



# AHALIA SCHOOL OF MANAGEMENT

Palakkad - 678557, Ph: 04923- 225444 , 9496000133  
E-mail : admin.asm@ahalia.edu.in, www.ahaliaschoolofmanagement.org

## CIRCULAR

Ref: ASM/CIRCULAR/069/2020

10-06-2020

The Grievance Committee of Ahalia School Of Management is constituted with the following members:

- |                                |   |
|--------------------------------|---|
| 1. Dr C. Ashokan               | Principal                                 |
| 2. Dr Sangeetha P.             | Asst. Professor & Class Tutor-I year MBA  |
| 3. Mr Sreeranjana <i>MENON</i> | Asst. Professor & Class Tutor-II year MBA |
| 4. Mr Rakesh P. Prabhakar      | Administrator                             |

*For* Principal  
Principal  
Ahalia School of Management  
Palakkad

To

- CC: (i) ASM ,Students,  
(ii) Staff Circulation, file.











## Grievance Redressal Committee (Academic Year 2019-20)

Date: 10.06.2020

The meeting of the student grievance redressal committee was held on 10.06.2020 at 2 p.m with the members of committee at Principal's office. The following grievances raised by the students were discussed and the committee ensured that the grievances will be redressed and sorted out within a week.

### MEMBERS PRESENT

1. Dr. C. Ashokan - Principal 
2. Mr. Sreerajan Menon - Assistant Professor 
3. Dr. Sangeetha P - Assistant Professor 
4. Mr. Rakesh P Prabhakar - Administrator 

### AGENDA:

1. Extension of College Fees payment date
2. Responsibility of students /loss of belongings

### MINUTES:

1. The students represented the problem of students to pay fees before the last date. It was explained by the Director that since the college is a self financing institution it is mandatory for every student to pay the fees on or before the last date. In spite of this, the Management assured to understand the financial constraints of the students hailing from economically weak background, and assured to extend the last date.
2. As personal belongings were reported to be lost, it was discussed about the safety of personal belongings. The committee reiterated that it is the personal responsibility of students to take care of their belongings and the Management or the department will not be responsible for any loss.






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## ACTION TAKEN REPORT

1. Circular was issued to students about extension of fees payment by one week.  
Students were encouraged to make arrangements of the fees to be paid on time.
2. Circular was issued regarding the personal responsibility of students to take care of their belongings.

  
Principal

Principal  
Ahalia School of Management  
Palakkad

