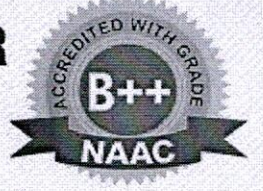




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Ref. No- VPGM/2026/7548

Date- 01.04.2026

CIRCULAR

All the members are informed that a meeting of Student Grievance Redressal Committee will be held on 01-04-2026 at 01:00 pm in the Grievance Redressal Cell.

So, all the members are requested to attend the meeting.

Agendas

- Confirmation of the minutes of the meeting held on 16 July 2025.
- Replacement of one committee member.
- Discussion regarding the repair of the water cooler.
- Discussion on students' issues related to internet connectivity in classrooms and the requirement of new digital boards.
- Discussion on students' demand for an Educational tour.



Presiding Officer

Copy to: -

1. Principal Office
2. All Committee Members
3. IQAC
4. All Committee



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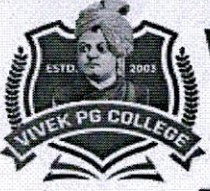
Minutes of Meeting

The agenda and outcome of the Student Grievance Redressal Committee meeting held on 01-04-2026.

S.No.	Agenda	Discussion
1.	Confirmation of the minutes of the meeting held on 16 July 2025.	The minutes of the previous meeting were reviewed and confirmed by all members without any modifications. It was decided to continue with the previously discussed action plan.
2.	Replacement of one committee member.	Suggestions for the new member were invited and discussed. One suitable member was finalised, and the proposal will be forwarded to the Principal for approval.
3.	Discussion regarding the repair of the water cooler.	The issue of the non-functional water cooler was discussed. It was decided to carry out the repair work at the earliest. The concerned authority will be informed to take necessary action.
4.	Discussion on students' issues related to internet connectivity in classrooms and the requirement of new digital boards.	Students' issues regarding internet connectivity and the requirement of digital boards Members discussed the problems faced by students due to poor internet connectivity in classrooms. It was proposed to improve internet facilities and install new digital boards to enhance teaching-learning processes.
5	Discussion on students' demand for an Educational tour.	The demand for an educational tour was discussed. It was agreed to organize an educational tour, subject to approval from higher authorities and availability of funds. A tentative plan will be prepared.

The Meeting ended with a vote of thanks of the chair.

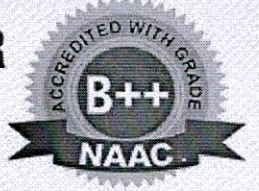




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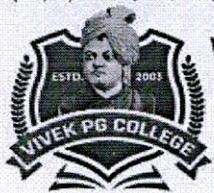
Ref. No-

Date- 01.04.2026

ATTENDANCE

Sr. No.	Name of Members	Position	Signature
1	Dr. Indu Bala Choudhary	Presiding Officer	
2	Dr. Sunita Bedwal	Member	
3	Dr. Anita	Member	
4	Ms. Garima Gupta	Member	
5	Mr. Dilip Singh Rathore	Member	
6	Sehwag Verma	Student Repetitive	

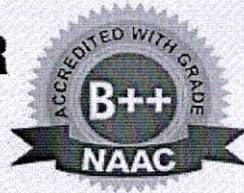




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Ref. No-

Date- 01.04.2026

The Action Taken Report

Action taken report: Student Grievance Redressal Committee meeting held on 01-04-2026.

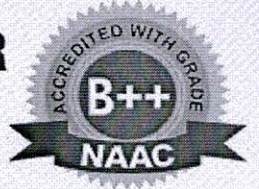
S.No.	Agendas	Action taken
1.	Confirmation of the minutes of the meeting held on 16 July 2025.	The minutes of the previous meeting were reviewed and confirmed by the committee. No corrections or amendments were proposed.
2.	Replacement of one committee member.	One committee member was replaced due to resignation/transfer. The committee approved the appointment of a new member. The updated list has been submitted to the administration and displayed on the notice board.
3.	Discussion regarding the repair of the water cooler.	The issue of the faulty water cooler was discussed. A technician was assigned, and the repair work has been completed successfully. The water cooler is now functioning properly.
4.	Discussion on students' issues related to internet connectivity in classrooms and the requirement of new digital boards.	The requirement for digital boards and proper internet connectivity in classrooms was discussed. A proposal has been prepared and submitted to the administration for approval and necessary action.
5	Discussion on students' demand for an Educational tour.	The demand for an educational tour was discussed. The committee has forwarded the proposal to the management for approval. Planning and arrangements will be initiated after approval.



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Ref. No-

Date- 01.04.2026



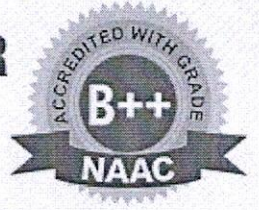
SGRC 14th Meeting





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Ref.: V.P.G.M./2025/6876

Date : 14-07-2025

CIRCULAR

All the members of the Grievance Redressal Committee (GRC) are hereby informed that a meeting of the committee will be held on 16 July 2025, at 1:30 PM in the Grievance Redressal cell.

