



Minutes of AY2023 Meeting of Grievance Redressal Committee

Dated: 02-August-2023

Agenda

- To appraise the constitution of the Grievance Redressal Committee with respective roles and responsibilities.
- To discuss the guidelines and measures of Grievance Redressal in the College
- To discuss the Redressal status of Grievances received through proper channel (if any)
- Any other agenda if suggested and accepted by member(s).

Attendance

- MOTA DHANSHRI (Chairperson)
- SHAIKH ISMAIL (Convenor)
- MHASKAR NUTAN (Member)
- PITHADIA JASHMI (Member)
- JANI AKSHAYA (Member)

Minutes of Meeting

- The Chairperson appraised the members of the committee with respective roles and responsibilities.
- Members confirmed that the information of the committee has been updated on the website of the college for awareness of the stakeholder.
- The suggestion boxes access logs reviewed and verified and found acceptable in frequency.
- No complaints / grievances related to discipline or conduct in the college has been received hereby no specific actions are planned.
- 02 grievances related to non-issuance of Library Cards has been recorded. The matter was forwarded to the Librarian and resolved within 02 days by completing the formalities and issuing the library cards to the respective students.
- 01 grievance related to 'lecture notes of the classes not attended for medical reasons' has been recorded. The matter was discussed with the class coordinator and lecture notes were made available in digital form through institutional repository.

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