

Date: 26.06.2023

General Grievance Redressal Committee

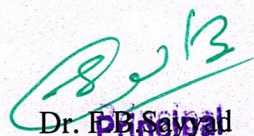
Meeting Notice-01

(A.Y 2023-24 Sem I)

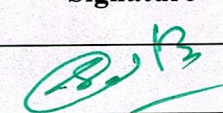
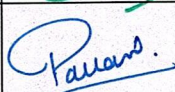
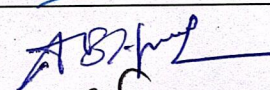
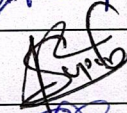
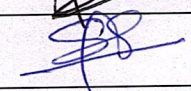
All the GGRC committee members are hereby informed to attend the meeting of General Grievance Redressal Committee on 30th June 2023 in Principal cabin by 11.00am sharp.

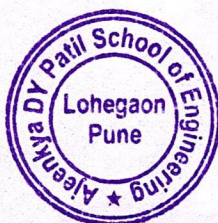
Agenda:

- Recap of GGRC's achievements and challenges from the previous academic year.
- Preparation and planning for the upcoming academic year.
- Assignment of responsibilities and roles within GGRC.
- Any other business.


 Dr. F. B. Sayyad
 Principal
 Ajeenkya DY Patil School of
 Engineering, Lohegaon, Pune

Following members are expected 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. Sadiya Sayyad	Student (College Representative)	



Date-30/06/2023

General Grievance Redressal Committee

Minutes of Meeting 01

(A.Y 2023-24 Sem I)

The meeting commenced at 11.30am with Principal Sir welcoming all members of the General Grievance Redressal Committee (GGRC) and expressing gratitude for their commitment to student welfare. The principal highlighted the importance of GGRC in maintaining a conducive academic environment and ensuring prompt resolution of grievances.

1: Recap of GGRC's achievements and challenges from the previous academic year

Principal sir initiated the discussion by recapping the key achievements of GGRC in the past year, including the number of grievances resolved and the improvements made in grievance handling procedures. Challenges faced by GGRC, such as procedural delays and communication issues, were also reviewed to identify areas for improvement.

2: Preparation and planning for the upcoming academic year

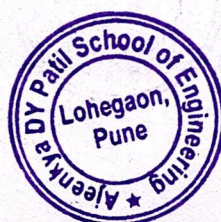
The principal emphasized the need for GGRC to be proactive and prepared for the challenges of the new academic year (2023-24) Strategies discussed included:

- Conducting regular training sessions for GGRC members on grievance handling and conflict resolution.
- Reviewing and updating the grievance redressal policy to ensure alignment with current regulations and best practices.
- Enhancing communication channels to facilitate faster resolution of grievances.

3: Assignment of responsibilities and roles within GGRC

Roles and responsibilities within GGRC were clarified to ensure efficient functioning as per the office order for 2023-24. Each member's role in grievance handling, documentation, and liaison with relevant departments was discussed and agreed upon.

4: Any other issues: Principal Sir encouraged GGRC members to share any additional suggestions or concerns. It was noted that: Regular meetings will be scheduled throughout the academic year

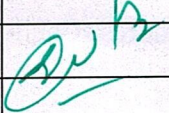
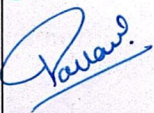
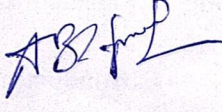
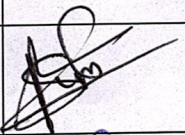
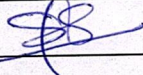


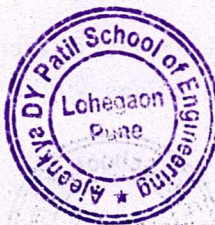
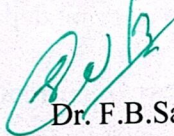
to monitor progress and address emerging issues. A feedback mechanism will be established to solicit input from students and faculty regarding GGRC's performance.

Conclusion:

Principal Sir concluded the meeting by thanking all GGRC members for their participation and dedication. The importance of GGRC in fostering a supportive academic environment was reiterated, and members were encouraged to approach the new academic year with renewed enthusiasm and commitment.

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

Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

Date-20/07/2023

General Grievance Redressal Committee

Action Taken Report (A.Y 2023-24)

Meeting 1 held on 30/06/2023

1. Recap of GGRC's Achievements and Challenges from the Previous Academic Year

- **Review of Achievements:** A comprehensive report on the achievements of GGRC, including the number of grievances resolved and improvements made, has been prepared and shared with all members for 2022-23.
- **Assessment of Challenges:** A detailed analysis of the procedural delays and communication issues faced last year has been conducted.
- **Plan for Improvement:** Strategies for addressing the identified challenges have been discussed and reviewed.

2. Preparation and Planning for the Upcoming Academic Year (2023-24) Regular meetings communicated for GGRC members on grievance handling and conflict resolution have been scheduled.

Policy Review and Update if needed- A review of the grievance redressal policy is underway to ensure it aligns with current regulations and best practices.

Enhancing Communication Channels:- Plans to enhance communication channels for faster grievance resolution have been developed and implementation has begun.

3. Assignment of Responsibilities and Roles within GGRC

- **Role Clarification:**
 - The roles and responsibilities of GGRC members have been communicated and distributed according to the office order for 2023-24.
- **Training on Roles:**
 - A briefing session has been conducted to clarify each member's role in grievance handling, documentation, and liaison with relevant departments.



4. Any Other Issues

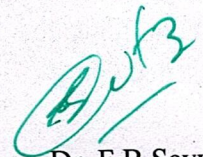
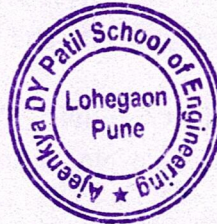
- **Regular Meetings:**

- A schedule for regular GGRC meetings throughout the academic year has been created to monitor progress and address emerging issues.

- **Feedback Mechanism:**

- A feedback mechanism to solicit input from students and faculty regarding GGRC's performance has been established and is now operational.

This Action Taken Report summarizes the key actions completed in response to the decisions made during the meeting held on 19th September 2023. The responsible persons are assigned to ensure that each action is carried out effectively within the stipulated timeframe.



Dr. F.B. Sayyad

Chairperson

Principal
Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune



Date: 15.09.2023

General Grievance Redressal Committee

Meeting Notice-02

(A.Y 2023-24 Sem I)

All the GGRC committee members are hereby informed to attend the meeting of General Grievance Redressal Committee on 19th Sept 2023 in Principal cabin by 12.45noon sharp. Faculties adjust their load to attend the meeting, if any.

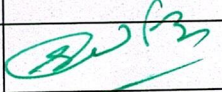
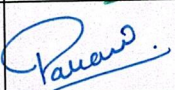
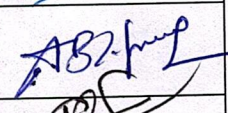
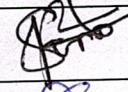
Agenda:

1. Student Participation in Youth Festival 2023 Organized by SPPU.
2. Smart Boards in Classrooms and updated Projectors.
3. Air Conditioning Provision in Computer Labs.
4. Provision of Clean Drinking Water, Washrooms, and Ladies Room.
5. Open Floor for Additional Items and Suggestions.
6. Closing Remarks and Next Meeting Schedule


Dr. F.B. Sayyad

Principal

Ajeenkya DY Patil School of
Engineering, Lohegaon, Pune

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