



**STUDENTS GRIEVANCE  
REDRESSAL COMMITTEE  
MINUTES BOOK**

STUDENTS

GRIEVANCE COMMITTEE







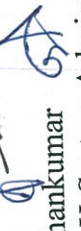
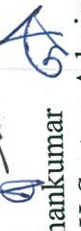


Minutes of the meeting

Grievance Committee

Date: 18-08-2018

The first meeting of the grievance committee was called to order on 18-08-2018 at 10 am at the Principal's office, Al Azhar Dental college, Thodupuzha. The meeting was chaired by principal Dr V.A Afzal




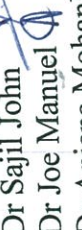

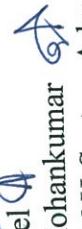


Members present:

1. Dr V.A Afzal: Chairperson 
2. Dr Amal E.A.: Co-ordinator 
3. Dr Sajil John 
4. Dr Augustine Daniel 
5. Dr litto Manuel 
6. Dr Muhammed Afnan 
7. Dr Joe Manuel 
8. Dr Anjana Mohankumar 
9. Ms Naseera M.H-System Administrator 
10. Ms Rasheela A.A-Office Clerk 

Agenda:

To nominate members and to formulate guidelines.

The following members were nominated as Committee members and was seconded by Dr Litto Manuel

1. Dr V.A Afzal: Chairperson 
2. Dr Amal E.A.: Co-ordinator 
3. Dr Muhammed Afnan 
4. Dr Sajil John 
5. Dr Joe Manuel 
6. Dr Anjana Mohankumar 
7. Ms Naseera M.H-System Administrator 
8. Ms Rasheela A.A-Office Clerk 

The Principal welcomed all the nominated members in the committee and gave his best wishes for the smooth functioning and carrying out of the duties. He asked everyone to work within the committee in an unbiased manner. Guidelines were formulated, approved and handed over to the Chairperson by the Co-ordinator. The meeting was adjourned at 12:00 pm after tea and refreshments.





Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

Minutes of the meeting

Grievance Committee

Date: 21.12.2018

Members present.

1. Dr V.A Afzal : Chairperson
2. Dr Amal E.A. : Co-ordinator
3. Dr Sajil John
4. Dr Muhammed Afnan
5. Dr Joe Manuel
6. Ms Naseera M.H-System Administrator
7. Ms Rasheela A.A-Office Clerk
8. Dr Anjana Mohankumar

Agenda

1. Concerns regarding the unavailability of drinking water for patients in various department OPDs were put forward.
2. Lack of furniture in girls hostel study rooms (chairs and tables)


The second meeting of the grievance committee was called to order on 21-12-2018 at 10 am at the principal's office. It was presided by Principal Dr V.A.Afzal. Agenda were taken up for discussion. Concerns regarding the unavailability of drinking water for patients in various department OPDs were put forward by Dr Muhammed Afnan. The committee had a discussion on complaints received from the students regarding the lack of furniture in girls hostel study rooms (chairs and tables)

**Action taken report of the previous meeting:**

1. Members of the grievance committee was nominated
2. Guidelines of the committee was formed

The meeting was adjourned at 12:00 pm after tea and refreshments.



  
Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

Minutes of the meeting

Grievance Committee

Date: 29. 06.2019

Members present.

1. Dr V.A Afzal : Chairperson
2. Dr Amal E.A. : Co-ordinator
3. Dr Sajil John
4. Dr Muhammed Afnan
5. Dr Joe Manuel
6. Dr Anjana mohankumar
7. Ms Naseera M.H-System Administrator, *Naseera*
8. Ms Rasheela A.A-Office Clerk *Rasheela*

**Agenda:**

1. Discuss on lack of parking space for students within campus
2. Rash driving without helmets during morning hours as reported by watchmen

The meeting of the grievance committee was called to order on 29-06-2019 at 10 am at the principal's office. It was presided by Principal Dr V.A, Afzal. Agenda were taken up for discussion. The committee discussed on the complaints received from the security officials regarding the rash driving without helmets in the college campus and lack of parking space for student vehicles.

**Action taken after previous meeting:**

1. Steps to make portable water available in the departments were taken
2. It was decided to procure new furniture (chairs and tables) for the girl's hostel study rooms after approval from the management

The meeting was adjourned at 12:00 pm after tea and refreshments.









Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha -685 605

Minutes of the meeting

Grievance Committee

Date: 21.12.2019

The following members were present:

1. Dr V.A Afzal : Chairperson 
2. Dr Amal E.A.: Co-ordinator 
3. Dr Sajil John 
4. Dr Anjana Mohankumar 
5. Ms Naseera M.H-System Administrator 
6. Ms Rasheela A.A-Office Clerk 

Members Absent:

1. Dr Muhammed Afnan
2. Dr Joe Manuel

**Agenda:**

1. Discuss about concerns regarding recurrent power failure and subsequent interruption in the theory classes were brought forward.

The meeting of the grievance committee was called to order on 21.12.2019 at 10 am at the principal's office. It was presided by Principal Dr V.A. Afzal: Dr Anjana Mohankumar raised a concern regarding recurrent power failure and subsequent interruption in the morning lecture classes.

