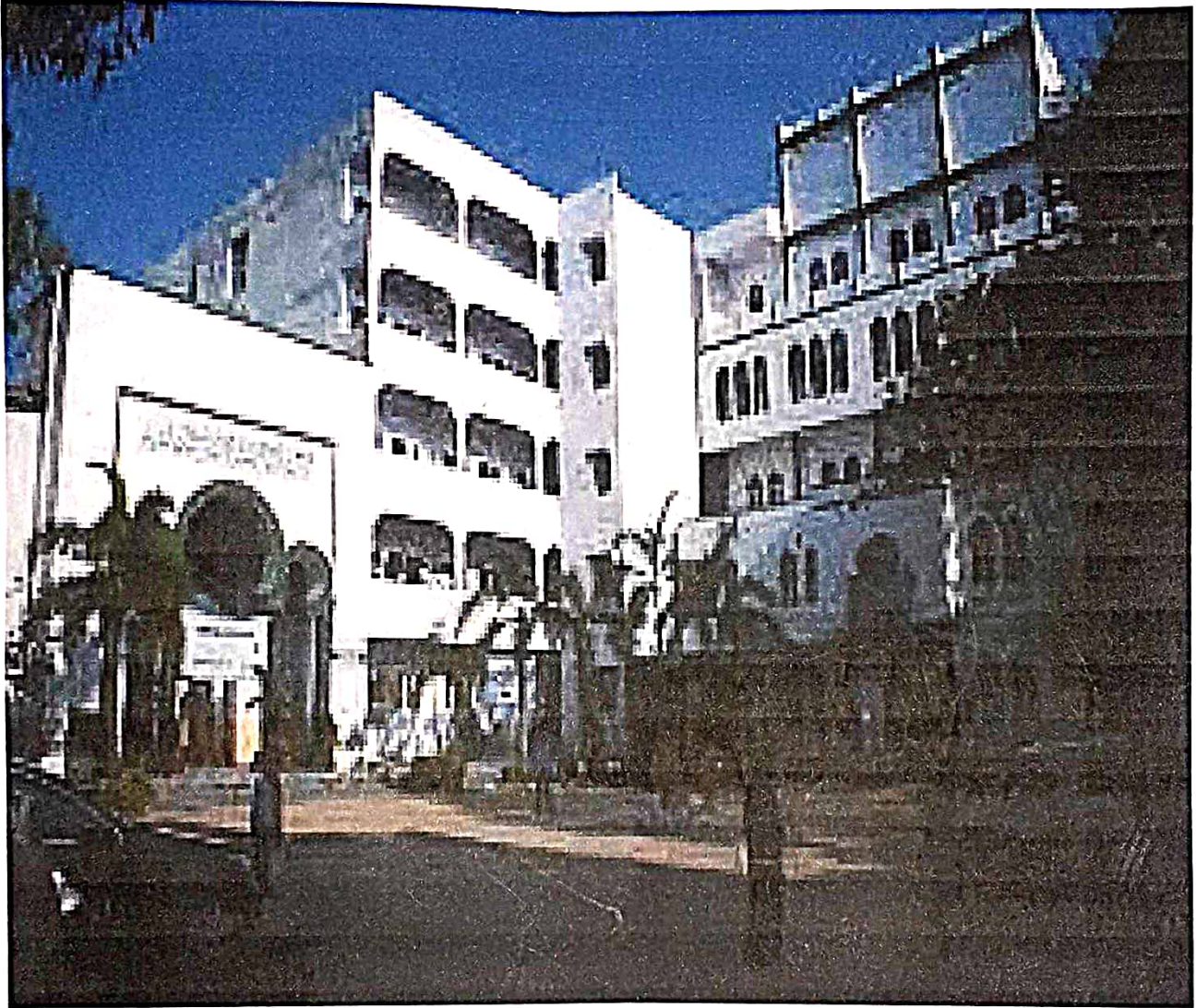




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5.1.5 – The Institution has a transparent mechanism for timely Redressal of student grievances including sexual harassment and ragging cases.

