

Behind Al - Ameen Towers, Hosur Road, Bangalore – 560027

Criteria-2.5.2 Mechanism to deal with internal examination-related grievances is transparent, time-bound& efficient

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STUDENTS/SC ST's GRIEVANCE REDRESSAL COMMITTEE

Al-Ameen College of Law has established the machinery to sort out the issues between student and college and also to address the issues related to any sort of discrimination. We address grievance in such a way that a student who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated will be redressed. Through grievance cell we to settle a problem. We will make sure that student will express feelings by initiating and pursuing the grievance as per the rules and regulations of college. The grievance cell enquires and analyses the nature and pattern of the grievances in a strictly confidentiality. The grievance will be disclosed to only those, who are Victim/have legitimate role in resolving the matter. The grievance will be addressed according to the principles of Natural Justice and will be heard as per rule" the right to be heard and right to be treated without bias".

We have given the rights to the students to approach the cell for their grievances regarding academic matters, examination matters, financial matters, health services, library and other services.

Grievance Redressal Procedure:

The students have to place their grievances logging in to the website and they have to submit the grievances through the specified form which will directed to the specified mail, which will be handled by the committee. Further the student can also directly approach the committee and can submit the grievances in

writing. Once the coordinator receives the grievance will in turn intimates the matter to the committee for necessary action. Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be decided and the same shall be intimated to the student.

Grievance Redressal Committee:

The Grievance Redressal Committee shall be constituted at the college with Principal, student welfare officers, senior faculty member and a student representative. The Student Grievances Cell shall ensure disposal of every application as speedily as possible.

COMPOSTION OF STUDENTS GRIEVENCE REDRESSAL CELL

NAME	DESIGNATION
DR. WASEEM KHAN PRINCIPAL	CHAIRPERSON
MRS YASMEEN TABASSUM	CO-ORDINATOR
TABDUL ASHIK RAWOTHAR, SWO	CO-ORDINATOR
ARS JAYALAKSHMI	MEMBER
ARS SAHELA BEGUM	MEMBER

DESIGNATION
STUDENT REPRESENTATIVE
STUDENT REPRESENTATIVE

PRINCIPAL

AL - AMEAN COLLEGE OF LAW

59 Jehind Al - Agreen Tower,

Near Calbagh Main Gate.

Hosur Rhad, Bangalore - 560 027.

Ph: 030 - 22112553 / 65 Fax: 080 - 22279464

AL-AMEEN COLLEGE OF LAW

STUDENTS GRIEVANCE REDRESSAL CELL

Guidelines For Students Grievance Redressal Cell

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell should be constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:

The cell will deal with Grievances received in writing from the students about any of the following matters:-



- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

Functions:

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin dept. and drop it in boxes
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Composition of the Grievance Cell is as follows: -

Sr. No.	Names	Designation	Contact Details
1	MR. SENDIL KUMAR	Co=ordinator	9739995852
2	MS. SAHANA FLORENCE	MEMBER	9742604072
3	MR. SHESHADRI	MEMBER	7259320927
4	MR.MUSTAKEEN ALAM	MEMBER	9945854590
5	MRS. MISHA THOMAS	MEMBER	



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MEETING

On the 9th of September 2017, meeting was held in the presence of in charge co-ordinater & the members of the Students Grievance Redressal Cell .

AGENDA:

- 1. Reconstitution of committee
- 2. Awareness to students.

RESOLVED:

- 1. Committee was reconstituted,
 - Co-ordinater

Yasmeen Tabassum (vice Principal)

Members:

Sahana Florence

Jaylakshmi

Kennedy

Nousheen

- 2. Awareness to Students, as per the discussion over the subject the students of the 1st yr LL.B 3yrs Course & LL.B 5yrs course were given information about the students Grievance Redressal Cell & the students were also informed that they could approach this cell in case if there were any incidences occurring in the college with them.
- 3. No cases were reported as so far.

Ms Sahana Florence : Mrs Jaylakshmi

Mr kemnnedy:

Ms Nousheen:

59, Behind Al-Ameen Tower,

Near Lalbagh Main Gate, Hosur Road, Bangalore - 560 027.

PH: 080 - 22112563 / 65 Fav. 080 - 22278464

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MEETING

On the 20th of October 2018, meeting was held in the presence of in charge co-ordinater & the members of the Students Grievance Redressal Cell.

AGENDA:

1. Awerness to students

RESOLVED:

- Awareness to Students, as per the discussion over the subject the students of the 1st yr LL.B
 3yrs Course & LL.B 5yrs course were given information about the students Grievance
 Redressal Cell & the students were also informed that they could approach this cell in case if
 there were any incidences occurring in the college with them.
- 2. No cases were reported as so far.

