



CIRCULAR

Date 30/01/2025

Subject: 14th Meeting of Grievance Redressal Committee

Mode of Meeting: offline

This is to inform that the 14th 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.

A handwritten signature in blue 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: 07/02/2025

Venue: EE Seminar Hall

Meeting Number: 14th

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 14th 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



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 | |



ACTION TAKEN REPORT

Major action taken report of 14th 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. |