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S. NO	DESCRIPTION	PAGE NO.
1	Grievances	
2	Anti – Ragging Committee	
3	Internal complaint committee ICC	



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STUDENTS' GRIEVANCE REDRESSAL CELL



2022-2023



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AUC/GRC 2022-2023

Date: 14-07-2022

All the members of GRC are requested to attend the meeting to be held on 18 July 2022, at 11:00 AM in IQAC AUC, The Agenda of the meeting is as follows:

Agenda:

- Review of the previous grievances registered from the students.
- Old question papers are not available.
- Proper display of seating plan before examination.
- To ensure that the new students are aware of the grievance system and how to submit the complaints.

Copy to,

1. Administrative Department, AUC
2. HoD's of the Department
3. Committee Members.

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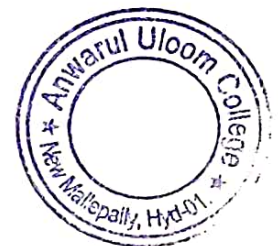
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GRIEVANCE REDRESSAL COMMITTEE – 2022-2023

S. No	Name of the Members	Designation
1	Mr. Mohammed Abdul Razzak, Principal	Chairperson
2	Dr. Ahmed Mohiuddin, HoD, Commerce	Member
3	Mrs. Asma Sadiya, HoD, Political Science	Member
4	Dr. Sadiya Fatima HoD, Botany	Member
5	Ms. Sara Fatima (M. com Student)	Special Invitee

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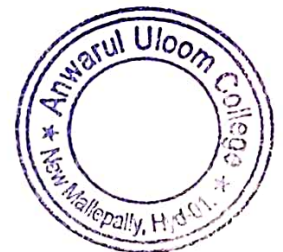
MINUTES OF MEETING (2022-2023)

Nature of Meeting	Grievance Redressal Committee
Venue	Board Room
Frequency of Meet	As and When Required
Convened on (Date)	20-07-2022
List of Members Attended	Copy Enclosed
Copies Circulated to	Committee Members

Agenda Points	Details of Discussion	Remarks by Members
<ul style="list-style-type: none">Review of the previous grievances registered by the students.To ensure that the new students are aware of the grievance system and how to submit complaints.Non availability of old Question Papers.Proper display of seating plan before examination.	<ul style="list-style-type: none">Progress on previous grievances was discussed, with updates provided by responsible members.	
	<ul style="list-style-type: none">Decided to organize awareness campaigns to for first year students about the cell.It was decided that old question papers to be available in Examination Branch and also at library for use of the students.Controller of Examination has to display detail seating plan in advance and also one person was assigned to give detail guidance and counseling to the students. <p>As there was no other points for discussion, the meeting was concluded with Vote of Thanks by</p>	
Suggestions of the Committee... <ul style="list-style-type: none">Maintain records of complaints and resolutions for		

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Date: 01-07-2022

SUB: PROCEEDINGS OF GRIEVANCES REDRESSAL REG

Sir,

A Grievance Redressal Committee was reconstituted wide order AUC/GRC/2022-2023 Dated 11 July 2022, The committee reviewed Grievance Redressal Mechanism periodically and enquired about the students and staff grievance.

NO CASE OF GRIEVANCE HAS BEEN REPORTED TIL DATE

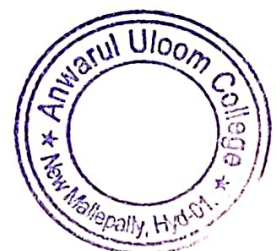
This is for your kind information.

To,

1. THE SECRETARY, AUC
2. HOD'S OF ALL DEPARTMENT
3. COMMITTEE MEMBERS.

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RAGGING

- Creates Hatred
- Crushes Self-esteem
- Instigates Negative Attitude
- Leads to Mental & Physical Trauma
- Leads to Academic Punishment
- Of course, leads to Jail

So **SAY** **NO** to **RAGGING**

2022-2023



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MEETING CIRCULAR

(2022-2023)

DATE: 02-08-2022

Dear Sir/ Madam

A meeting of Anti Ragging Committee is scheduled to be held at 11:00 am on 03 August 2022, at the Principal's office AUC, Mallepally to enquire about the Ragging complaint received from the students.

It is requested that all members of Anti- Ragging Committee make it convenient to attend the meeting.