**Action taken after the previous meeting:**

1. Parking lots were allotted in front of the college and decision not to allow student vehicles from entering the campus before college working hours were taken.
2. Safety measures to be put forward for the students commuting in their own vehicles including helmets

The meeting was adjourned at 12:00 pm after tea and refreshments.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha -685 605









Minutes of the meeting

Grievance Committee

Date: 12.02.2020

The meeting of the grievance committee was called to order on 12-02-2020 at 10 am at the Principal's office. It was presided by Principal Dr V.A.Afzal.

Members present.

- 1. Dr V.A Afzal : Chairperson 
- 2. Dr Amal E.A. : Co-ordinator 
- 3. Dr Sajil John 
- 4. Dr Muhammed Afnan 
- 5. Dr Joe Manuel 
- 6. Dr Anjana Mohankumar 
- 7. Ms Naseera M.H-System Administrator,  Naseera
- 8. Ms Rasheela A.A-Office Clerk  Rasheela

Agenda

- 1. Discuss about complaints received from students regarding reduced number of patients in OPD's
- 2. Discuss about the issues raised by the patients regarding the lack of signboards

The committee discussed on the complaints received from students regarding reduced number of patients in OPD's. Ms Rasheela raised an issue reported by the patients regarding the lack of signboards. The committee had a fruitful discussion regarding the same

Action taken after previous meeting:

- 1. Steps to use generator back up for lecture halls were taken after discussing with the management

The meeting adjourned at 12:00 pm after tea and refreshments.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605









## Minutes of the meeting

### Grievance Committee

Date: 21.01.2021

The sixth meeting of the grievance committee was called to order on 21.01.21 at 10 am at the Principal's office, Al Azhar Dental college, Thodupuzha. The meeting was chaired by principal Dr V.A Afzal

The following members were present for the meeting.

1. Dr V.A Afzal : Chairperson 
2. Dr Sajil john 
3. Dr Muhammed Afnan 
4. Dr Joe Manuel 
5. Dr Anjana Mohankumar 
6. Dr Amal E.A 
7. Ms Naseera M.H-System Administrator 
8. Ms Rasheela A.A-Office Clerk 

### Agenda

1. Discuss whether the suggestion put forward in the previous meeting were smoothly implemented
2. Discuss about issues raised by students about quality of food catered in girl's hostel
3. Concerns regarding insufficient space in girls hostel study hall

Dr Anjana Mohankumar opened a discussion regarding the complaints raised by students about quality of food catered in girl's hostel and insufficient space in girl's hostel study hall. The committee decided to address this issue immediately after discussing with the management.

### Action taken after previous meeting:

1. Steps to conduct more camps were taken to increase the number of patients in the OPDs
2. Decision to place more sign boards were taken to guide the patients to their respective departments.

The meeting adjourned at 12:00 pm after tea and refreshments.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605













Minutes of the meetingGrievance Committee

Date: 22.7.21

The seventh meeting of the grievance committee was called to order on 22.7.21 at 10 am at the Principal's office, Al Azhar Dental college, Thodupuzha. The meeting was chaired by principal Dr V.A Afzal







The following members were present for the meeting.

1. Dr V.A Afzal : Chairperson 
2. Dr Amal E.A: co-ordinator 
3. Dr Sajil John 
4. Dr Muhammed Afnan 
5. Dr Anjana mohankumar 
6. Dr Joe Manuel 
7. Ms Rasheela A.A-Office Clerk 
8. Ms Naseera M.H-System Administrator 

Agenda :

1. To nominate members and to re-formulate guidelines.
2. To make sure the concerns discussed in the previous meeting were taken care smoothly

The following members were nominated as Committee members.

1. Dr V.A Afzal : Chairperson
2. Dr Amal E.A. : Co-ordinator
3. Dr Muhammed Afnan 
4. Dr Sajil John 
5. Dr Anjana mohankumar 
6. Dr Joe Manuel 
7. Ms Naseera M.H-System Administrator 
8. Ms Rasheela A.A-Office Clerk 

The Principal welcomed all members to the meeting and asked everyone to work in an unbiased manner for the smooth functioning of the committee.

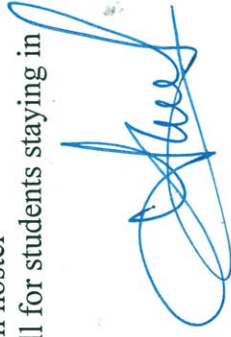
Action taken after previous meeting

1. Measures to improve the quality of food catered in hostels were taken. It was decided to revise the menu and to periodically inspect the food served in hostel
2. Hostel committee made necessary arrangements for a study hall for students staying in girls hostel

The meeting adjourned at 12:00 pm after tea and refreshments



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



Minutes of the meeting

Grievance Committee

Date: 22.12.21

The meeting of the grievance committee was called to order on 22.12.21 at 10 am at the Principal's office, Al Azhar Dental college, Thodupuzha. The meeting was chaired by principal Dr Harvey Thomas

Members present:

