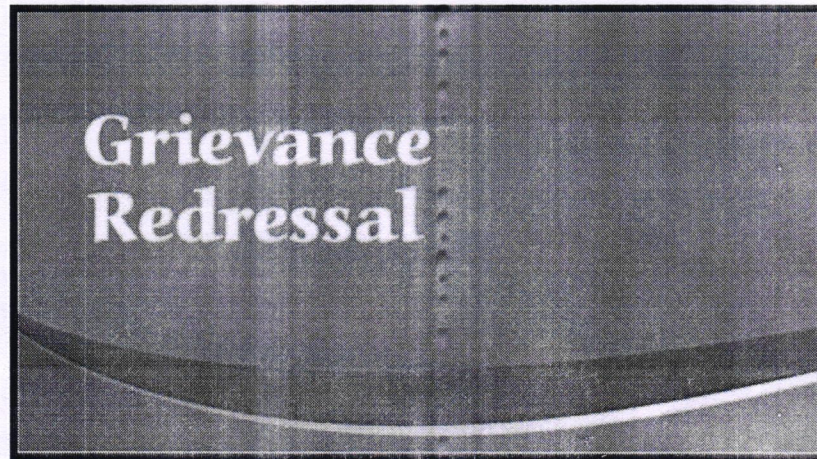


KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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



MEETING MINUTES

GRIEVANCE REDRESSAL

2020-21



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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

Meeting 1:

- **Date:** 10th September 2020
- **Venue:** Conference Room, Main Block
- **Members Present:**
- **Chairperson:** NANDINI P.C. (Head, Department of Commerce) *Nandini*
- **Convenor:** MOHAMMED LABEEB M (Vice Principal) *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)
 5. NAFEESA V.P.(HOD department of economics) *Nafeesa*
 6. SHAMSHEER .K. (HOD department of economics)
 7. JISHNU RAM, Chairman College Union *Jishnu*
 8. MUJEEB ,TP.(HOD Department Of Commerce)
 9. RANJINI V (chairperson WDC) *Ranjini*
 10. USMANKUTTY FES President
- **Quorum:** 7 members present
- **Agenda:**
 - Introduction to new academic year.
 - Discussion on any grievances carried over from the previous year.
- **Discussion Points:**
 - No grievances carried over.
 - New complaints regarding online classes and connectivity issues.
- **Outcomes:**
 - Planned to enhance IT infrastructure.
 - Provided additional resources for students facing connectivity issues.



Prof. M. Abdul Azeez
Prof. M. ABDUL AZEEZ
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR(P.O) - 676 503

Nandini
Chairman



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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

Meeting 2:

- **Date:** 15th December 2020
- **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)
5. NAFEESA V.P.(HOD department of economics) *Nafeesa*
6. SHAMSHEER .K. (HOD department of economics)
7. JISHNU RAM, Chairman College Union *Jishnu*
8. MUJEEB ,TP.(HOD Department Of Commerce) *Mujeeb*
9. RANJINI V (chairperson WDC) *Ranjini*
10. USMANKUTTY FES President

- **Quorum:** 8 members present

Agenda:

- Review of IT infrastructure improvements.
- New grievances regarding exam schedules.

Discussion Points:

- IT improvements reviewed positively.
- Discussed grievances about exam scheduling and stress.

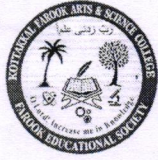
Outcomes:

- Adjusted exam schedules for better student convenience.
- Provided stress management resources.



M. Azeez
Prof. M. ABDUL AZEEZ
PRINCIPAL
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Chairman

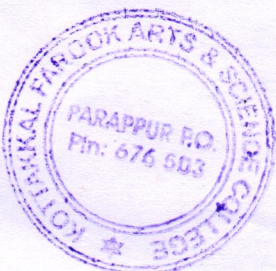


KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

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

Meeting 3:

- **Date:** 25th March 2021
- **Venue:** Conference Room, Main Block
- **Members Present:**
- **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) *Sreenath*
 4. SAMPREETH. PM. (HOD, Department of English) *Sampreeth*
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 6. SHAMSHEER .K. (HOD department of economics)
 7. JISHNU RAM, Chairman College Union *Jishnu*
 8. MUJEEB ,TP.(HOD Department Of Commerce)
 9. RANJINI V (chairperson WDC) *Ranjini*
 10. USMANKUTTY FES President
- **Quorum:** 8 members present
- **Agenda:**
 - Final review of the year.
 - Plans for the next academic year.
- **Discussion Points:**
 - Reviewed all grievances and resolutions.
 - Discussed plans for further IT infrastructure improvements.
- **Outcomes:**
 - All grievances resolved.
 - Recommendations for next year: more student involvement, periodic feedback sessions.



M. Labeeb M
PRINCIPAL
KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
PARAPPUR(P.O) - 676 503

Nandini
Chairman