



Dr. D. Y. Patil Group of Institutions' Technical Campus
AJEENKYA DY PATIL SCHOOL OF ENGINEERING
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune - 412 105.

Date: 13.06.2022

General Grievance Redressal Committee

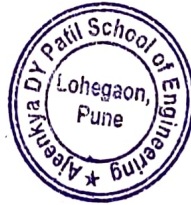
Meeting Notice-01

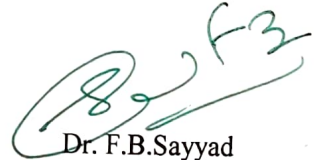
(A.Y 2022-23 Sem I)

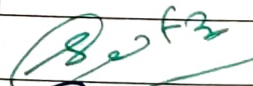

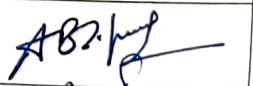
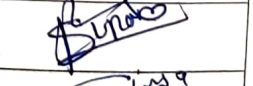

All the GGRC committee members are hereby informed to attend the meeting of General Grievance Redressal Committee on 15th June 2022 in Principal cabin by 11.00am sharp.

Agenda:

- (1) Introduction of committee member for current academic year.
- (2) Roles and Responsibilities of GGRC.
- (3) Location to display updated the committee member's names and details on the notice boards of each department.
- (4) Update the updated Committee members list and details on website.
- (5) Any other.




Dr. F.B. Sayyad
Principal

| Sr No | Name of Committee Member | Designation | Signature |
|-------|--------------------------|---|--|
| 1 | Dr. F. B. Sayyad | Chairperson |  |
| 2 | Prof. Pallavi M. Shimpi | Senior Teacher(SC/ST/OBC Category Representative) - Coordinator |  |
| 3 | Prof. Amol B Gaikwad | Senior Teacher (SC/ST/OBC Category Representative) |  |
| 4 | Dr. Shobha Rupnar | Senior Teacher (Ladies Representative) |  |
| 5 | Ms. Sadiya Sayyad | Student (College Representative) |  |



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Date-16/06/2022

General Grievance Redressal Committee

Minutes of Meeting 01

(A.Y 2022-23 Sem I)

A meeting of General Grievance Redressal Committee was held on 15th June 2022 at 11.30am and Following points were discussed in the meeting.

1. **Introduction of committee member for current academic year-** As a Member secretary Prof.Pallavi M.Shimpi welcomed the chairperson Dr.F.B.Sayyad and all GGRC members for the meeting. Faculties introduced themselves to everyone as a part of GGRC.
2. **Type of issues can be raised under this committee.** – As a chairperson of the Committee, Dr.F.B.Sayyad explained Roles and Responsibilities of GGRC and also explained what types of issues that can be raised under this cell to the committee. As per the All India Council for Technical Education (AICTE), the following are some of the issues that can be raised under the General Grievance Redressal Committee in colleges:
 - Academic issues such as discrepancies in marks, attendance, and evaluation.
 - Infrastructure issues such as lack of facilities like classrooms, laboratories, and libraries.
 - Administrative issues such as delay in issue of certificates, transfer certificates, and other related documents.
 - Harassment issues such as mental, physical, and sexual harassment.
 - Discrimination issues such as caste, gender, religion, and other forms of discrimination.
 - Financial issues such as fee payment, refund, and scholarship-related issues.
 - Health and safety issues such as inadequate medical facilities, fire safety, and security concerns.
 - Any other issues that may arise from time to time and affect the academic environment and the welfare of the students and staff of the institution.
 - Dr.F.B.Sayyad informed all to communicate all the discussed points to all stakeholders by the end of this week.





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3. **Location to display updated the committee member's names and details** - Prof Amol B Gaikwad suggested location to display updated the committee member's names and details on the notice boards of each department for student convenience and also to update all the details on college website also.
4. **Last year's Grievances were discussed.** - As a Member secretary Prof. Pallavi M. Shimpi put up one of the grievance received from ladies and girls of the institute. They requested for Ladies room on each floor with first aid box, bed and chairs to rest in emergency. Dr. F. B. Sayyad, Chairman of GGRC noted the same for action.
5. Meeting was concluded with declaration of next meeting date. (Probably in July 2022)

Following members were present for the meeting:

| Sr No | Name of Committee Member | Designation | Signature |
|-------|--------------------------|--|-----------|
| 1 | Dr. F. B. Sayyad | Chairperson | |
| 2 | Prof. Pallavi M. Shimpi | Senior Teacher (SC/ST/OBC Category Representative) - Coordinator | |
| 3 | Prof. Amol B. Gaikwad | Senior Teacher (SC/ST/OBC Category Representative) | |
| 4 | Dr. Shobha Rupnar | Senior Teacher (Ladies Representative) | |
| 5 | Ms. Sanyukta Waghmare | Student (College Representative) | |



Dr. F. B. Sayyad
Principal



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Date-28/06/2022

General Grievance Redressal Committee

Action Taken Report

Meeting 1 held on 15/06/2022

1. Introduction of committee members for the current academic year:
 - o Committee members actively participated in grievance resolution processes, utilizing their expertise and experience.
 - o Encourage open communication and collaboration among committee members to ensure effective grievance redressal.
2. Type of issues that can be raised under this committee:
 - o Committee members to familiarize themselves with the types of grievances falling under the committee's purview.
 - o All are suggested to stay updated on relevant policies, procedures, and guidelines to address different categories of grievances effectively.
3. Location to display updated committee member's names and details:
 - o Concern staffs of GGRC informed to prepare Notices with the committee member's names, roles, contact information, and a brief introduction to display on each departmental Notice boards.
 - o Ensured that the display board or poster is prominently placed near the administrative office for easy visibility and accessibility.
4. Solved the last year's grievances by providing Ladies rooms on 2nd & 3rd floor with necessary things.

These actions aim to enhance transparency, accessibility, and effectiveness in addressing grievances within the college community.


Dr. F.B. Sayyad
Chairperson

