



## CIRCULAR

**Date 01/09/2022**

**Subject: 9<sup>th</sup> Meeting of Grievance Redressal Committee**

**Mode of Meeting: Offline**

This is to inform that 9<sup>th</sup> meeting of the Grievance Redressal Committee has been scheduled on 06/09/2022 12:30 P.M. in EE Seminar Hall.

All the Members are requested to attend the meeting.

The purpose of this meeting is to discuss on discussion on below mention agenda.

**Agenda      Particulars**

Agenda 1: Confirmation of Minutes of the Meeting held on 12<sup>th</sup> Feb 2022.

Agenda 2: Library seating and study resources.

Agenda 3: Cleanliness of academic blocks.

Agenda 4: Feedback on canteen food quality

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

A handwritten signature in black ink, appearing to read 'Anil Shrivastava'.

**Anil Shrivastava**  
**Chairperson**

**Copy to:**

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



**MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE**

**Minutes of Meeting of Grievance Redressal Committee**

**Date : 06/09/2022**

**Venue: EE Seminar Hall**

**Meeting Number : 9<sup>th</sup>**

**The meeting was attended by following members on 06/09/2022**

| 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 9<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 12 <sup>th</sup> Feb 2022. | The members of the committee confirmed the Minutes of the Meeting held on 12 <sup>th</sup> Feb 2022 and supplied the Action Taken Report to all Committee Members. |
| 2.      | Library seating and study resources.                                      | Committee found that seating capacity was insufficient during exams; additional furniture recommended.   |
| 3.      | Cleanliness of academic blocks  | Students highlighted inconsistent cleaning; estate office asked to increase manpower.  |
| 4.      | Feedback on canteen food quality  | Complaints about stale snacks were discussed; committee suggested strict monitoring and weekly checks.   |
| 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**



### ATTENDANCE

The meeting was attended by following members on 06/09/2022

| Sr. No. | Name                   | Designation            | Signature             |
|---------|------------------------|------------------------|-----------------------|
| 1.      | Mr. Anil Shrivastava   | Chairperson            | <i>Anil</i>           |
| 2.      | Dr. Raghvendra Patidar | Coordinator            | <i>R. Patidar</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>AB</i>             |
| 6.      | Ms. Ayushi Shukla      | Member                 | <i>Ayushi</i>         |
| 7.      | Ms. Suchi Upadhyay     | Member                 | <i>Suchi</i>          |
| 8.      | Mr. Abhishek Bloch     | Student Representative | <i>Abhishek Bloch</i> |
| 9.      | Ms. Shaheen Bano       | Student Representative | <i>Absent</i>         |



### ACTION TAKEN REPORT

Major action taken report of 9<sup>th</sup> Meeting of Grievance Redressal Committee held on 06/09/2022

| Sr. No. | AGENDA  | ACTION TAKEN   |
|---------|---|--|
| 1.      | Confirmation of Minutes of the Meeting held on 12 <sup>th</sup> Feb 2022. | The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting. |
| 2.      | Library seating and study resources                                       | 20 new chairs added in library   |
| 3.      | Cleanliness of academic blocks  | Cleaning staff increased by 2 persons.   |
| 4.      | Feedback on canteen food quality  | Weekly food-quality inspections started.   |