



"Empowering the youth for a brighter future"

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor



SAHYA ARTS AND SCIENCE COLLEGE

PALAMADAM, WANDOOR-679339



GRIEVANCE REDRESSAL COMMITTEE



[Handwritten signature]
Sahya Arts & Science College
Palamadam, Kamalapuram, Wandoor

Grievance Redressal cell Minutes Book

2018-2019

20/6/2018

A grievance redressal forum cell formed under the leadership of Prof. Thomas Mathew, a council formed.

Members are: - Prof. Thomas Mathew (H. Od. Vaidya)
- Jinsha.C.
- Muhammed Shahin.K.C.

The council created certain procedures to handle future grievances.

Grievance handling procedure.

→ If complaints registers it will be forwarded to grievance redressal council.

→ Grievances will discuss and study the case and find out the solution for the problems.

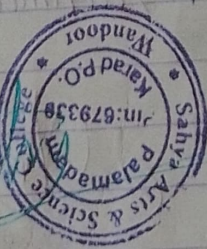
Participants

1. Thomas Mathew.

2. Jinsha.C. Jin

3. Muhammed Shahin Shahin

Principal
Sahya Arts & Science College
Palamadam, Karad, P.O.-679339



10/8/2018

under the chairmanship of Prof. Thomas Mathew conducted a meeting on 10/8/2018 @ IT Lab to discuss the grievances received by the committee.

Agenda

To find solutions to the complaints received

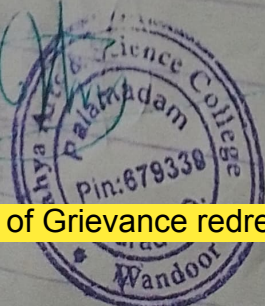
Participants

- 1. Prof. Thomas Mathew
- 2. Jinsha C.
- 3. Mohammed Shalin KC.

Decisions

→ Received request from staff to computerize each department and the council discussed about it and decided to provide computers in each department as early as possible

→ The council received a complaint from staff secretary to provide necessary furniture facilities to the departments. The council discussed the matters and informed management about the necessity of the requirements.



Principal
Sahya Arts & Science College
Palatnadam, Karad. P.O. - 679339

2019-2020

3

July. 11 2019

A meeting was held on 11/7/2019 under the chairmanship of Prof. Thomas Mathew to discuss certain complaints received by the committee.

Agenda

→ To find solutions to the complaints received.

Participants

1. Prof. Thomas Mathew ✓
2. Muhammed Shalin. KC. ✓
3. Jisha. C. ✓

Decisions

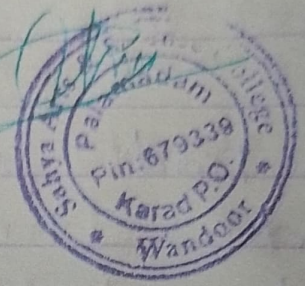
→ The committee received a complaint on 2/6/19 from a group of teachers requesting to install a wifi router for the effective teaching learning process. The committee discussed about it and informed and recommended to the management to install wifi router for the effective teaching learning process.

→ Teachers requested for microphone facility for the effective classroom communication. The committee decided to forward this request to the management for purchasing at least 5 microphones for this purpose.

→ The committee discussed the complaint received from students to install Napkin Vending Machine and Napkin incinerator facility. The committee decided to install this facility.

→ On the request of teachers regarding podium in the classrooms were considered and decided to provide podium for each class room

Principal
Sahya Arts & Science College
Palamadam, Karad. 679339





"Empowering the youth for a brighter future"

SANYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

Date: 03.08.2020

OFFICE ORDER

This is to inform you that the Grievance Redressal Committee for students has been formed for the academic year 2020-2021. This comes into effect from 20th August 2020 onwards. Safarudheen.M, who is HOD, of the Department of cooperation, has been appointed as the coordinator of the committee.

GRIEVANCE REDRESSAL COMMITTEE (STUDENT) MEMBERS

SL.NO	NAME OF THE FACULTY/MEMBERS	DEPARTMENT	POSITION	CONTACT
1	Prof.Thomas Mathew	PRINCIPAL	Chairperson	9447382400
2	safarudheen.M	commerce	Coordinator	9847423156
3	Dr.Sudhakaran.A	commerce	member	9495491053
4	sabitha.KV	Commerce	Member	7034757703
5	Ashokan	Chemistry	Member	8129946200

Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679 339

COPY TO:

- 1.NOTICE BOARD
- 2.ALL COMMITTEE MEMBERS

Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.- 679339



PALAMADAM | Karad P.O | Wandoor | Malappuram Dt. | Kerala | India - 679339
+91 9207 24 65 55 | 9526 24 65 55
sahyacollege@gmail.com | sahyacollege.ac.in

Official order to constitute grievance redressal committee for student

2020-2021

5


August - 20, 2020

A meeting was held on 20-8-2020 under the chairmanship of prof Thomas Mathew to discuss certain complaints received by the Committee.