So, all the members are requested to attend the meeting.

AGENDAS

1. Confirmation of minutes of meeting held on 16th July 2025.
2. Replacement of two committee members.
3. Discussion on awareness programs for newly admitted UG and PG students to be conducted by internal faculty members.
4. Planning a program on "Cyber Security" Awareness Program for female students.



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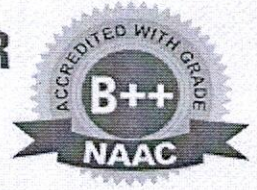
1. Principal office
2. All Committee Members
3. IQAC
4. All Committe



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Ref.:

Date :

Minutes of Meeting

The agenda and outcome of the Grievance Redressal Committee meeting held on 16/07/2025.

Sr No.	AGENDA's	DISCUSSION
1	Confirmation of minutes of the meeting held on 16th July 2025	The minutes of the previous meeting were reviewed and confirmed by all members without any modifications. It was decided to maintain continuity in the action plan discussed earlier.
2	Replacement of two committee members	Suggestions for new members were invited and finalized after mutual discussion. The new member list will be forwarded to the Principal for formal approval.
3	Awareness programs for newly admitted UG and PG students	The committee discussed organizing an orientation and awareness program for newly admitted students. It was agreed that internal faculty members from different departments will conduct sessions on: Student rights and responsibilities Academic integrity and grievance redressal mechanisms Campus ethics and discipline the tentative schedule will be prepared by the GRC in coordination with the IQAC.
4	Cyber Security Awareness Program for female students	Members emphasized the importance of promoting online safety and digital awareness among female students. It was proposed to conduct a special "Cyber Security Awareness Program" in collaboration with the college IT department or an invited expert.

The meeting ended with a vote of thanks to the chair.





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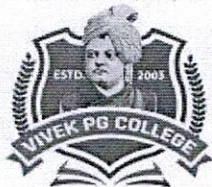
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Date :

Attendance

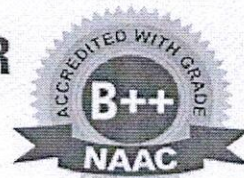
Sr. No.	Members	Positions	Signature
1	Dr. Indu Bala Choudhary	Presiding Officer	
2	Dr. Sunita Bedwal	Member	
3	Dr. Suman Kanwar	Member	
4	Ms. Garima Gupta	Member	
5	Mr. Dilip Singh	Member	
6	Sehwag Verma	Student Representative	





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Ref.:

Date :

ACTION TAKEN REPORT

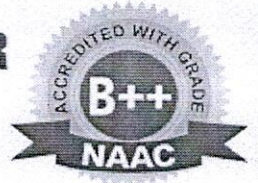
The Action taken report Grievance Redressal Committee meeting held on 16/07/2025.

Sr No.	AGENDA's	ACTION TAKEN
1.	Confirmation of minutes of the meeting held on 16th July 2025	As this was the first meeting held on 16th July 2025, the committee formally recorded and confirmed the minutes of the same during the meeting itself. No corrections or amendments were proposed.
2.	Replacement of two committee members	Two members of the existing Grievance Redressal Committee were replaced due to transfer/resignation. The committee approved the inclusion of the following new members: • Dr. Suman Kanwar • Ms. Garima Gupta The updated list of committee members has been submitted to the institution administration and uploaded to the official notice board/website.
3.	Awareness programs for newly admitted UG and PG students	The committee proposed and finalized the schedule for orientation and awareness sessions addressing student rights, grievance redressal mechanisms, and code of conduct. These sessions will be conducted during the induction week of the academic year 2025-26. • The sessions will be handled by faculty coordinators and members of the Grievance Redressal Committee. • IEC materials (posters, flyers, and digital slides) will be prepared and distributed to departments.



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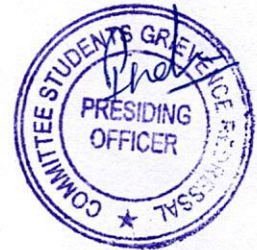


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Date :

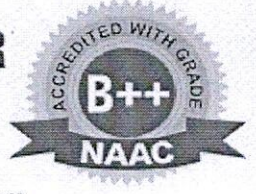
4.	Cyber Security Awareness Program for female students	A Cyber Security Awareness Workshop specifically for female students was approved. The following action points were initiated: • Proposed date: August 26, 2025 • Guest Speaker: Mr. Roshan Kumawat from Cyber Unit Jaipur West. : Mr. Narendra Singh Choudhary from ASI Kalwar Police Station. • Topics will include online safety, privacy, social media security, and cybercrime reporting mechanisms. • Posters and registration forms will be circulated in the first week of August.
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VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