Mrs Yasmeen Tabassum ;

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MEETING

On the 3rd of September 2019, meeting was held in the presence of in charge co-ordinater & the members of the Students Grievance Redressal Cell .

AGENDA:

2. Awareness to students

RESOLVED:

- 3. Awareness to Students, as per the discussion over the subject the students of the 1st yr LL.B 3yrs Course & LL.B 5yrs course were given information about the students Grievance Redressal Cell & the students were also informed that they could approach this cell in case if there were any incidences occurring in the college with them.
- 4. No cases were reported as so far.

Mrs Yasmeen Tabassum

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Hosur Road, Bangalore - 560 027. PH: 080 - 22112563 / 65 Fax: 080 - 22278464 8 STUDENT'S CARIEVANCE REDRESSAL COMMITTEE MEETING LAW 37 Tower, 127 17 1154 Jine-550027

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STUDENT REDRESSAL COMMITTEE REPORT

On 11° Dec 2021, meeting was held in the presence of in charge co- Ordinator and the members of the students Grievance Redressal cell.

AGENDA:

- 1.Reconstitution of committee
- 2.Awareness to students on guidelines and lodging of complains

RESOLVED

1.Reconstitution of committes

The Grievance Redressal committee has been re-constituted at the college with principal, student welfare officers, senior faculty member and student representatives. The student Grievances cell shall ensure disposal of every application as early as possible. The composition of student's grievance redressal cell is as follows

- CHAIRPERSON
 Dr. Waseem Khan, Principal
- CO-ORDINATOR
- Mrs. Yasmeen Tabassum
- MEMBER
 Mr. Abdul Ashiq Rawothar, SWO
 Mrs. Jayalakshmi
 Mrs. Sahela Begum
- STUDENT REPRESENTATIVE Ms. Malaika Ali

Mr. Siva Balan

2.Awareness to students

The students were given information about the working pattern of students redressal cell and the guidelines of the students grievance redressal cell has also been uploaded on the website to develop a responsible and accountable attitude for all. Grievances may also be sent through e-mail to the officer in – charge of students grievance cell or the students can directly register their complain by filing it online as to encourage the students to express their grievances freely and frankly without fear of being victimised

3. No cases were reported so far

Mrs Yasmeen tabassum

Mr. Abdul Ashiq (Algunothe

Mrs.Jayalakshmi Zay

Mrs.Sahela Begum

AL-AMEEN COLLEGE TOWER,
#59, Behnd AI-Ameen Tower,
Near Jalbagh Main Gate,
Near Jalbagh Main Gate,
Near Road, Bangalore 560 227,
Hosur Road, Bangalore 560, 2227,
Ph. 080 - 22112563 | 65 Fax. 080 - 2227,
Ph. 080 - 22112563

17/09/18.

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 19th

September 2018 at 10:30 a.m. All the faculty members are hereby directed to attend the same without fail.

ipal

Principal

59, Behind H-Ameer Tower,
Near Lalbash Main Sate,
Hosur Road, Bangalore; 560027

15/04/19

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 16th April 2019 at 10:30 a.m. All the faculty members are hereby directed to attend the same without fail:

59, Ben Prince of LAW

59, Ben Prince of Tower,
Near Laber of Cate,
Hosur Road, Bangalore 560027
Ph: 080-22112563/65, Fay: 080-22278464

19/02/19

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 20th August 2019 at 10:30 a.m. All the faculty members are hereby directed to attend the same without fail.

PRINCIPAL

AL-AMEEN COLLEGE OF LAW

59, Behind Alpareen Tower,
Near Lalbary Main Gate,
Hosura 112563/61 Fax: 080-22278464

D-11/03/20

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 13th March 2020 at 10:30 a.m. All the faculty members are hereby directed to attend the same without fail.

59, Behind Al Ameer Tower,
Near That Mark Gate,
Hosur Road, Bangar P. 50027
Ph: 080-22112563/65, Fax: 080-22278464

15/07/21

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 16th July 2021 at 10:30 a.m. through online mode. All the faculty members are hereby directed to attend the same without fail.

AL-AME WI COLLEGE OF LAW
59, Conind All Magen Tower,
Near albagy Mach Gate,
Hosur Red Hac 172 1560027

Ph: 080-22112563/65, Fax: 080-22278464

D-20/09/20

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 21st September 2020 at 10:30 a.m. All the faculty members are hereby directed to attend the same without fail.

