



## CIRCULAR

Date 23/08/2021

Subject: 7<sup>th</sup> Meeting of Grievance Redressal Committee

Mode of Meeting: offline

This is to inform that the 7<sup>th</sup> meeting of the Grievance Redressal Committee has been scheduled on 27/08/2021 at 1:00 P.M at EE Seminar Hall.

All the Members are requested to attend the meeting.

The agenda's of this meeting are mentioned below.

### Agenda      Particulars

Agenda 1: Confirmation of Minutes of the Meeting held on 21<sup>st</sup> Jan 2021.

Agenda 2: Discussion on improving Classroom infrastructure.

Agenda 3: Review of hostel-related issues.

Agenda 4: Awareness of grievance redressal mechanism.

Agenda 5: Any other point to discuss with permission of chair.

*Anil Shrivastava*  
Anil Shrivastava  
Chairperson

**Copy to:**

1. Principal
2. IQAC
3. Grievance Redressal Committee Members

It is to be expressed gratitude to all members for their participation and contribution. It is to be encouraged of collaboration in achieving the committee's goals and shared information during working with each other for their time and efforts.



**MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE**

**Minutes of Meeting of Grievance Redressal Committee**

**Date : 27/08/2021**

**Venue: EE Seminar Hall**

**Meeting Number : 7<sup>th</sup>**

**The meeting was attended by following members on 27/08/2021**

Sr. No.	Name	Designation
1.	Mr. Anil Shrivastava	Chairperson
2.	Dr. Raghvendra Patidar	Coordinator
3.	Mr. Yadvendra Bedi	Member
4.	Dr. Y.K. Gothwal	Member
5.	Mr. Loveleen Kumar	Member
6.	Ms. Ayushi Shukla	Member
7.	Ms. Suchi Upadhyay	Member
8.	Mr. Abhishek Bloch	Student Representative
9.	Ms. Shaheen Bano	Student Representative

**Welcome Note:**

Mr. Anil Shrivastava initiated the 7<sup>th</sup> Grievance Redressal Committee meeting, warmly welcomed all the participants. He expressed gratitude for their presence and highlighted the significance of the discussions ahead. He further presented the agenda for this meeting.

Sr. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 21 <sup>st</sup> Jan 2021.	The members of the committee confirmed the Minutes of the Meeting held on 21 <sup>st</sup> Jan 2021 and supplied the Action Taken Report to all Committee Members.
2.	Classroom infrastructure issues	Reports of damaged projectors and non-functional fans were discussed.
3.	Hostel facilities feedback	Students raised concerns about drinking water quality and irregular cleaning frequency.
4.	Awareness of grievance redressal mechanism	Members agreed that students were not fully aware of the grievance submission process. Suggestions included posters, ERP notifications, and teacher announcements.
5.	Any other point to discuss with permission of chair.	No other point to discuss.

**Meeting Adjournment:**

Mr. Anil Shrivastava expressed gratitude to all members for their participation and commitment. He emphasized the importance of collaboration in achieving the committee's goals and officially adjourned the meeting with thanks to everyone for their time and efforts.

**Anil Shrivastava**  
**Chairperson**



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### ATTENDANCE

The meeting was attended by following members on 27/08/2021

Sr. No.	Name	Designation	Signature
1.	Mr. Anil Shrivastava	Chairperson	<i>Ami</i>
2.	Dr. Raghvendra Patidar	Coordinator	<i>ABSENT</i>
3.	Mr. Yadvendra Bedi	Member	<i>Y. Bedi</i>
4.	Dr. Y.K. Gothwal	Member	<i>Y.K. Gothwal</i>
5.	Mr. Loveleen Kumar	Member	<i>Loveleen</i>
6.	Ms. Ayushi Shukla	Member	<i>Ayushi</i>
7.	Ms. Suchi Upadhyay	Member	<i>Suchi</i>
8.	Mr. Abhishek Bloch	Student Representative	<i>AB</i>
9.	Ms. Shaheen Bano	Student Representative	<i>Shaeen</i>



### ACTION TAKEN REPORT

Major action taken report of 7<sup>th</sup> Meeting of Grievance Redressal Committee held on 27/08/2021

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 21 <sup>st</sup> Jan 2021.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Classroom infrastructure issues	Maintenance gaps were identified and forwarded to the technical team for immediate action.
3.	Hostel facilities feedback	The committee instructed the hostel warden to monitor hygiene standards weekly.
4.	Awareness of grievance redressal mechanism	Committee agreed on the proposals.