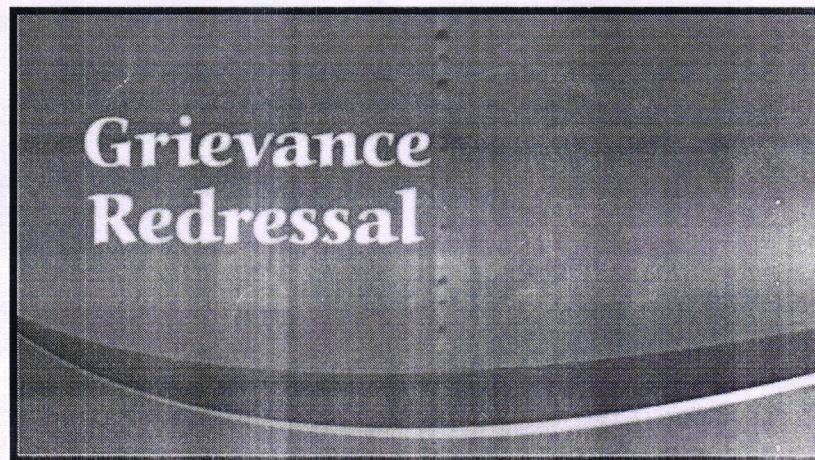


KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

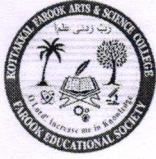
PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



MEETING MINUTES

GRIEVANCE REDRESSAL

2019-20



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503

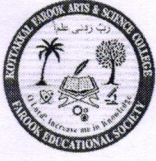
Meeting 1:

- **Date:** 12th September 2019
- **Venue:** Conference Room, Main Block
- **Chairperson:** NANDINI P.C. (Head, Department of Commerce) *Nandini*
- **Convenor:** MOHAMMED LABEEB M (Vice Principal) *M. Labeeb M*
- **Members:**
 1. BEENAMOL (Staff Secretary) *Beenamol*
 2. SASIDHARAN (office supdt)
 3. SREENATH .M (HOD, Department of Botany) *S. M. Sreenath*
 4. SAMPREETH. PM. (HOD, Department of English) *Sampreeth*
 5. NAFEESA V.P.(HOD department of economics)
 6. SHAMSHEER .K. (HOD department of economics) *Shamsheer*
 7. FASEELA V 6TH Sem BA Economics (Elected Student Representative, College Union)
- **Quorum:** 5 members present
- **Agenda:**
 - Review of pending complaint from previous year.
 - Discussion on new complaints received.
- **Discussion Points:**
 - The pending complaint from last year was resolved by allocating additional library funds.
 - New grievances regarding facilities and classroom equipment were discussed.
- **Outcomes:**
 - Immediate action planned for improving class facilities.
 - Ordered new classroom equipment



M. Abdul Azeez
Prof. M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR P.O - 676503

Nandini
Chairman



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503

Meeting 2:

- **Date:** 15th December 2019
- **Venue:** Conference Room, Main Block
- **Members Present:**
- **Chairperson:** NANDINI P.C. (Head, Department of Commerce) *Nandini*
- **Convenor:** MOHAMMED LABEEB M (Vice Principal) *M. Labeeb*
- **Members:**
 1. BEENAMOL (Staff Secretary) *Beenamol*
 2. SASIDHARAN (office supdt)
 3. SREENATH .M (HOD, Department of Botany) *Sreenath*
 4. SAMPREETH. PM. (HOD, Department of English) *Sampreetha*
 5. NAFEEESA V.P.(HOD department of economics)
 6. SHAMSHEER .K. (HOD department of economics) *Shamsheer*
 7. MOHAMED SHAHEEM 3rd B com CA(Elected Student Representative, College Union)
- **Quorum:** 6 members present
- **Agenda:**
 - Follow-up on actions taken regarding facilities.
 - Discussion on any new grievances.
- **Discussion Points:**
 - Improvements in facilities reviewed.
 - New grievances regarding cafeteria food quality.
- **Outcomes:**
 - Contracted new catering service for cafeteria.
 - Planned regular inspections for food quality.



(Signature)
Prof. M. ABDUL AZEER
PRINCIPAL
TAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR P.O - 676 503

(Signature)
Chairman

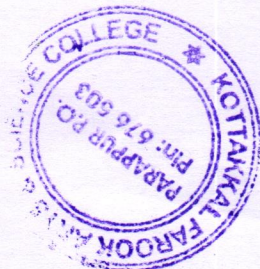


KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503

Meeting 3:

- **Date:** 25th March 2020
- **Venue:** Conference Room, Main Block
- **Chairperson:** NANDINI P.C. (Head, Department of Commerce) *Nandini*
- **Convenor:** MOHAMMED LABEED M (Vice Principal) *Labeeb*
- **Members:**
 1. BEENAMOL (Staff Secretary) *Beenamol*
 2. SASIDHARAN (office supdt) *Sa*
 3. SREENATH .M (HOD, Department of Botany)
 4. SAMPREETH. PM. (HOD, Department of English)
 5. NAFEESA V.P.(HOD department of economics)
 6. SHAMSHEER .K. (HOD department of economics) *Shamsheer*
 7. MOHAMED SHAHEEM 3rd B com CA(Elected Student Representative, College Union)
- **Quorum:** 5 members present
- **Agenda:**
 - Year-end review.
 - Plan for next year's activities.
- **Discussion Points:**
 - Review of all grievances addressed.
 - Discussed plans for improving SGRC visibility and efficiency.
- **Outcomes:**
 - Resolved all complaints for the year.
 - Recommendations for next year: digital grievance submission, more frequent meetings.



Prof. M. Abdul Azeed
Prof. M. ABDUL AZEED
PRINCIPAL
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PARAPPUR(P.O) - 676 503

Nandini
Chairman