



Proceedings of student grievance redressal cell meeting

Date of meeting : 06/06/2017

Time : 4.15 - PM

Venue : Room 1-09

Agenda no.	Particulars
SDMCU/SGRC-MON/2017-18/01/01	Responsibilities of the committee
SDMCU/SGRC-MON/2017-18/01/02	Meeting the students
SDMCU/SGRC-MON/2017-18/01/03	Any other matter

Members present

Sl.no	Name	Designation
1	Ms. Shakunthala	Co-Ordinator
2	Mr.Ganaraja. K	Member
3	Ms. Shridevi	Member

Members absent : NIL

The Coordinator Ms.Shakuntala welcomed the members of the committee for the meeting.

Action taken : NIL

SDMCU/SGRC-MON/2017-18/01/01

Responsibilities of the committee

The Co-Ordinator briefed about the responsibilities of the committee to the members. The members also agreed to carry out the tasks of the committee throughout the year helping the students get more facilities. The members briefed the idea of conducting survey to get the opinion of the students regarding the facilities they are getting.

SDMCU/SGRC-MON/2017-18/01/02

Meeting the students

The Co-Ordinator suggested the members that they have to meet the students or the representatives of the class in order to get information regarding the overall opinion about

classes , classrooms and library facility. They felt that it is better to meet and collect 1st hand information.

SDMCU/SGRC-Mon/2017-18/01/03

Any other matter

The committee members discussed about preparing some question within two weeks to get the feedback by circulating the questionnaire. As there was no other issue to discuss the meeting ended with vote of thanks.

ATTESTED



Ms. Shakunthala

Co-Ordinator




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SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS)



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Proceedings of student grievance redressal cell meeting

Date of meeting : 08/10/2017

Time : 4.15 - PM

Venue : Room 1-11

Agenda no.	Particulars
SDMCU/SGRC-MON/2017-18/02/01	Review of the previous meeting
SDMCU/SGRC-MON/2017-18/02/02	Preparation of questionnaire
SDMCU/SGRC-MON/2017-18/02/03	Any other matter

Members present

Sl.no	Name	Designation
1	Ms. Shakunthala	Co-Ordinator
2	Mr.Ganaraja. K	Member
3	Ms. Shridevi	Member

Members absent : NIL

The Co-Ordinator welcomed the members to the meeting of the committee.

Action taken : The members of the committee finalized different areas of survey and the feedback that they can collect from the students.

SDMCU/SGRC-MON/2017-18/02/01

Review of the previous meeting

The Co-Ordinator of the committee briefed the members about the decision they made regarding conducting a survey by the students.

The members also agreed that they are preparing the questions and met the students to find convenient time to carry out the survey.

SDMCU/SGRC-MON/2017-18/02/02

Preparation of questionnaire

The members have responded to the duty assigned to them and finalized questionnaire. They are selecting some batches for conducting survey and get the feedback. The feedback will help in providing facilities to the students.

SDMCU/SGRC-MON/2017-18/02/03

Any other matter

The Co-Ordinator agreed to the briefing made by the members regarding the progress of the work. As there was no other issue for the discussion the meeting ended with the vote of thanks by the Co-Ordinator.



ATTESTED


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Ms. Shakunthala

Co-Ordinator

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Proceedings of student grievance redressal cell meeting

Date of meeting : 24/03/2018

Time : 10.30 - AM

Venue : Room 1-09

Agenda no.	Particulars
SDMCU/SGRC-MON/2017-18/03/01	Getting the feedback
SDMCU/SGRC-MON/2017-18/03/02	Other surveys
SDMCU/SGRC-MON/2017-18/03/03	Any other matter

Members present

Sl.no	Name	Designation
1	Ms. Shakunthala	Co-Ordinator
2	Mr.Ganaraja. K	Member
3	Ms. Shridevi	Member

Members absent : NIL

The Co-Ordinator welcomed the members to the meeting to get the feedback of the progress of the survey.

Action taken : The survey that was proposed to be conducting in the previous meeting was completed.

SDMCU/SGRC-MON/2017-18/03/01

Getting the feedback

The Co-Ordinator asked the members regarding the progress made related to survey and feedback. The members reported that they have already collected it and analysed the opinion of the students. There are suggestions regarding more drinking water facilities and permission for more time to be spent in library.

SDMCU/SGRC-MON/2017-18/03/02

Other surveys

The Co-Ordinator suggested the members to plan for more surveys and more areas to be identified for getting the opinion about the facilities in the college. The members agreed that they are planning for different areas for conducting surveys.

SDMCU/SGRC-MON/2017-18/03/03

Any other matter

The members suggested the Co-Ordinator that they can conduct survey on mid day meal facility and wash room facilities for both boys and girls. As the discussion came to end they concluded the meeting at 11.15 AM.

ATTESTED




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Ms. Shakunthala

Co-Ordinator