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## **CIRCULAR**

**Date 30/01/2025**

**Subject: 14<sup>th</sup> Meeting of Grievance Redressal Committee**

**Mode of Meeting: offline**

This is to inform that the 14<sup>th</sup> meeting of the Grievance Redressal Committee has been scheduled for 07/02/2025 at 2:00 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: To confirm the minutes of the Meeting of the Grievance Redressal Committee held on 07/08/2024

Agenda 2: Complaints received to provide drinking water facility near play grounds.

Agenda 3: Internship guidance support.

Agenda 4: Library evening hour extension request.

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

**Anil Shrivastava  
Chairperson**

**Copy to:**

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



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**MINUTES OF MEETING OF GRIEVANCE REDRESSAL COMMITTEE**

Minutes of Meeting of Grievance Redressal Committee
Date: 07/02/2025
Venue: EE Seminar Hall
Meeting Number: 14 <sup>th</sup>

The meeting was attended by following members on 07/02/2025

Sr. No.	Name	Designation
1.	Mr. Anil Shrivastava	Chairperson
2.	Dr. Pradeep Jha	Coordinator
3.	Mr. Atul Sharma	Member
4.	Dr. Y.K. Gothwal	Member
5.	Mr. Sonu Kumar Bairwa	Member
6.	Ms. Ayushi Shukla	Member
7.	Ms. Suchi Upadhyay	Member
8.	Mr. Sarthak Satyarthi	Student Representative
9.	Ms. Khushi Goyal	Student Representative

**Welcome Note:**

Mr. Anil Shrivastava initiated the 14<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.	To confirm the minutes of the Meeting of the Grievance Redressal Committee held on 07/08/2024	The committee reviewed the minutes of the previous meeting. The minutes were unanimously approved and confirmed.
2.	Complaints received to provide drinking water facility near play grounds.	A Complaint was received for providing of drinking water near playground area. Maintenance team was asked to provide the same.
3.	Internship guidance support.	Students requested more support for internships; T&P cell instructed to hold a workshop.
4.	Library evening hour extension request.	Students asked for extended study hours; librarian agreed to extend closing time during exams.
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 the following members on 07/02/2025

Sr. No.	Name	Designation	Signature
1.	Mr. Anil Shrivastava	Chairperson	
2.	Dr. Pradeep Jha	Coordinator	
3.	Mr. Atul Sharma	Member	
4.	Dr. Y.K. Gothwal	Member	
5.	Mr. Sonu Kumar Bairwa	Member	
6.	Ms. Ayushi Shukla	Member	
7.	Ms. Suchi Upadhyay	Member	ABSENT
8.	Mr. Sarthak Satyarthi	Student Representative	
9.	Ms. Khushi Goyal	Student Representative	



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### ACTION TAKEN REPORT

Major action taken report of 14<sup>th</sup> Meeting of Grievance Redressal Committee held on 07/02/2025

Sr. No.	AGENDA	ACTION TAKEN
1.	To confirm the minutes of the Meeting of the Grievance Redressal Committee held on 07/08/2024	The minutes of the previous meeting were recorded and archived for future reference. Copies were circulated among the committee members to ensure transparency and continuity in decision-making.
2.	Complaints received to provide drinking water facility near play grounds.	Drinking water tap installation work has been done.
3.	Internship guidance support.	Internship workshop conducted on 15 March 2025
4.	Library evening hour extension request.	Library time was extended by 1 hour during exam months.