Agenda

To find solutions to the complaint received.

Participants

1. Prof. Thomas Mathew
2. Safarudheen
3. Sabitha 

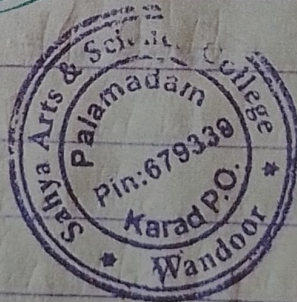
Decisions

The Committee received a complaint on 10/6/2020 from a group of students that were not able to attend the online class due to the shortage of mobile phone in their houses. So the Committee discussed above matter and presented the problem to the management committee and sorted out the issue by giving each student (especially from backward families) a mobile phone.

→ Due to network shortage, most of the students especially in rural areas were facing to attend online classes during Covid-19 pandemic period. So the Committee decided to disregard attendance in that special situation.

→ Teachers were requested to set a wifi router for the effective online class. The committee decided to install wifi-router to enhance the teaching learning process.

→ Teachers complained against embase application, that is not useful for effective teaching-learning process. So the committee decided to update the software.



Principal
Sahya Arts & Science College
Palamadam, Karad, P.O. - 679339

August 20, 2021

A meeting was held on 20-8-2021 under the chairmanship of Dr. A. Sudakeran to discuss certain complaints received by the Committee.

Agenda

To find solutions to ^{the} complaints received.

Participants

1. Dr. A. Sudakeran

2. Muhammed Ibrahim

3. Prasanth P V

4. Naushad.

Decisions

→ In the pandemic Covid-19 period, we got a request from students side that they couldn't pay the semester fee in time due to financial crisis. The committee discussed above matter and cleared it by giving extensions to these students suffering from financial problems.

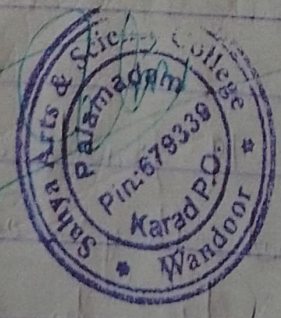
→ The committee received a complaint from girls students that they need an individual prayer and ladies room for their religious matters and personal privacy. The committee discussed and convinced about the importance of above issue and solved it.

→ The committee got a complaint from the teachers side that they didn't have proper parking facility; Due to that they couldn't enter the class rooms in time. So, the committee discussed and sorted it out.

→ The committee got a complaint from teachers side that they need a smart class room for the effective teaching-learning classes specially in online classes. The committee convinced the importance of netter and decided to find a solution.

→ The committee got a complaint from students side that they need an affordable college hostel for both boys and girls coming from rural areas or from distant location. The committee convinced the importance and find the solution for the problem.

→



Principal
Sahya Arts & Science College
Palamadam, Karad, O-679339

2022-2023

9

December 10, 2022

A meeting of grievance redressal committee was held on 10/12/2022 to discuss certain complaints received by the Committee.

Agenda

To find solutions to the complaints received.

Participants

1. Dr. A. Sathakaram
2. Mahammed Ibrahim
3. Prasanth PV
4. Satharadheer

Decisions

→ The committee received a complaint from students regarding their requirement for water purifier. The committee considered this seriously and informed the management to install a water purifier inside the campus.

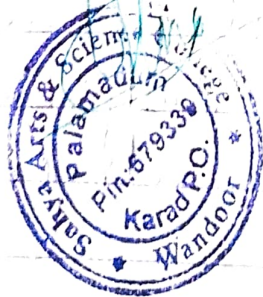
→ The committee received a complaint from some students about their requirements for dustbin in the classroom to maintain the classroom neat and clean. So the committee forwarded this information to management and the management considered this request.

→ A complaint on changing the location of canteen building received from students discussed in the

meeting and identified the difficulty of students due to the location of canteen which is outside the college gate was considered by the committee seriously. So it is informed to the management and they identified a new location for canteen inside the campus.

→ The committee considered the request about the need of cooperative store. So this request forwarded to management for valid consideration and management decided to open a cooperative store in association with Calicut University cooperative store.

→ The committee found a solution on the request of students to renovate the ground to conduct physical fitness activities. So the committee forward this to management to urgently renovate college ground.