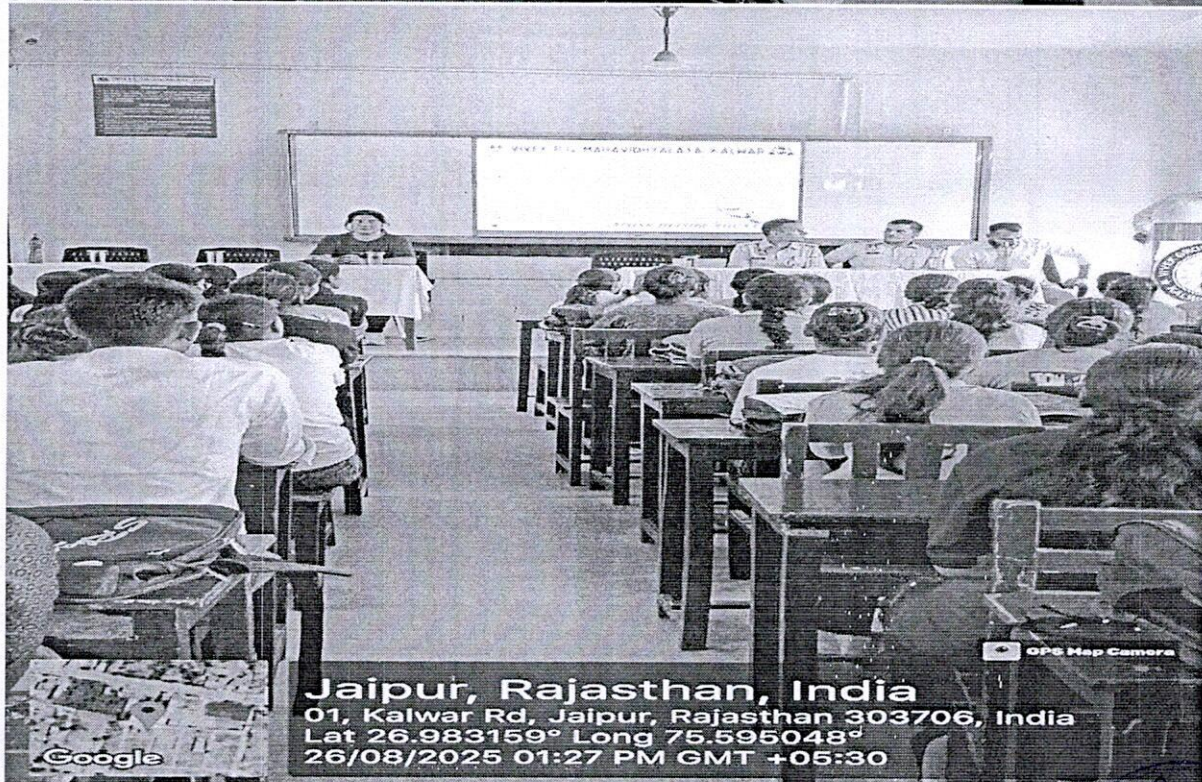
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Ref.: VPhm/2025/6876

Date : 14/7/25





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DATE: - 05/03/2025

CIRCULAR

All the members are informed that a meeting of Grievance Redressal Committee will be held on 08/03/2025 at 02:00 pm in principal's office.

So, all the members are requested to attend the meeting.

Agenda of the Meeting

- Change in Designation of Chairperson to Presiding Officer.
- Provision for Online Submission of Grievances.
- Review of Student Grievances based on Infrastructure.
- Awareness Program for New admitted Students.

Dr. Indu Bala Choudhary

Presiding Officer



Copy to: -

1. Principal Office
2. All Committee Members
3. IQAC
4. Notice Board



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The agenda and outcome of the Grievance Redressal Committee meeting held on 08/03/2025.
The meeting commenced at 02:00 PM with Dr. Indu Bala Choudhary,
Presiding Officer, welcoming all members.

S.No.	Agenda	Discussion
1.	Change in Designation of Chairperson to Presiding Officer	The committee proposed changing the title of Chairperson to Presiding Officer to better align with official responsibilities.
2.	Provision for Online Submission of Grievances.	The committee deliberated on the necessity of an online or email-based system to streamline the grievance submission procedure.
3.	Review of Student Grievances based on Infrastructure.	The committee reviewed the nature of grievances submitted by students, whether administrative or infrastructure-related and Informed by the students that additional fan facilities are needed in the classrooms.
4.	Awareness Program for New admitted Students.	Since the new academic session is starting, the importance of making students aware of the grievance redressal process was discussed.

