

MES ASMABI COLLEGE



SAMPLE DOCUMENTS FOR OFFLINE GRIEVANCES

M.E.S. Asmabi College, P. Vembalur
Report of Grievance Redressal Cell 2021-22

Name of the Department: PG and Research Department of English

Name of the Complainant: Murshida P

Unique No. Given: Murshida/ENG/11/03/2022

Nature of Grievance(Mark below):

<input checked="" type="radio"/> Academic	<input type="radio"/> Unfair Treatment
<input type="radio"/> Administrative Decisions, Services or Facilities	<input type="radio"/> Discrimination
<input type="radio"/> Harrassment	<input type="radio"/> Others

Whether Grievance considered or not?

<input checked="" type="checkbox"/> Considered	<input type="checkbox"/>
<input type="checkbox"/> Rejected	<input type="checkbox"/>

If considered action taken:eg: Requirement granted/ Improvement in internal marks given etc ✓

If rejected, reason for rejection:eg: Not a legitimate complaint

Whether escalated to higher authority:eg Forwarded to the Principal

Reena
Signature of Tutor

Reena
Signature of HOD

Dr.Reena Mohamed PM
Assistant Professor & HoD
PG & Research Department of English
MES Asmabi College
P.Vembalur

From

Dr. Reshmi S.
Assistant Professor of English
MES Asmabi College

To

The Head of the Department (English)
MES Asmabi College

Respected Madam

Sub:- Grievance raised by students of III BA
English regarding allotment of Internal marks

This is to inform you that ~~two~~ two students from III BA English have requested to increase internal marks in the fifth and sixth semesters (2021-22).
Details are provided below:-

- | | | |
|------------------------------------|--|---|
| 1. Lakshmi Raj P.
(A1A7AEG1R06) | - Fifth semester - <u>Paper</u> language & linguistics | - Internals to be raised from 16 to 18. |
| 2. Murshidha P.
(A1A7AEG1R07) | - Sixth semester - Film studies | - Internals to be raised from 19 to 20. |

Kindly look into the grievances raised by the students.

Reshmi
Dr. Reshmi S.

Place: P. Vemballer

Date: - 2/03/2021

From.

BCA students
MES Asmabi College

To,

Grievance Redressal Cell
MES Asmabi College

Respected Ma'am,

This is to bring to your attention a pressing issue that requires immediate resolution. Unfortunately, there is currently no water supply in the girls toilet, causing inconvenience and discomfort for the students. We kindly request your prompt intervention to address and rectify this matter.

Yours faithfully
BCA students

19/10/2022

Forwarded by


From,

B.com and BBA students
MES Asmabi College

To

Grievance Redressal Cell
MES Asmabi College

Respected sir,

There is no water facility in the girls toilet of b.com section and the water provided in the b.com block is not so good. (water purifier).

10/12/2019

Yours faithfully

B.com and BBA students

Forwarded to
Principal on 10/12/19

From

Vibin. K.K

Class Representative

IInd M.Com (Marketing)

M.E.S Asmabi College

To

Convener, Grievance Redressal Forum

M.E.S Asmabi College

Respected sir,

Sub: To inform about the damaged green board.

We, the M.Com (Marketing) students are urgently need a New green board for our Academic purposes. It seems to be highly difficult for the Teachers for Teaching Problem based subjects like Accounting because of the damaged board. So we kindly request to you that please provide a new good green board as soon as possible.

Place: P. Venballur

Date: 13-1-2020.

Yours faithfully



~~M.E.S Asmabi~~

Vibin. K.K

Department of Economics

MA Economics 2022-23

Complaints of the students

- 1) The drinking water facility in the department is not working properly. Since there is no continuous supply of water. Going downstairs for drinking water is difficult for students. So that unable to attend initial classes.
- 2) In college classes are closed sharp 3.30 PM. It's badly affect PG students for their NET preparations.

1. Amrutha C ~~ABC~~
2. Anesha K.P ~~Anesha~~
3. Anjali P.P ~~Anjali~~
4. Barshad M ~~B.~~
5. Dilsana Shahin A.M ~~D.~~
6. Fathima P ~~Fathima~~
7. Harscha ~~H.~~
8. Jisitha K.J ~~J.~~
9. Muhammed Jimshad N.C ~~M.~~
10. Muhammed shibbili V ~~D.~~
11. ~~M~~ Nafeesath Misriyya K.S
~~N. Misriyya~~
12. Nafeesathul Misriyya P.A
~~Nafeesath~~
13. Naja Jackson V ~~N.~~
14. Neena P.S ~~N.~~
15. shahana P.P ~~S.~~
16. Simla Thasni K.P ~~S.~~
17. Sisira Rajan ~~SisiraRajan~~
18. Salinkumar ~~S.~~
19. Rohithraj P.R ~~Rohithraj~~
20. Vaishnavi V ~~V.~~