Principal
Sahya Arts & Science College
Palamadam, Karad P.O. 579339



Empowering the youth for a brighter future

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

Date: 03.08.2020

OFFICE ORDER

This is to inform you that the Grievance Redressal Committee for staff has been formed for the academic year 2020-2021. This comes into effect from 14th August 2020 onwards. Dr. Sudhakaran, who is Vice principal of Sahya college, has been appointed as the coordinator of the committee.

GRIEVANCE REDRESSAL COMMITTEE (STAFF) MEMBERS

SL.NO	NAME OF THE FACULTY/MEMBERS	DEPARTMENT	POSITION	CONTACT
1	Prof. Thomas Mathew	PRINCIPAL	Chairperson	9447382400
2	Dr. Sudhakaran	commerce	Coordinator	9495491053
3	Abdul Razak.E	Management member	member	9495491053
4	Prof. K.P Mathunny	Statistics	Member	9497973514

COPY TO:

1. NOTICE BOARD
2. ALL COMMITTEE MEMBERS



Principal
Sahya Arts & Science College
Palamadam, Karad.P.O- 679339



Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679 339

PALAMADAM | Karad P.O | Wandoor | Malappuram Dt. | Kerala | India - 679339
+91 9207 24 65 55 | 9526 24 65 55
sahyacollege@gmail.com | sahyacollege.ac.in

Official order to constitute grievance redressal committee for staff



Empowering the youth for a brighter future™

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

11-08-2020

MINUTES OF MEETING

The GRIEVANCE REDRESSAL meeting for STAFF was held on 11.08.2020 at Seminar Hall and the following points were discussed in the meeting.

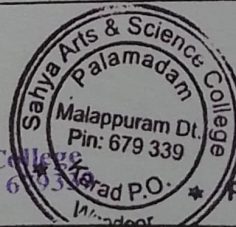
1. Dr.sudhakaran Chairperson welcomed all the members
2. The Grievance Redressal committee should take the lead in providing a safe and pleasant atmosphere for the teaching and non-teaching staff in the organization.
3. Decided to Provide a complaint register for staff to register their Complaints.
4. According to the Discussion, there have been no grievances of staff reported on the college campus, and both male and female staff share a cordial and friendly relationship.
5. The meeting was concluded at 2 pm

GRIEVANCE REDRESSAL MEETING MEMBERS PARTICIPATED

SL.NO	NAME OF THE FACULTY/MEMBERS	DEPARTMENT	POSITION	SIGN
1	Prof.Thomas Mathew	PRINCIPAL	Chairperson	
2	Dr.sudhakaran	commerce	Coordinator	
3	Abdul Razak.E	Management member	member	
4	Prof.K.P Mathunny	Statistics	Member	

COORDINATOR

Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679339



Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679339

PALAMADAM | Karad P.O | Wandoor | Malappuram Dt. | Kerala | India - 679339
+91 9207 24 65 55 | 9526 24 65 55
sahyacollege@gmail.com | sahyacollege.ac.in

A page from minutes book of Grievance redressal for staff



"Empowering the youth for a brighter future"

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

Date: 03.08.2021

OFFICE ORDER

This is to inform you that the Grievance Redressal Committee for Staff has been formed for the academic year 2021-2022. This comes into effect from 16th August 2021 onwards, Habeeb Rahman, who is Assistant professor in Malayalam department, has been appointed as the coordinator of the committee.

GRIEVANCE REDRESSAL COMMITTEE(STAFF) MEMBERS

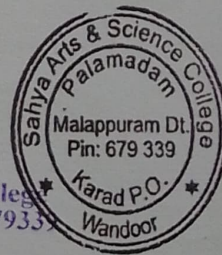
SL.NO	NAME OF THE FACULTY/MEMBERS	DEPARTMENT	POSITION	CONTACT
1	Dr.sudhakaran	commerce	Chairperson	9495491053
2	Habeeb Rahman.KM	Malayalam	Coordinator	9846765510
3	Abdul Razak.E	Management member	member	9495491053
4	Prasanth .PV	Economics	Member	9497973514

COPY TO:

- 1.NOTICE BOARD
- 2.ALL COMMITTEE MEMBERS

Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679 339

Principal
Sahya Arts & Science College
Palamadam, Karad.P.O- 679339



PALAMADAM | Karad P.O | Wandoor | Malappuram Dt. | Kerala | India - 679339

+91 9207 24 65 55 | 9526 24 65 55

sahyacollege@gmail.com | sahyacollege.ac.in

Official order to constitute grievance redressal committee for staff



"Empowering the youth for a brighter future"

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

09-08-2021

MINUTES OF MEETING

The GRIEVANCE REDRESSAL meeting for STAFF was held on 09.08.2021 at Seminar Hall and the following points were discussed in the meeting.