Closing Remarks: -

Dr. Indu Bala Choudhary summarized the decision and action items discussed during the meeting. She emphasizes the importance of implementation the recommendation for improvements and encouraged ongoing collaborations to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Dr. Indu Bala Choudhary

Presiding Officer





F4(179/60)AAKASHI/ANU/2003/89

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ATTENDANCE

Sr. No.	Name of Members	Position	Signature
1	Dr. Indu Bala Choudhary	Chairperson	
2	Dr. Sunita Bedwal	Member	
3	Mr. K.L. Yadav	Member	
4	Mr. Dilip Singh Rathore	Member	
5	Ms. Simran Sain	Member	
6	Sehwag Verma	Student Repetitive	

Dr. Indu Bala Choudhary

Chairperson

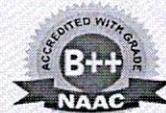




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Action taken report Grievance Redressal Committee meeting held on 08/03/2025.

S.No.	Agenda	Action taken
1.	Change in Designation of Chairperson to Presiding Officer	The committee approved the change, and Dr. Indu Bala Choudhary was designated as the Presiding Officer.
2.	Provision for Online Submission of Grievances.	An official email address will be established for student issues, and there is a grievance reporting site available online.
3.	Review of Student Grievances based on Infrastructure.	To make sure complaints are handled within a certain amount of time, a tracking system has been devised.
4.	Awareness Program for New admitted Students.	The committee implement to organize an awareness program for newly admitted students, covering grievance submission procedures, response timelines, and support systems.

Grievance Redressal Committee

Presiding Officer





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DATE: - 04/10/2024

CIRCULAR

All the members are informed that a meeting of Grievance Redressal Committee will be held on 05/10/2024 at 02:00 pm in principal's office.

So, all the members are requested to attend the meeting.

Agenda of the Meeting

- In this meeting all the committee members decided to change the chair person and new members assign the charges to new chairperson Dr. Indu Bala Choudhary.
- Awareness of new admitted students and faculty members regarding the cell and its function/objectives.
- Analysis of Major students Grievances Related to physical infrastructure/ Academic.
- Planning of up coming activities related to the students and faculty Grievances.

Grievance Redressal Committee

Chair person

Dr. Indu Bala Choudhary



Copy to: -

1. Principal Office
2. All Committee Members
3. IQAC
4. Notice Board



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The agenda and outcome of the Grievance Redressal Committee meeting held on 05/10/2024.

The meeting commenced at 02:00 PM with Dr. Indu Bala Choudhary, Welcoming all attendances. She introduced the committee members present and emphasized the importance of the Grievance committee in maintaining a fair and just environment within the college community.

S.No.	Agenda	Discussion
1.	In this meeting all the committee members decided to change the chair person and new members assign the charges to new chairperson Dr. Indu Bala Choudhary.	New chairperson Dr. Indu Bala Choudhary has been appointed for this committee.
2.	Awareness of new admitted students and faculty members regarding the cell and its function/objectives.	Ensuring awareness among new students and faculty about the cell and its objectives is essential for smooth integration. Orientation programs, informative sessions, and digital resources help them understand the cell's role in academic support, grievance resolution, and extracurricular activities, fostering active participation and engagement.
3.	Analysis of Major students Grievances Related to physical infrastructure/ Academic.	There was discussion on some students often face Grievances related to both physical infrastructure and academic matters like Library, Facilities, Hostel, classrooms, and attendance issues.
4.	Planning of upcoming activities related to the students and faculty Grievances.	Discussion on upcoming activities dates, locations, budget and well ness programs etc... related to the students and faculty.

Closing Remarks: -

Dr. Indu Bala Choudhary summarized the decision and action items discussed during the meeting. She emphasizes the importance of implementation the recommendation for improvements and encouraged ongoing collaborations to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Dr. Indu Bala Choudhary

Chairperson





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ATTENDANCE

Sr. No.	Name of Members	Position	Signature
1	Dr. Indu Bala Choudhary	Chairperson	
2	Dr. Sunita Bedwal	Member	
3	Mr. K.L. Yadav	Member	
4	Mr. Dilip Singh Rathore	Member	
5	Ms. Simran Sain	Member	
6	Sehwag Verma	Student Repetitive	

Dr. Indu Bala Choudhary

Chairperson





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Action taken report Grievance Redressal Committee meeting held on 08/03/2025.

S.No.	Agenda	Action taken
1.	In this meeting all the committee members decided to change the chair person and new members assign the charges to new chairperson Dr. Indu Bala Choudhary.	New chairperson has been appointed.
2.	Awareness of new admitted students and faculty members regarding the cell and its function/objectives.	Dr. Indu Bala Choudhary explain the committee functions and objective to all the new members in detail.
3.	Analysis of Major students Grievances Related to physical infrastructure/ Academic. (Library, Hostel, Classrooms and attendance)	All the issues of the students related to the Grievances has been resolved.
4.	Upcoming activities dates, locations, budget and wellness programs related to the students and faculty Grievances.	Summary of decisions made and action items.

