



SATYAM COLLEGE OF EDUCATION

NAAC Accredited B++
(Affiliated to SNDT Women's University)

Grievance Redressal Committee Meeting

NOTICE

Dated:15/10/23

- 1) Water cooler maintenance and repair
- 2) Canteen food:Menu updation and rates of food items

This is to inform all the Members of the Grievance Redressal Committee that the Meeting for Academic Year (2023-2024) will be held on 19/10/2023. Kindly join the meeting on aforesaid date.The Meeting details are as follows-


- Agenda-**
- 1) Water cooler maintenance and repair
 - 2) Canteen food:Menu updation and rates of food items

Venue: Conference hall

Time:10.30 am

Kindly adhere to the given time.


Dr.Bineeta Agrawal
Principal.SCE


Coordinator IQAC
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Principal
Satyam College of Education,
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SATYAM COLLEGE OF EDUCATION

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Grievance Redressal Committee Meeting

Minutes of Meeting Held on 19/10/2023

Agenda of Meeting:

- 1) Water cooler maintenance and repair
- 2) Canteen food: Menu updation and rates of food items

Grievance Cell Members

Dr. Bineeta Agrawal
Ms. Preeti Goel
Ms. Neha Aggarwal
Ms. Vandana Verma
Ms. Asha Singh

Minutes of Meeting (Agenda Wise)

Agenda Item No. 01

Water cooler maintenance and repair

Committee discussed on Water cooler maintenance and repair as water cooler isn't working properly which is duly required.


Resolution: Decision was made to communicate the matter to the Admin to make necessary arrangements.


Agenda Item No. 02

Canteen food: Menu updation and rates of food items


Members discussed on what other food items can be added to canteen menu in order to provide variety in meals. Food items rate were also discussed as per the convenience of the students.


Resolution: Decisions were made to communicate to the Admin and Canteen Incharge to make necessary arrangements.

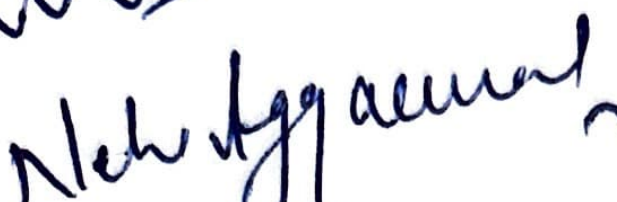

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Name and signatures of the Members present-


Dr. Bineeta Agrawal 

Ms Preeti Goel 

Ms Neha Aggarwal 

Ms Vandana Verma 

Ms. Asha Singh 



Dr. Bineeta Agrawal
Principal. SCE


Action Taken Report on the Meeting of Grievance Redressal Committee held on 19/10/2023

Sr No	Agenda Item	Resolution	Action Taken
1.	Water cooler maintenance and repair	The matter will be communicated to the Admin to make necessary arrangements	Repair work was done and was also checked by the Admin .
2.	Canteen food:Menu updation and rates of food items	Decisions were made to communicate to the Admin and Canteen Incharge to make necessary arrangements .	Canteen food menu and the prices were revised.


Dr. Bineeta Agrawal

Principal


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Grievance Redressal Committee Meeting

Minutes of Meeting Held on 17/01/24

- Agenda of Meeting:**
1. Review of existing measures to resolve grievances
 2. Organising awareness Programme for the students on Grievance redressal mechanism.

Grievance Cell Members

Dr. Bineeta Agrawal
Ms. Preeti Goel
Ms. Neha Aggarwal
Ms. Vandana Verma
Ms. Asha Singh

Minutes of Meeting (Agenda Wise)

Agenda Item No. 01

Review of existing measures to resolve grievances

Common discussion was done by all the members to review the rules and guidelines provided in the existing measures of grievance redressal.

Resolution Measures and guidelines were discussed for the academic year-2023-24. UGC Guidelines on the grievances procedure are to be followed strictly.

Agenda Item No. 02

Organising awareness Programme for the students on Grievance redressal mechanism.

Members had discussion on informing the students about SCE Grievance Redressal Procedure and Grievance Portal.

Resolution Discussion ended with a resolution by the Chairperson to organise an awareness session by any one of the grievance committee members.

Name and signatures of the Members present

Dr. Bineeta Agrawal
Ms. Preeti Goel
Ms. Neha Aggarwal
Ms. Vandana Verma
Ms. Asha Singh

Dr. Bineeta Agrawal
Principal, SCE


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Action Taken Report on the Meeting of Grievance Redressal Committee held on 17/01/24

Sr No	Agenda Item	Resolution	Action Taken
1	Review of existing measures to resolve grievances	Resolution Measures and guidelines were discussed for the present academic year. UGC Guidelines on the grievances procedure are to be followed strictly.	Discussed points were put up in front of the management.
2	Organising awareness Programme for the students on Grievance redressal mechanism.	Resolution Discussion ended with a resolution by the Chair to organise an awareness session by one of the grievance committee members.	Ms. Vandana Verma took session on -Grievance redressal after the internship of B.Ed 1st year.


Dr. Bineeta Agrawal
Principal


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SATYAM COLLEGE OF EDUCATION

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Grievance Redressal Committee Meeting

NOTICE

Dated: 15/05/24

This is to inform all the members of Grievance Redressal Committee that the Meeting for Academic Year (2023-2024) will be held on **20/05/24**. Kindly join the meeting on aforesaid date.

Agenda :

1. Issue of Late comers and less attendance
2. Need of more practice sessions in EPC-3 .


Time: 11.30 am

Venue: Conference Room

Kindly adhere to the given time.


Dr. Bineeta Agrawal
Principal, SCE


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SATYAM COLLEGE OF EDUCATION

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Grievance Redressal Committee Meeting

Minutes of Meeting Held on 20/05/24

Agenda of Meeting:

1. Issue of Late comers and less attendance
2. Need of more practice sessions in EPC-3

Grievance Cell Members

Dr. Bineeta Agrawal
Ms Preeti Goel
Ms Neha Aggarwal
Ms Vandana Verma
Ms Asha Singh

Minutes of Meeting (Agenda Wise)

Agenda Item No. 01

1. Issue of Late comers and less attendance


It was observed that a few students are taking late entry in the college on a daily basis. Besides, some of them are not regular in attending classes.


Resolution. Decision was taken that the students must be given a warning first.

2. Need of more practice sessions in EPC-3

It has been observed and reported that students need more sessions to learn practice of EPC-3.

Resolution. Decision was taken to arrange one more smart classroom so that more practice session could be provided.


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Name and signatures of the Members present-

Dr. Bineeta Agrawal


Ms. Preeti Goel

Ms. Neha Aggarwal

Ms. Vandana Verma

Ms. Asha Singh


Dr. Bineeta Agrawal
Principal, SCE



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Action Taken Report on the Meeting of Grievance Redressal Committee held on 20/05/24

Sr No	Agenda Item	Resolution	Action Taken
1.	Issue of Late comers and less attendance	Decision was taken that the students must be given a warning first.	Head of the department instructed and warned the students and took their grievances on this matter.
2.	Need of more practice sessions in EPC-3	Decision was taken to arrange one more smart classroom so that more practice session could be provided.	Updation in Time table was done. Requisition for purchasing one smart board was submitted to the management.


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