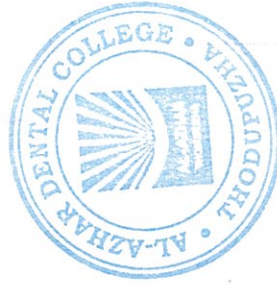
1. Dr Harvey Thomas: Chairperson
2. Dr Amal E.A.: Co-ordinator
3. Dr Sajil John
4. Dr Muhammed Afnan
5. Dr Joe Manuel
6. Dr Anjana Mohankumar
7. Ms Naseera M.H-System Administrator
8. Ms Rasheela A.A-Office Clerk

Agenda:

1. To discuss the functions and decisions of the Grievance Committee and to brief the new members regarding the functioning of the committee.
2. Discuss about the purchase of latest edition textbooks to central library
3. Discuss about lack of parking facility raised by senior faculty and patients

The Principal interacted with all the members and gave his best wishes for the smooth functioning and carrying out of the duties. He asked everyone to work within the committee in an unbiased manner. Dr Amal E.A briefed the new members regarding the functioning of the committee. The committee members discussed on the lack of parking facility raised by senior faculty and patients. The committee decided to purchase latest edition textbooks to central library

The meeting was adjourned at 12:00 pm after tea and refreshments



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605










## Minutes of the meeting

### Grievance Committee

**Date:** 23.7.22

The 9<sup>th</sup> meeting of the grievance committee was called to order on 23-07-2022 at 10 am at the Principal's office. It was presided by Principal Dr Harvey Thomas.

Members present:

1. Dr Harvey Thomas : Chairperson 
2. Dr Amal E.A. : Co-ordinator 
3. Dr Muhammed Afnan 
4. Dr Joe Manuel 
5. Dr Anjana mohankumar 
6. Dr Anjali 
7. Dr Diana Kuriachan 
8. Ms Naseera M.H-System Administrator 
9. Ms Rasheela A.A-Office Clerk 

### Agenda :

1. To nominate new members to the committee
2. To discuss the function and decisions of the committee and brief the new members regarding the function of this committee
3. Concerns regarding crowding in hostel room (girls hostel)

The following members (Dr Anjali and Dr Diana Kuriachan) were proposed as new members which was seconded by Dr Anjana Mohankumar. Principal welcome new members to the committee and asked them to work in an unbiased and coordinated manner. Dr Anjali raised a concern regarding crowding in girls hostel room. Principal agreed to discuss with the management and make necessary arrangements immediately.

### Action taken after previous meeting:

1. Measures to procure latest edition books for the central library were taken.
2. Separate car parking space were allotted for faculty members and patients visiting dental college

The meeting was adjourned at 12:00 pm after tea and refreshments.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605



Minutes of the meeting

Grievance Committee

Date: 12.12.22

The 10<sup>th</sup> meeting of the grievance committee was called to order on 12-12-2022 at 10 am at the Principal's office. It was presided by Principal Dr Harvey Thomas.

Members present:

1. Dr Harvey Thomas : Chairperson
2. Dr Amal E.A. : Co-ordinator
3. Dr Anjana mohankumar
4. Dr Muhammed Afnan
5. Dr Joe Manuel
6. Dr Anjali
7. Dr Diana Kuriachan
8. Ms Naseera M.H-System Administrator
9. Ms Rasheela A.A-Office Clerk

**Agenda:**

Concerns regarding insufficient furniture in the study rooms (boys and girls hostel)

A detailed and interactive session was led by the principal regarding the above agenda. It was decided to take necessary action without delay after discussing with hostel committee and the management.

**Action taken after previous meeting:**

1. A list of overcrowded rooms were made and hostel warden was instructed to do the needful without causing inconvenience to the students.
2. Steps were taken to shift the students from the room that were crowded to other rooms so that they are equally distributed

The meeting was adjourned at 12:00 pm after tea and refreshments.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha - 685 605

Minutes of the meeting

Grievance Committee

Date: 22.2.23

The 10<sup>th</sup> meeting of the grievance committee was called to order on 22.2.2023 at 10 am at the Principal's office. It was presided by Principal Dr Harvey Thomas.

Members present:

1. Dr Harvey Thomas : Chairperson
2. Dr Amal E.A: Co-ordinator
3. Dr Renu Ann Mathew
4. Dr Anjana mohankumar
5. Dr Joe Manuel
6. Dr Anjali
7. Ms Rasheela A.A-Office Clerk
8. Dr Diana Kuriachan
9. Ms Naseera M.H-System Administrator

Agenda:

1. Nominate new members and discuss the guidelines
2. Discuss about the purchase of journals to central library

The Principal welcomed all members to the meeting and asked everyone to work in an unbiased manner for the smooth functioning of the committee. Dr Renu Ann Mathew was nominated as a new member which was seconded by Dr Anjana Mohankumar. A detailed and interactive session was led by the principal regarding the purchase of journal to the central library.

Action taken after previous meeting:

Steps were taken to procure new chairs and tables for the hostel. A list of required furnitures were made and send for approval from management and proceed with the purchase.

The meeting was adjourned at 12:00 pm after tea and refreshments.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha -685 605