Grievance Redressal Committee

Chairperson





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E-mail: info@vivekpgcollege.com

CIRCULAR

Date: 17 October 2023

A meeting of **Grievance Redressal Committee** will be held on **18/10/2023** at **02:00 PM** in the principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Timely issues of Mark-Sheets, Transfer Certificate, Character Certificate or other examination and scholarship related matters.
- No dues and payments for various items from the library, hostels and other financial matters.
- Certain misgivings about conditions of sanitation, preparation of food and other offensive activities.

Grievance Redressal Committee
Coordinator



Copy to:

1. Chairman
2. Principal
3. All Committee Members

Principal

PRINCIPAL
VIVEK PG COLLEGE
KALWAR, JAIPUR-303706



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E-mail: info@vivekpgcollege.com

The agenda and outcome of the Grievance Redressal Committee meeting held on **18/10/2023**.

The meeting commenced at 02:00 PM with Dr. Nimba Ram Bhaker, the chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievance Committee in maintaining a fair and just environment within the college community.

Agenda	Discussion
Timely issue of mark-sheets, Transfer certificate, Character Certificates or other examination and scholarship related matters.	Some faculty members told that students are facing some problems related to mark-sheets, Transfer certificate, Character Certificates or other examination and scholarship related matters. Chairperson recommended and instructed the concerned office staff to sort out these problems.
No dues and payments for various items from the library, hostels and other financial matters.	Students are facing some problems related to dues from library, hostels and other financial matters. Principal instructed the concerned staff to keep away these problems.
Certain misgivings about condition of sanitation, preparation of food and any other offensive activities.	Faculty members told that sanitation and preparation of food is not on time and proper. All staff members will strive to remove these problems.

Closing Remarks:-

Dr. Sunita Bedwal summarized the decision and action items discussed during the meeting. She emphasizes the importance of implementation the recommendation for improvements and encouraged ongoing collaborations to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee

Coordinator




Principal

PRINCIPAL
VIVEK PG COLLEGE
KALWAR, JAIPUR-303706



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E-mail: info@vivekpgcollege.com

Attendance

S.No.	Name of Members	Position	Signature
1	Dr. Nimba Ram Bhaker	Chairperson	
2	Dr. Sunita Bedwal	Coordinator	
3	Dr. Indu Bala Choudhary	Member	
4	Mr. Kanhaiya Lal Yadav	Member	K. L. Yadav
5	Mr. Dilip Singh Rathore	Member	
6	Sandeep	Student Representative	

Grievance Redressal Committee

Coordinator



Principal

PRINCIPAL

VIVEK PG COLLEGE
KALWAR, JAIPUR-303706



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Action taken report Grievance Redressal Committee meeting held on **18/10/2023**.

S.No.	Agenda	Action Taken
1	Timely issue of mark-sheets, Transfer certificate, Character Certificates or other examination and scholarship related matters.	Timely issues of all certificates and documents were done well maintained.
2	No dues and payments for various items from the library, hostels and other financial matters.	All dues and payments are now being done on time.
3	Certain misgivings about condition of sanitation, preparation of food and any other offensive activities.	Proper sanitation, preparation of food and other things have been done in proper and well maintained way.

Grievance Redressal Committee

Coordinator




Principal
PRINCIPAL
VIVEK PG COLLEGE
KALWAR, JAIPUR-303706



VIVEK P.G. COLLEGE KALWAR, JAIPUR

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E-mail: info@vivekpgcollege.com

CIRCULAR

Date: 14.03.2024

A meeting of **Grievance Redressal Committee** will be held on **15/03/2024** at **01:00 PM** in the principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Grievance related to summer internship and placements.
 - Repair and maintenance work.
 - Career Counseling and Competitive Examination Guidance Class.
- Discussion for the placement and enhancement of the students.

Grievance Redressal Committee
Coordinator



Copy to:

1. Chairman
2. Principal
3. All Committee Members


Principal

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The agenda and outcome of the Grievance Redressal Committee meeting held on **15/03/2024**.

The meeting commenced at 01:00 PM with Dr. Nimba Ram Bhaker, the chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievance Committee in maintaining a fair and just environment within the college community.

S.No.	Agenda	Action Taken
1	Grievance related to summer internship and placements.	There was a discussion that some students demanded for internship and placements in last years. Chairperson instructed the faculty members to ensure that every student must go for internship and good opportunity for job.
2	Repair and maintenance work.	Chairperson Dr. Nimba Ram Bhaker instructed Mr. Dilip Singh Rathore to get the repair work done and infrastructure to be well maintained.

