**Minutes of Meeting**

| **Meeting Title: - Grievance Redressal Committee** | |
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| **Meeting date: -** 09/01/2020 | **Meeting Time: -** 12.00 am 1.00 pm |

| **Meeting location** | Principal Cabin |
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| **Meeting called by** | Dr. Savita Agrawal |
| **Note Taker** | Er. Neeta Gawade |

**Agenda No. 1**

**Review of Grievances Received**

The member presented the grievances received. Each grievance was discussed in detail, and the actions taken or recommended resolutions were presented.

**Agenda No. 2**

**Status Updates on Previously Raised Grievances**

The committee reviewed the status of grievances raised in previous meetings. Updates were provided on the progress of resolutions, and any pending issues were addressed.

**Agenda No. 3**

**Improvement of Grievance Handling Process**

* The committee discussed ways to enhance the grievance handling process, including:
* Streamlining the grievance submission process.
* Developing clear guidelines for grievance resolution.
* Ensuring confidentiality and impartiality in handling complaints.
* Increasing awareness about the grievance redressal mechanism among students and staff.

**The members presents in the meeting**

| **Sr. No.** | **Name of Faculty** | **Designation** | **Position** | **Signature** |
| --- | --- | --- | --- | --- |
| 1 | Dr. Dharmendra Dubey | Principal | Chairman |  |
| 2 | Dr. Savita Agrawal | Assistant Professor | Convener |  |
| 3 | Er. Neeta Gawade | Assistant Professor | Member |  |
| 4 | Er. Sagar Yahswantrao | Assistant Professor | Member |  |
| 5 | Er. Arpana Sahani | Assistant Professor | Member |  |
| 6 | Er. Rahul Patil | Assistant Professor | Member |  |