

**MAHATMA EDUCATION SOCIETY'S  
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE  
RASAYANI**

Date: 13/02/2018

**MINUTES OF THE MEETING OF STUDENTS GRIEVANCE  
REDRESSAL COMMITTEE**

A meeting of the Students Grievance Redressal Committee was conducted in Principal's Conference Room on 10<sup>th</sup> February 2018 at 3.00 p.m. The following members were present for the meeting.

- |                            |                      |
|----------------------------|----------------------|
| 4. Dr. Lata Menon          | Chairman (Principal) |
| 5. Mr. Binit Kumar         | Member Secretary     |
| 6. Ms. Sweta Roy Choudhury | Member               |
| 7. Ms. Sreelakshmi Nair    | Member               |
| 8. Ms. Harshita Singh      | Member               |
| 9. Mr. Swapnil Patil       | Member               |
| 10. Ms. Shreeja Joji       | Member               |

Dr. Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to increase the publicity among students and parents about the committee during the admission period.

The meeting ended with vote of thanks to the chair.

  
Chairman

**MAHATMA EDUCATION SOCIETY'S  
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE  
RASAYANI**

Date: 03/02/2018

**NOTICE**

All the members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 10<sup>th</sup> February 2018 at 3.00 p.m on the following agenda in Principal's Conference Room.

1. Discussion on complaints if any received from any student or parent regarding admission, administrative, academic and other related subjects.
2. Any points to improve the Grievance Redressal mechanism.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.

  
Member Secretary

**MAHATMA EDUCATION SOCIETY'S  
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE  
RASAYANI**

Date: 23/09/2017

**MINUTES OF THE MEETING OF STUDENTS GRIEVANCE  
REDRESSAL COMMITTEE**

A meeting of the Students Grievance Redressal Committee was conducted in Principal's Conference Room on 19<sup>th</sup> August 2017 at 3.00 p.m. The following members were present for the meeting.

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|----------------------------|------------------|
| 1. Dr. Lata Menon          | Chairman         |
| 2. Mr. Binit Kumar         | Member Secretary |
| 3. Ms. Sweta Roy Choudhury | Member           |
| 4. Ms. Sreelakshmi Nair    | Member           |
| 5. Ms. Harshita Singh      | Member           |
| 6. Mr. Swapnil Patil       | Member           |
| 7. Ms. Shreeja Joji        | Member           |

Dr. Lata Menon was in the chair. She welcomed all the members present.

All the members of the committee discussed the matter at length the directions given by the various statutory authorities regarding the grievance redressal mechanism to be implemented in the institutes and suggested to increase the publicity among students and parents about the committee during the admission period.

The meeting ended with vote of thanks to the chair.

  
Chairman

**MAHATMA EDUCATION SOCIETY'S  
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE  
RASAYANI**

Date: 12 August, 2017

**NOTICE**

All the members of the Students Grievance Redressal Committee are hereby informed to attend a meeting which will be held on 19<sup>th</sup> August, 2017 at 3.00 p.m on the following agenda in Principal's Conference Room.

1. Discussion on complaints if any received from any student or parent regarding admission, administrative, academic and other related subjects.
2. Any points to improve the Grievance Redressal mechanism.
3. Any other matter with the permission of the chair.

All the members are requested to attend the meeting positively.

  
Member Secretary

**MAHATMA EDUCATION SOCIETY'S  
PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE  
RASAYANI**

Date: 20<sup>th</sup> June 2017

**CONSTITUTION OF STUDENTS GRIEVANCE REDRESSAL  
COMMITTEE**

The following Grievance Redressal Committee at institute level is being constituted to hear and dispose speedily the complaints received from the aggrieved students and their parents regarding admission, administrative, academic and other related subjects. As a solution for this problem the college has formed "The Students' Grievances Redressal Committee" in line with the same committee formed by the University of Mumbai as per the University Act 1998.

The Committee consists of:

1. Dr. Lata Menon	Chairman (Principal)
2. Mr. Binit Kumar	Member Secretary
3. Ms. Sweta Roy Choudhury	Member
4. Ms. Sreelakshmi Nair	Member
5. Ms. Harshita Singh	Member
6. Mr. Swapnil Patil	Member
7. Ms. Shreeja Joji	Member
8. Ms. Ketaki Nikam	Student Member
9. Mr. Numaan Shaikh	Student Member

The committee exercises the following powers and performs the following functions:

- To receive the applications from the students at individual level and process them
- To scrutinize the received applications and hear the students in person if needed
- To hear both the parties and settle grievances as early as possible
- To provide oral advice to the students whenever the oral advice is sufficient to resolve the grievances
- To provide advice to the students through correspondence
- To settle the disputes in satisfactory manner and report them to the Principal
- To submit the general report of grievances to the Principal for suitable actions

The above committee shall maintain a register and record of all the complaints received from the aggrieved students and parents regarding the subject mentioned above and call immediate meeting to dispose off the complaint within fifteen days from the date of receipt of complaint and taking into consideration the nature of complaints the decision should be issued in accordance with the rules and regulations framed by the statutory bodies from time to time.

*Sabir*  
Principal