Closing Remarks:-

Dr. Sunita Bedwal summarized the decision and action items discussed during the meeting. She emphasizes the importance of implementation the recommendation for improvements and encouraged ongoing collaborations to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee

Coordinator




Principal
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Attendance

S.No.	Name of Members	Position	Signature
1	Dr. Nimba Ram Bhaker	Chairperson	
2	Dr. Sunita Bedwal	Coordinator	
3	Dr. Indu Bala Choudhary	Member	
4	Mr. Kanhaiya Lal Yadav	Member	
5	Mr. Dilip Singh Rathore	Member	
6	Sandeep	Student Representative	

Grievance Redressal Committee
Coordinator



Principal

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Action taken report Grievance Redressal Committee meeting held on **15/03/2024**.

S.No.	Agenda	Action Taken
1	Grievance related to summer internship and placements.	All grievances related to summer internship and placements were solved by the placement cell.
2	Repair and maintenance work.	Infrastructure and computers were repaired promptly.

Grievance Redressal Committee
Coordinator



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CIRCULAR

Date: 18.01.2023

A meeting of **Grievance Redressal Committee** will be held on **19/01/2023** at **02:00 PM** in the principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Student's grievance related to late classes.
- More and more co-curricular and extra-curricular activities for the development of the students.
- Grievances related to summer internship and placements.

**Grievance Redressal Committee
Coordinator**



Copy to:

1. Chairman
2. Principal
3. All Committee Members

Principal

**PRINCIPAL
VIVEK PG COLLEGE
KALWAR, JAIPUR-303706**



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The agenda and outcome of the Grievance Redressal Committee meeting held on
19/01/2023.

S.No.	Agenda	Discussion
1	Student's grievance related to late classes.	There was a discussion that some students complained for late classes. Chairperson instructed the faculty members that every class must start on time.
2	More and more co-curricular and extra-curricular activities for the development of the students.	Chairperson Dr. Nimba Ram Bhaker instructed and recommended to boost co-curricular and extra-curricular activities for student's development.

Closing Remarks:-

Dr. Sunita Bedwal summarized the decision and action items discussed during the meeting. She emphasizes the importance of implementation the recommendation for improvements and encouraged ongoing collaborations to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee
Coordinator



Principal
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Attendance

S.No.	Name of Members	Position	Signature
1	Dr. Nimba Ram Bhaker	Chairperson	
2	Dr. Sunita Bedwal	Coordinator	
3	Dr. Indu Bala Choudhary	Member	
4	Mr. Kanhaiya Lal Yadav	Member	 K.L. Yadav
5	Mr. Dilip Singh Rathore	Member	 Dilip Singh
6	Priya Choudhary	Student Representative	

Grievance Redressal Committee
Coordinator



Principal
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Action taken report Grievance Redressal Committee meeting held on **19/01/2023**.

S.No.	Agenda	Action Taken
1	Student's grievance related to late classes.	All classes are now going on timely.
2	More and more co-curricular and extra-curricular activities for the development of the students.	Event Calendar was designed and activities were begun by the HOD and class coordinator.

Grievance Redressal Committee
Coordinator



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CIRCULAR

Date: 20.09.2022

A meeting of **Grievance Redressal Committee** will be held on **21/09/2022** at **03:00 PM** in the principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Maintenance of class room infrastructure such as door latches, window stoppers, fan regulators, light fittings and floor tiles etc.
- Upgradation of computers in lab.
- Availability of cold drinking water.
- To upload study material and questions for examination purpose.

Grievance Redressal Committee

Coordinator



Principal

PRINCIPAL
VIVEK PG COLLEGE
KALWAR, JAIPUR-303706

Copy to:

1. Chairman
2. Principal
3. All Committee Members



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The agenda and outcome of the Grievance Redressal Committee meeting held on
21/09/2022.

S.No.	Agenda	Discussion
1	Maintenance of class room infrastructure such as door latches, window stoppers, fan regulators, light fittings and floor tiles etc.	Principal Dr. Nimba Ram Bhaker instructed the member to look after the maintenance of class room infrastructures. It was observed that breaking of floor tiles was due to some structural defect which is to be replaced in a phased manner.
2	Upgradation of computers in lab.	Coordinator Dr. Sunita Bedwal was advised to monitor and get the CPUs replaced with the updated version.
3	Availability of cold drinking water.	Chairman recommended supplying cold drinking water for the students.
4	To upload study material and questions for examination purpose.	Chairman decided and recommended to update all study material related to examination.

Closing Remarks:-

Dr. Sunita Bedwal summarized the decision and action items discussed during the meeting. She emphasizes the importance of implementation the recommendation for improvements and encouraged ongoing collaborations to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee

Coordinator



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Attendance

S.No.	Name of Members	Position	Signature
1	Dr. Nimba Ram Bhaker	Chairperson	
2	Dr. Sunita Bedwal	Coordinator	
3	Dr. Indu Bala Choudhary	Member	
4	Mr. Kanhaiya Lal Yadav	Member	 K. L. Yadav
5	Mr. Dilip Singh Rathore	Member	
6	Ashok Kumawat	Student Representative	

Grievance Redressal Committee

Coordinator



Principal

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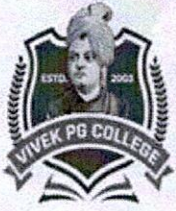
Action taken report Grievance Redressal Committee meeting held on **21/09/2022**.

