



Date:25/01/2021

CIRCULAR

GRIEVANCE AND REDRESSAL CELL COMMITTEE

A meeting is scheduled on **27.01.2021** in the principal's chamber at 10.00a.m. All the members of Grievance Redressal Cell Committee are informed to attend the meeting without fail.

Principal

Agenda:

- To maintain the secrecy of complains made by the students.
- Encourages the students to express their grievance without hesitation.
- Based on the complaint a necessary remedial action has to be takes in consultation with higher authorities
- To depute faculty members to identify the areas of conflicts among students and propagates the strength of unity and collaborations

Copy to

- Grievances & Redressal Cell Committee Members
- IQAC



Principal
Suryodaya College of
Engineering & Technology
Vhirgaon, Nagpur



Date: 27/01/2021

MINUTES OF THE MEETING

The following were the proceedings of the meeting:

Regarding the discussion about the functioning of this committee, it was decided that:

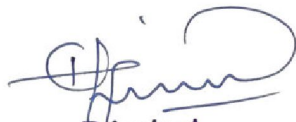
- The problem faced by the students should be conveyed to them Management through proper communication.
- The Secrecy of the problems should be maintained.
- The remedial measures taken should not harm the carrier of the students.
- Each faculty/discipline should be given chance to present their problems. As faculties may also have certain grievances.

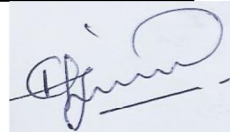
With these discussions the meeting came to an end.

The following members were present in the meeting

SR.NO.	NAME OF MEMBER	DESIGNTION	POSITION
1	Dr.Vithal Arajpure	Principal, SCET, Nagpur	Chairman
2	Dr.Vivek G.Parhate	Vice-Principal, SCET,Nagpur	Internal Member
3	Dr.Vijay Nagpurkar	1 st Year Coordinator	Internal Member
4	Prof.Ram Wayzode	HOD,Mechanical Department	Internal Member
5	Dr.Rasika Manapure	Assistant prof, ETC	Internal Member
6	Ms.Vishakha Parate	Student ETC	Student Member




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Principal



GRIVANCE AND REDRESSAL COMMITTEE

ACTION TAKEN REPORT

The Grievance and Redressal Committee meeting was conducted on **28/01/2021** at **12.00pm**


As per the discussion, the students were requested following facilities in college campus.

1. Online Class Grievances
2. Online Payment System

All above mentioned requirements status is given as follows as per the decision taken by the committee members.

SR.NO	GRIEVANCES	ACTION TAKEN
1	Online Class Grievances	Necessary arrangement was done to resolve online class grievance.
2	Online Payment System	Secure Online payment system was introduced for students.




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Principal