59, Behind Al-Abeen Tower,
Near Lalbach Main Cate,
Hosur Road, Bantare 156, 227, 18464

01/02/22

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 2nd February 2022 at 10:30 a.m. All the faculty members are hereby directed to attend the same without fail.

AL-AMEEL CF LAW # 59, Behing W Ameen Tower, Near Phil Chain Gate, Near Phil Chair Gate,

Hosur Road, Tangarer-300021

13/10/22

MEMO

It is hereby informed to all the teaching faculties that the examination committee meeting will be conducted on 14th October 2022 at 10:30 a.m. All the faculty members are hereby directed to attend the same without fail.

AL-AMEN COLL OF LAW
#59, Behind Al-Amen Tower,
Near Lalisen Jaho Pate,
Hosir Rosa Hell Charles

Ph: 080-22112563/65, Fax: 080-22278464

MEMO

The meeting was conducted for formation of Examination Committee for the academic year 2018-19.

It is resolved that the organization of the Examination committee is as follows,

1. Dr. Waseem Khan M.I (Principal)

Chairman

2. MRS. Jayalakshmi.V (Asst Prof)

Co-ordinator

3. Ms. Bhavya Gunashekar (Asst Prof) I de la la company de la compa

Co-ordinator

It is further resolved that the examination committee shall be responsible for conducting Internal Assessment Test for 80-20 pattern, unit test for odd.

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Principal Chamber to discus	the following agenda.
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(2) Conducting Internal Assesse 2018-19.	ment Test For Bold Semester
0 2018-19.	(Polyton
B) Conducting of Unit scalar Con	1. loi odd Sessesty 2018-19.
3) Candu ding of Unit - wise Tes	
members shall be Escaminas O Hrs. Jayalakshmi. V. D Faculty member Present's	1 the following faculty
member shall be Examina	han Committee.
(1) Hrs. Jayalakshmi. V. (2)	Ms. Bhavya Gunoshelman.
Mouly member Present	The American
1) Dr. Waseem Khan. H. I.	D Jung
(1) Dr. Waseem Khan. H. I. C Principal)	AL-AMEE CO Meen Tower
	# 59, Behind AT Meer Gate, # 59, Behind AT Meer Gate, Near Liber Hosur Roal, Ba Salore 560027 Hosur Roal, Ba Salore 560027
(5) Ha Jasmeen Jabassun. (Vice Pricipal).	Ph: 080 (221) (63)
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3 Mrs. Jayalakshmir	Tayalahshmi.v
[Asst Prof]	
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(4) Mrs. Bhavya Gunasheliai [Asst Proj].	Bhanya
LAM 1407.	
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The II meeting was Conducted on 16th April 2019, at Bringph's chamber, Bresided by De Islan Khan H. J. Principal, PACL. AGENDA O Conducting Internal Assessment Test for the even Semester 3018-19. (2) Conducting Unit wice test for all semester 9 lowers. Faculty member Present O Dr. Wassein Khan. H. J. [Principal] (3) Hrs. Yasmeen Tabassum I Vice-Principal (4) Hrs. Sayalekskniv. [Asst Prof.] (5) Hrs. Bhavya Guneshelar. [Post Prof.] O Hrs. Bhavya Guneshelar. [Post Prof.]	4	
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[Vice - Principal] (3) Hus. Jayalahshmiv - Jayalahshmiv [Asst Prof]	a la	0.16/
(3) His. Jayalakshmi.v. Jayalakshmi.v. [Asst Prof] [Ass	(3) Mrs. Yasmeen Tabassum	
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Principal, PACL.	TO MAN TO THE TOTAL THE TO
AGENDA.	Maria Maria Maria
D'Formation of Examination Committee	2019 - 20
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3 Conducting Internal Assessment Test Semister 2019-20.	for the odd
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Shall Constitute has Coordinators of OMrs. Tayalahshmi.v (3) Ms. Bharya	Pollowing gacult mouse Examination Committee. Gunashellar
Faculty Members Present.	
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Dr. Wassem 14an. H.T. [Principa]	Willens
D How 11 Co.	
D Hrs. Yasmeen Jabasum [Vice Principal]	
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D. Hrs. Jayalaks hmi. v. [Asst Prof]	J. A. I.
	Lay alakshmi.v
1) Mrs. Bhavya Gunashekar]	
Asse Prof]	ghavya
	ME GOLEGE OF LAW
AL-24 # 5	Helly . Maill of -027
Ho	Near Uhlbagh Manne-560027 Sur Road, Bangalore-560027 Sur Road, Bangalore-560027