S.No.	Agenda	Action Taken
1	Maintenance of class room infrastructure such as door latches, window stoppers, fan regulators, light fittings and floor tiles etc.	Proper maintenance of classrooms infrastructure was completed in new session after Covid-19.
2	Upgradation of computers in lab.	Upgradation of computers was done by IT staff members and gets the CPUs replaced with the updated version.
3	Availability of cold drinking water.	Canteen space was increased and completed the work of hygiene.
4	To upload study material and questions for examination purpose.	There was no issue of drinking water among the students.

Grievance Redressal Committee
Coordinator



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CIRCULAR

Date: 02.02.2022

A meeting of **Grievance Redressal Committee** will be held on **03/02/2022** at **03:00 PM** in the principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Nature of the grievance.
- Investigation findings.


Grievance Redressal Committee
Coordinator

Copy to:

1. Chairman
2. Principal
3. All Committee Members


Principal
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The agenda and outcome of the Grievance Redressal Committee meeting held on
03/02/2022.

S.No.	Agenda	Discussion
1	Nature of the grievance.	The nature of each grievance will be thoroughly discussed to understand its scope, impact and underlying issues. This discussion aims to delve into the specifics of each grievance, including the circumstances leading to its submission, relevant policies or procedure implicated and any immediate concern raised by the grievant. By analyzing the nature of each grievance the committee can determine the appropriate course of action, whether it involves further investigation, mediation, policy review or direct resolutions.
2	Investigation findings.	The discussion on investigation finding plays a critical role in assessing the validity and depth of each grievance. This phase involves a detailed examination of the facts, evidences and testimonies gathered during the investigation process. Committee members will scrutinize the findings to determine the accuracy and completeness of the information gathered.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee

Coordinator




Principal
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Attendance

S.No.	Name of Members	Position	Signature
1	Dr. Nimba Ram Bhaker	Chairperson	
2	Dr. Sunita Bedwal	Coordinator	
3	Dr. Indu Bala Choudhary	Member	
4	Mr. Kanhaiya Lal Yadav	Member	 K. L. Yadav
5	Mr. Dilip Singh Rathore	Member	
6	Ashok Kumawat	Student Representative	 Ashok

Grievance Redressal Committee
Coordinator



Principal

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Action taken report Grievance Redressal Committee meeting held on **03/02/2022**.

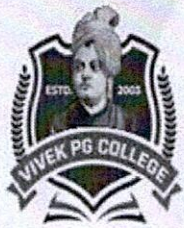
S.No.	Agenda	Action Taken
1	Nature of the grievance.	The nature of the grievance directly influences the action taken by the Grievance Redressal Committee, ensuring that each issue is handled appropriately and effectively.
2	Investigation findings	The action taken based on investigation findings is crucial for resolving grievance effectively and ensuring organizational integrity.



Grievance Redressal Committee

Coordinator


Principal
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CIRCULAR

DATE:17 NOV ,2021

A meeting of Grievances Redressal Committee will be held on 18/11/2021 at 03:00 PM in the Principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

Maintenance of class room infrastructure such as curtains, door latches, windowstoppers, fan regulators, light fittings, broken and floor tiles etc.

Upgradation of computers in the computer labs.

Regular checking up for the potability of the drinking water.



Coordinator

Grievance Redressal Committee


Principal
VIVEK PG COLLEGE
KALWAR, JAIPUR-303706

Copy to.....

1 Chairman

2 Principal

3 All Committee Members



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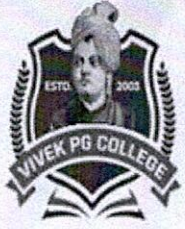
The agenda and outcome of the Grievance Redressal Committee meeting held On 18 /11/202

S.NO	AGENDA	DISCUSSION
1	Maintenance of class room infrastructure curtains. window such door latches stoppers, regulators. light fittings, broken and floor tiles etc	In the upcoming Grievance Redressal Committee meeting, a critical agenda , item will focus on addressing grievances related to the maintenance tings, of classroom infrastructure. Specifically, the committee will discuss issues concerning curtains, door latches, window stoppers, fan regulators, light fittings, broken floor tiles, and other essential elements within classroom environments. These infrastructure components play a crucial role in providing a conducive learning environment for students and ensuring the safety and functionality of classroom space
2	Up gradation of computers in the labs.	Dr. Sunita Bedwal advised the technical staff to get the CPUs replaced with updated version.
3	Regular checking for the potability of the drinking water.	It was decided that regular checking of potable water is to be ensured to avoid possibility of any health problems.