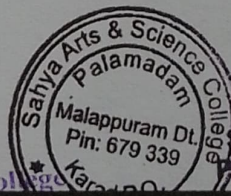
1. Dr.sudhakaranl Chairperson welcomed all the members.
2. The Grievance Redressal committee should take the lead in providing a safe and pleasant atmosphere for the teaching and non-teaching staff in the organization.
- 3.. According to the Discussion, there have been no grievances of staff reported on the college campus, and both male and female staff share a cordial and friendly relationship.
4. The meeting was concluded at 12:30 pm

GRIEVANCE REDRESSAL MEETING MEMBERS PARTICIPATED

SL.NO	NAME OF THE FACULTY/MEMBERS	DEPARTMENT	POSITION	SIGN
1	Dr.sudhakaran	commerce	Chairperson	
2	Habeeb Rahman.KM	Malayalam	Coordinator	
3	Abdul Razak.E	Management member	member	
4	Prasanth .PV	Economics	Member	

COORDINATOR

Principal



Principal

Sahya Arts & Science College
Palamadam, Karad.P.O.-679 339

PALAMADAM | Karad P.O | Wandoor | Malappuram Dt. | Kerala | India - 679339

+91 9207 24 65 55 | 9526 24 65 55

sahyacollege@gmail.com | sahyacollege.ac.in



"Empowering the youth for a brighter future"

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

Date: 06.07.2022

OFFICE ORDER

This is to inform you that the Grievance Redressal Committee for Staff has been formed for the academic year 2022-2023. This comes into effect from 11th July 2022 onwards. Habeeb Rahman KM, who is Assistant professor, Department of Malayalam, has been appointed as the coordinator of the committee.

GRIEVANCE REDRESSAL COMMITTEE MEMBERS (FOR STAFF)

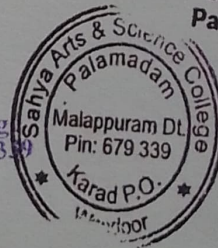
SL.NO	NAME OF THE FACULTY/MEMBERS	DEPARTMENT	POSITION	CONTACT
1	Dr.sudhakaran	commerce	Chairperson	9495491053
2	Habeeb Rahman.KM	Malayalam	Coordinator	9846765510
3	Abdul Razak.E	Management member	member	9495491053
4	Prasanth .PV	Economics	Member	9497973514

COPY TO:

- 1.NOTICE BOARD
- 2.ALL COMMITTEE MEMBERS,

Principal

Sahya Arts & Science College
Palamadam, Karad.P.O.- 679339



Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679 339

PALAMADAM | Karad P.O | Wandoor | Malappuram Dt. | Kerala | India - 679339

+91 9207 24 65 55 | 9526 24 65 55

sahyacollege@gmail.com | sahyacollege.ac.in

Official order to constitute grievance redressal committee for staff



"Empowering the youth for a brighter future"

SAHYA ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut and recognised by the Govt. of Kerala

An undertaking of Sahya Pravasi Co-operative Society Ltd No. M. 862, Wandoor

11-07-2022

MINUTES OF MEETING

The GRIEVANCE REDRESSAL meeting for STAFF was held on 11.07.2022 at Seminar Hall and the following points were discussed in the meeting.

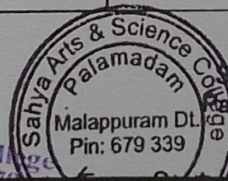
1. Habeeb Rahman Coordinator welcomed all the members
2. The Grievance Redressal committee should take the lead in providing a safe and pleasant atmosphere for the teaching and non-teaching staff in the organization.
3. Decided to Provide a complaint register for staff to register their Complaints.
4. According to the Discussion, there have been no grievances of staff reported on the college campus, and both male and female staff share a cordial and friendly relationship.
5. The meeting was concluded at 2 pm

GRIEVANCE REDRESSAL MEETING MEMBERS PARTICIPATED

SL.NO	NAME OF THE FACULTY/MEMBERS	DEPARTMENT	POSITION	SIGN
1	Dr.sudhakaran	commerce	Chairperson	
2	Habeeb Rahman.KM	Malayalam	Coordinator	
3	Abdul Razak.E	Management member	member	
4	Prasanth .PV	Economics	Member	

COORDINATOR

Principal
Sahya Arts & Science College
Palamadam, Karad.P.O. 679339



Principal
Sahya Arts & Science College
Palamadam, Karad.P.O.-679 339

PALAMADAM | Karad P.O | Wandoor | Malappuram Dt. | Kerala | India - 679339

+91 9207 24 65 55 | 9526 24 65 55

sahyacollege@gmail.com | sahyacollege.ac.in

A page from minutes book of Grievance redressal for staff