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MEMBERS OF ANTI-RAGGING COMMITTEE 2022-2023

S. NO	Name of the Certificate Member	Designation	Contact No's.
1.	Mr. Mohammed Abdul Razzak	Principal, Chairperson	9848085292
2.	Mr. Mohammed Siraj Basha	Convener	7396096994
3.	Mr. Habeeb Uddin Ahmed	Member	8979776093
4.	Major. Dr. Kausar Begum Khan	Member	9949884786
5.	Dr. Mogni Siddiqui	Member	9290745279
6.	Mr. Sardar Khan	Member	995937274
7.	Mr. Anil Kumar	Member	7396013347
8.	Mrs. Hafsa Fazilat	Parent	9912288040
9.	Mr. Mohd Nasrullah (B. Sc Biotechnology)	Student	8340030765

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ANTI- RAGGING CELL

MINUTES OF MEETING (2022-2023)

DATE: 05-08-2022

The Meeting of Anti- Ragging Committee was held today in Executive Council Hall under the chairmanship of Mr. Abdul Razzak . The following members were present for the meeting.

S. No	Name of the Certificate Members	Designation	Signature
1.	Mr. Mohammed Abdul Razzak	Principal, Chairperson	
2.	Mr. Mohammed Siraj Basha	Convener	
3.	Mr. Habeeb Uddin Ahmed	Member	
4.	Major. Dr. Kausar Begum Khan	Member	
5.	Dr. Mogni Siddiqui	Member	
6.	Mr. Sardar Khan	Member	
7.	Mr. Anil Kumar	Member	
8.	Mrs. Hafsa Fazilat	Parent	
9.	Mr. Mohd Nasrullah (B. Sc Biotechnology)	Student	

AGENDA OF MEETING:

- To review the case of Ragging if any.
- To guide the day scholar students about Anti- Ragging.
- Guidance to the college students.
- Any other relevant subject at the time of meeting.

MINUTES OF MEETING:

- Minutes of earlier meeting were read by Mr. Mohammed Siraj Basha and approved by the Honorable Chairperson Mr. Mohammed Abdul Razzak
- There is no case regarding Ragging of students.
- All the committee members visited to all the college students at the Campus and guided students regarding this issue.

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INTERNAL COMPLAINT COMMITTEE

COMMITTEES



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CIRCULAR

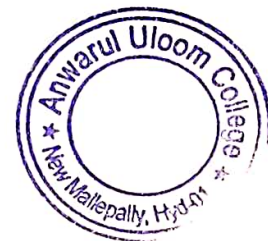
Date: 09-08-2022

All the members of Internal complaint committee are requested to attend the meeting on 10-08-2022, at 03:00 pm at the committee room AUC, to discuss the following agenda.

- Review current CCTV camera status.
- Maintenance and service schedule.
- Allocation of Responsibilities.

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Members of the internal complaints committee 2022-2023

S. No	Name of the Person	Designation	Ph. Nos.
1	Mrs. Nadeem Fatima HoD Biotechnology	Chairperson	9848474491
2	Major. Dr. Kausar Begum Khan HoD English	Member	9866669786
3	Dr. Shobha Rani	Member	9177610961
4	Dr. Kausar Begum Khan	Member	7799244628
5	Mrs. Viqarunnisa HoD Public Administration	Member	9346905723
6	Mrs. Nazneen Saba Quadri	Member	7013625774
7	Mr. Anil Kumar Physical Director	Member	7396013347
8	Dr. Yasmeen Banu HoD Business Administration	Convener	9985862094

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MINUTES OF INTERNAL COMPLAINTS COMMITTEE-2022-2023

The meeting of internal complaint committee was held on 10/08/2022 at 02:30 P.M. at Committee Room, AUC, The following members were present in the meeting.

S. No	Name of the Person	Designation	Signature
1	Mrs. Nadeem Fatima HoD Biotechnology	Chairperson	
2	Major. Dr. Kausar Begum Khan HoD English	Member	
3	Dr. Shobha Rani	Member	
4	Dr. Kausar Begum Khan	Member	
5	Mrs. Viqarunnisa HoD Public Administration	Member	
6	Mrs. Nazneen Saba Quadri	Member	
7	Mr. Anil Kumar Physical Director	Member	
8	Dr. Yasmeen Banu HoD Business Administration	Convener	

The Chairperson welcomed to all the members and thanked them for their co-operation and valuable suggestions for the successful functioning of the ICC during the last academic year 2022-2023.

- Description of current status and performance of CCTV cameras was discussed.
- Discussion on setting up a regular maintenance and service schedule, including frequency and tasks.
- Discussion on assigning responsibilities for camera maintenance, monitoring and troubleshooting.

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