

UNIVERSITY OF CALICUT

BOARD FOR ADJUDICATION OF STUDENTS' GRIEVANCES (BASG)

(Chapter 27, Calicut University First Statutes, 1977)

Processing and Details of the complaints in the BASG

BOARD FOR ADJUDICATION OF STUDENTS' GRIEVANCES (BASG)

The section handles, the complaints of students of affiliated institutions and teaching departments/Centres of University of Calicut.

Rules of Business/Government orders

Chapter 27, Calicut University First Statutes, 1977.

The present Members of the Board for Adjudication of Students Grievances (BASG)

1. Dr. K. Mohammed Basheer, Vice Chancellor (Chairman).
2. Dr. T.A Abdul Majeed, Registrar.
3. Dr.T.P. Ahamed, Principal, Blossom Arts & Science College, Kondotty, (Member, Syndicate)
4. Dr. Vidyasagar (Member, Syndicate)
5. Adv. P.M Niyas (Member, Syndicate)
6. Dr. Abida Farooqui (Member, Syndicate)
7. Dr.M. Usman, Principal, Amal College of Advanced Studies, Nilambur (Member,Senate)
8. Shri. Ashif V.A, Chairman, University Union.
9. Shri. Muhammed Fazil.K., Chairman, KMO ,College, Koduvally
10. Shri. Ashkarali.P, III Sem. MSW, Chairman, WMO Arts & Science College , Muttill
11. Shri. Valsarajan PV, Dean of Students' Welfare (Convener).

Details of the complaints processed in the BASG during the past three years

<u>2015-16</u>
TOTAL NUMBER OF COMPLAINTS PROCESSED DURING THE YEAR IS 179
<u>2014-15</u>
TOTAL NUMBER OF COMPLAINTS PROCESSED DURING THE YEAR IS 59
<u>2013-14</u>
TOTAL NUMBER OF COMPLAINTS PROCESSED DURING THE YEAR IS 69

Total Number of complaints processed during 2011-12 = 60

Total Number of complaints processed during 2012-13 = 59

Process Inputs

Complaints of students individually or through the Principal concerned/University Union Chairman.

Step	Action	Performed by
1	Put up a file along with the complaint and supporting documents for remarks of the Principal or HoD concerned/Controller of Examinations.	Section Assistant
2	Submit for approval	SA>SO>AR/DR>DSW
3	Put up letter to the Principal or HoD concerned/Controller of Examinations.	SA

4	Submit for approval	SA>SO>AR/DR>DSW
5	Send the letter to the Principal or HoD concerned/Controller of Examinations.	SA
6	Preparation of draft agenda for the meeting of the Board.	SA
7	Put up the draft agenda for approval of VC and fixing a convenient date and venue for the meeting.	SA
8	Submit for approval	SA>SO>AR/DR>DSW>Registrar>PVC>VC
9	Put up draft UO for convening the meeting of the BASG.	SA
10	Submit for approval	SA
11	Put up covering letter to the members of the Board forwarding a copy of the UO and intimating date and venue of the meeting of the BASG.	SA >SO>AR/DR>DSW
12	Preparation of action taken report of the previous meeting of the Board.	SA
13	Submit for approval.	SA>SO>AR?DR>DSW
14	Convening of the meeting and recording of the proceedings of the meeting of the BASG.	SA, SO &DSW
15	Preparation of the minutes of the meeting of the BASG.	SA
16	Submit for approval of the VC.	SA>SO>AR/DR>DSW>Registrar>PVC>VC.
17	Put up draft U.Os for constitution of enquiry committees on admitted complaints and put up draft memo of rejection to the complainant, as resolved by the Board.	SA
18	Submit for approval.	SA>SO>AR/DR>DSW
20	Put up draft covering letter to the member of the enquiry committees forwarding UO and copies of the complaints of students.	SA>SO>AR/DR>DSW
21	Send the covering letter and the UO to the members of the enquiry committees.	SA
22	Facilitating enquiry/hearing of the complainants and other parties.	AR/DR/DSW
23	Put up draft memo/letters to the complainants/parties intimating the date and venue of the hearing.	SA
24	Send memo/letters to complainants and other parties	SA
25	Preparation of Note to Syndicate for approval of reports of enquiry entrusted by the BASG.	SA
26	Submit for approval.	SA>SO>AR/DR>DSW>Registrar
27	Send the Note to Syndicate for attesting the fair copy.	SA>SO>A/DR>DSW>Registrar
28	Send 35 copies of the Note to Syndicate to the section concerned.	SA
29	Put up the extract of the minutes of the meeting of the Syndicate for orders of implementation from the VC.	SA
30	Submit for approval.	SA>SO>AR/DR>DSW>Registrar>PVC>VC.
31	Put up draft UO for implementing the resolution of the Syndicate.	SA

32	Submit for approval.	SA>SO>AR/DR>DSW
33	Put up draft covering memo/letters to complainants/parties for forwarding the UO implementing the decision of the Syndicate.	SA>SO>AR/DR>DSW
34	Send covering memo/letters to complainants/parties for forwarding the UO implementing the decision of the Syndicate.	SA