4	
The IV the Meeting was 2020, presided by Principal, AACL,	Convenid on 13th Marc Dr. Waxen Khan M.T.
AGENDA.	
	Assessment Test for the
O To Conduct Internal Even Semester 2019-20	Control of the state of the sta
(2) To Conduct - Unit wise To	est for all the batches.
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Faculty members Present!	
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Continuation of Contraction	and that it that
(5) Mx. Yarmeen Tabassum	
[Vice - Principal]	The second of the second
3 Mrs. Jayalahshmi.v.	Jayalaks hml, v
) Asst Prof)	2 Hr James Noton
(4) Mrs. Bhavya Gunashellar.	I have been the second
LAust Prof	e Heil shall
D MPRINC	IPAL OF LAW
Hosur Roud San	Ameen Tower, Main Gate, Toward - 560027
Ph: 080 22112562.65	Lux 72278464

	5
the meeting was	Convened on 31st Septenber 2000
presided by Di Waseum Kh	ian H.T, Principal, AACL,
for the academic year 2000 - S	the state of the s
The V meeting was Convened on III septenber 202 presided by De Maseum than H.T., Principal, MACL, for the academic year 2020-31. Party DA: (1) Formation of Examination Committee for the academic year 2020-21. (2) To Conduct unit-vise test. (3) To Conduct Unit-vise test. (3) To Conduct Internal Assessment Test 2020-21. Odd Sementer. (3) It was resolved that the ollowing faculty member shall be coordination for Examination Committee. (1) Has Jay a labelomity (3) the Hubarak thans. (3) The Hubarak thans. (4) The Principal Principal Assessment Test and the properties. (5) The Maseum than H.T. (6) The Dayalak show. V. Aust Brog. (7) Hr. Abdul Akshik. Asst Brog.	
The V* meeting was convened on 71st septenber 2020 presided by De Wassern than H.T., Rincipal, MRCL, for the academic year 2020-21. REEP DA: Description of Examination Committee for the academic year 2020-21 To Conduct unit-wise test. To Conduct Unit-wise test. To Conduct Internal Assessment Test 2020-21. Odd Semester. It was resolved that the following faculty member shall be Condinated for Examination Columnities Of the Jayolah Shmix The Jollowing members were present. De housen than H.T E Principal Manager than H.T E Princ	
	MARKET
2020-21 Examination (a	mmilter for the academic year
1) To Conduct unit - wise tes	the fact train of all of
It was resolved that a	the Jollowing faculty member
Shall be Condinator for Esca	mination Colimittee
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A 1. A .	Dagman Ville Compan
(3) Mrs Hodul. Ashih.	
Arrayan	Wind Maleum of the
The following members	were present.
V 4	
1 Dr. Waseen Khan. M.I	War OF LAND
[Porincipal]	1 - AMEE 1 - AMEE 10027
	Near Jabas Bangalot Fax. 080-222
(2) Mrs. Jayalakshmi. V.	phogalalehmi. V
Assid Prof	Lint time
U -	V
(3) Mr. Mubarak Khan	Hubarollo
	ching was Convened on 31st Septembers. De Wassern Khan H. T. Principal, DACL, nic year 2000. 21. Examination Committee for the academic year Unit - wise test. Internal Assessment Test 2020. 21. Internal Assessment Test 2020. 21. Internal for Examination Coloning faculty member from the for Examination Coloning faculty member for Examination Coloning faculty
(4) Mr. Abdul AKShik.	
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	1 ma 1/2 October 300
The VIII meeting was presided by Prencipal,	Convened of 14 Chamba
presided by Principal,	at magan surrough
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Even semestes.	
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(3) 10 Conduct and	
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The following faculty ments	is were present.
The following of the	D Luck
1 Dr. harren - Khan M. I	Ro Vo
Dr. Wasen-Khan M. I [Porincipal]	Note
	with the last
(3) Mrs. Gas meen Passum	M. Tarris, M. T. Carris, M. C. Carris, M. C. Carris, C.
[vice - Principal]	
ar and a Robert March	Visit in a set of the
(8) Mrs. Jayalahshmi.V.	Layalalishmiv.
1 Aset Prof	11 11 11 11 11 11
	: Mubarally.
(4) Mrs. Hubarak Khan	; Fubouse.
(Asst 'Prof)	1 1 1 L M 41 07
B. Hr. Abdul Ashik.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
(3) IIV. NOUM MANIK.	
PRINCIPAL	
AK-AMEEN COLLEGE OF TOWN	AW (
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