.

Agenda: -

1. Request from Safiya Yasmin Chittaka  
1<sup>st</sup> B.Sc Psychology
2. Other Matters.

1. Principal Dr. Meekannan beshar Yerruethu (T)
2. AN (AN)
3. DK (DK)
4. Fathima Thesni (Thesni)

(AN)  
18/12/23

(Thesni)  
18/12/23

## Minutes of the meeting.

### Members Present:

1. Principal
2. Dr. Annie Nnanu (AN)
3. Dr. Deepa K. (Deepa)
4. Fathima Thesni (Thesni)

The meeting started at 12.50 with the welcome note of the convener. The minutes of the previous meeting was reviewed and approved.

The grievance submitted by Safiya Yamin Chettakath of 1<sup>st</sup> sem psychology was discussed in detail.

The discussion came to a conclusion by permitting the student to appear for a 10 minute retest as the request was found to be genuine.

The meeting came to a conclusion by deciding to inform the faculty in charge about the above sanctioned retest. Vote of thanks was proposed by Dr. Deepa

The meeting came to an end by 4:30 pm.

*Dr. Annie N...*

PRINCIPAL  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri

Action Taken Report

21/3/24

As decided in the meeting the retest was permitted.

PRINCIPAL  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri



*Dr. Annie N...*  
convenor.

## Notice

A meeting of the members of the grievance redressal cell to be held on 21/3/24 at 2.30 pm at the conference hall.

### Agenda

1. Review of the cell functioning for the academic year 23-24.

ALW  
21/03/24

2. Other matters, if any

Members Present  
Principal Dr. Maheshwar Baskar Chakraborty

1. AN - ALW

2. DK - D

3. Fathima Sherin - (thru)

### Minutes of the meeting

The meeting started at 2.30 pm at the conference hall. Dr. Deepa welcomed the members to the final meeting. The current years overall cell functioning was



reviewed. It was found that no complaints/grievances were received to be solved. At the same time the cell could successfully resolve the grievance previously received, which was appreciated by Principal.

Suggestions for improving the grievance redressal process were discussed. It was decided to conduct awareness campaigns at the start of each year.

Principal Pro. Dr. Basheer Ummathur once again thanked all members for their dedication and contributions throughout the year. Emphasis was placed on continuous improvement and commitment to addressing grievances effectively.

The meeting concluded by the vote of thanks delivered by convenor.

PRINCIPAL  
Korambayil Ahamed Haji  
Memorial Unity Women's  
College, Manjeri

*[Signature]*  
De'Anne Neri