

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS)

UJIRE - 574 240



DAKSHINA KANNADA, KARNATAKA STATE

(Re-Accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4)

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Proceedings of student grievance redressal cell meeting

Date of meeting : 14/06/2018

Time : 11 AM

Venue : Discussion room

Agenda no.	Particulars
SDMCU/SGRC-MON/2018-19/01/01	Responsibilities
SDMCU/SGRC-MON/2018-19/01/02	Discussion with students
SDMCU/SGRC-MON/2018-19/01/03	Any other matter

Members present

Sl.no	Name	Designation
1	B .Ganesh Nayak	Co-Ordinator
2	Ms. Ratnavathi	Member
3	Ms. Sangeetha	Member

Members absent : NIL

Co-Ordinator of the committee welcomed the members for the meeting

SDMCU/SGRC-Mon/2018-19/01/01

Responsibilities

The Co-Ordinator briefed about the responsibilities of the committee. It is discussed to meet the students and convey about the committee and the assistance that the committee can offer to the students.

SDMCU/SGRC-MON/2018-19/01/02

Discussion with students

The Co-Ordinator Mr. Ganesh Nayak discussed with the committee that the members have to hold meeting with the students and discuss about the grievances. They have to meet students representatives in order to know about the grievances and full fill the requests in order to provide facilities.

SDMCU/SGRC-MON/2018-19/01/03

Any other matter

The members agreed to hold discussion with the students in order to get the feedback from

the students. Hence they can put forward the request of the students to the higher authority.

As there were no other issues the meeting ended with the vote of thanks by the Co-Ordinator.



ATTESTED


PRINCIPAL
S.D.M. COLLEGE
UJIRE - 574240, D.K


B. Ganesh Nayak

Co-Ordinator

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Proceedings of student grievance redressal cell meeting

Date of meeting : 08/08/2018

Time : 4.15 PM

Venue : Room no. 1-10

Agenda no.	Particulars
SDMCU/SGRC-MON/2018-19/02/01	Review of the previous meeting
SDMCU/SGRC-MON/2018-19/02/02	Meeting with students
SDMCU/SGRC-MON/2018-19/02/03	Any other matter

Members present

Sl.no	Name	Designation
1	B .Ganesh Nayak	Co-Ordinator
2	Ms. Ratnavathi	Member
3	Ms. Sangeetha	Member

Members absent : NIL

The Co-Ordinator welcomed the members for the meeting.

SDMCU/SGRC-MON/2018-19/02/01

Review of the previous meeting.

The Co-Ordinator reviewed the progress of the issue that was discussed in the meeting of the previous month.

Action taken : The members of the committee mentioned that they have conducted oral survey with the students in order to know about the grievances of the students.

SDMCU/SGRC-MON/2018-19/02/02

Meeting with the students

The member Ms. Ratnavathi explained to the Co-Ordinator that she has decided to hold the meeting with the students. The representatives will be met to discuss further the issues in order to get more facilities regarding drinking water and library reading hours.

SDMCU/SGRC-MON/2018-19/02/03


Any other matter

The members discussed about other issues that they can discuss with the students to be more familiar with the students and make the committee student friendly. The meeting ended with the vote of thanks by the Co-Ordinator.



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B. Ganesh Nayak
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Proceedings of student grievance redressal cell meeting

Date of meeting : 11/12/2018

Time : 4.20- PM

Venue : Room 1-10

Agenda no.	Particulars
SDMCU/SGRC-MON/2018-19/03/01	Review of the previous meeting
SDMCU/SGRC-MON/2018-19/03/02	Conducting survey
SDMCU/SGRC-MON/2018-19/03/03	Any other matter

Members present

Sl.no	Name	Designation
1	B .Ganesh Nayak	Co-Ordinator
2	Ms. Ratnavathi	Member
3	Ms. Sangeetha	Member

Members absent : NIL

The Co-Ordinator welcomed the members for the meeting to discuss the progress in the work discussed previously.

Action taken : The members , as discussed earlier held the meeting with student representatives in order to get feedback about the problems they face.

SDMCU/SGRC-MON/2018-19/03/01

Review of the previous meeting

The Co-Ordinator drew the attention of the members regarding what was discussed in the previous meeting. The Co-Ordinator raised the issue of discipline and use of mobiles by the students in the college.

He insisted that the members should observe the students regarding their indiscipline or behavior.

SDMCU/SGRC-MON/2018-19/03/02

Conducting survey

The members explained the Co-Ordinator that they have decided to conduct survey with students on different issues like discipline and classroom facilities among the students. They suggested they would get feedback from the students. In order to do this they will select the students and will provide feedback format. On the basis of that they will derive the views of the students.


SDMCU/SGRC-MON/2018-19/03/03


Any other matter

The Co-Ordinator suggested the members that they have to orient the students before the conducting the survey. They have to convince the students to be reasonable and prompt in giving feedback. The meeting ended with the vote of thanks by the Co-Ordinator at 5.15 PM.



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Proceedings of student grievance redressal cell meeting

Date of meeting : 10/01/2019

Time : 4.20 PM

Venue : Room 1-10

Agenda no.	Particulars
SDMCU/SGRC-MON/2018-19/04/01	Discussion on preparation of question to survey.
SDMCU/SGRC-MON/2018-19/04/02	Getting the feedback
SDMCU/SGRC-MON/2018-19/04/03	Any other matter

Members present

Sl.no	Name	Designation
1	B .Ganesh Nayak	Co-Ordinator
2	Ms. Ratnavathi	Member
3	Ms. Sangeetha	Member

Members absent : NIL

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

Action taken : The committee members had prepared the questions and finalized it for conducting the survey.

SDMCU/SGRC-MON/2018-19/04/01

Discussion on preparation of question for survey

The Co-Ordinator discussed about the preparation of questions and conducting a survey. The members said that the questions are ready and for conducting survey. They will soon distribute the questionnaire to the students and within a week will collect the feedback.

SDMCU/SGRC-MON/2018-19/04/02

Getting the feedback

The members agreed that the feedback collected will be analysed according to topics. On the basis of the statistics collected they will report to the Co-Ordinator of the committee.


SDMCU/SGRC-MON/2018-19/04/03

Any other matter

The members of the committee further discussed that they have to focus on other areas to conduct survey and collect information on various areas. The meeting concluded with vote of thanks by the Co-Ordinator.

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B. Ganesh Nayak

Co-Ordinator