The meeting ended with a vote of thanks to the chair


Coordinator
Grievance Redressal Committee


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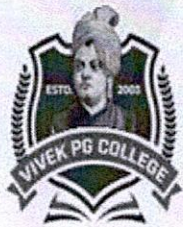
Action taken report of Grievance Redressal Committee meeting held on 18/11/2021

S.No.	Agenda	Action Taken
1	Maintenance of class room infrastructure such as curtains, door latches, window stoppers, fan regulators, Light fittings, broken and floor tiles etc	Proper maintenance of classrooms' infrastructure was completed in new session after Covid-19
2	Upgradation of computers in the labs	Upgradation of Computers was made by IT staff members and got the CPUs Replaced with the updated version.
3	Regular checking for the portability of the drinking water	There was no issue of drinking water among the students.

Coordinator

Grievance Redressal Committee

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ATTENDEES

Members	Designation	Signature
Dr Nimba Ram Bhakar	Chairperson	
Dr Sunita Bedwal	Coordinator	
Dr Indu Bala Choudhary	Senior Administrative Officer	
Dilip Singh Rathore	Teacher Representative	
Archana Sharma	Student Representative	

Coordinator

Grievance Redressal Committee



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Notice

Date: 14 January, 2021

This is to inform to all concerned committee members that a meeting of the Grievances Redressal Committee is scheduled on 15th of January, 2021 at 2:00 pm in Principal's Office.

Members	Designation	Signature
Dr Nimba Ram Bhakar	Chairperson	
Dr Sunita Bedwal	Coordinator	
Dr Indu Bala Choudhary	Senior Administrative Officer	
Dilip Singh Rathore	Teacher Representative	
Archana Sharma	Student Representative	

AGENDA FOR MEETING

Opening Remarks

Welcome address and introduction of committee members

Presentation and discussion on grievance

Analysis and formulation of action plan.

Discussion on grievances recorded by the GRC like maintenance of canteen and other basic infrastructure in college.

Closing Remarks_

Summary of decisions and action items

All concerned members are invited to attend the meeting and actively participate in the discussion.

Coordinator

Grievance Redressal Committee



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GRIEVANCES REDRESSAL COMMITTEE: MTNUTES OP MEETING

Date: 15 January, 2021

Time: 02pm - 03pm

Venue : Principal's Office

Attendance:

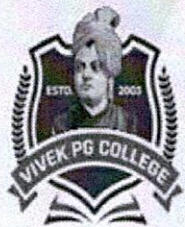
Members	Designation	Signature
Dr Nimba Ram Bhakar	Chairperson	
Dr Sunita Bedwal	Coordinator	
Dr Indu Bala Choudhary	Senior Administrative Officer	
Dilip Singh Rathore	Teacher Representative	
Archana Sharma	Student Representative	

Agenda Item 1: Presentation and discussion of grievances

Members of the committee presented and discussed grievances submitted by students and staff. The concerns were analyzed, and action plans were formulated to address each issue. He expressed about the students' request for regular maintenance of classroom infrastructure, shortage of water in the washrooms and improper lighting in some of the classrooms. He asked all committee members to keep a regular watch on the maintenance of basic infrastructure of the college through discussion ensued, with committee members providing valuable insights and suggestions.

Agenda Item 2: Discussion on grievances recorded by the GRP like maintenance of canteen and other basic infrastructure in college.

During the Grievance Redressal Committee (GRC) meeting, a significant portion of the discussion focused on grievances related to the maintenance of essential infrastructure in the college, particularly concerning the canteen facilities and other basic amenities. Several grievances were recorded regarding issues such as cleanliness, hygiene standards, availability of nutritious food options, and the overall upkeep of the canteen area.



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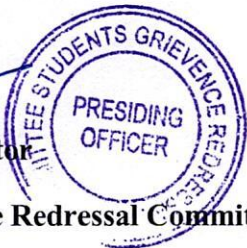
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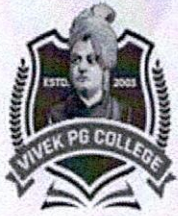
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Closing Remarks:

As the meeting concluded, Principal Dr. Nimbaram Bhakar thanked all committee members for their active participation and valuable contributions. The Coordinator summarized the key decisions and action items arising from meeting, highlighting any follow-up tasks assigned to specific individuals.


Coordinator

Grievance Redressal Committee


Principal
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NOTICE

Date :20 August 2020

This is to inform to all committee members that a meeting of the Grievances Redressal Committee is scheduled on 21th of August 2020 at 3:00 pm in Principal's Office.

Sr. No.	Name	Designation	Signature
1	Dr Nimba Ram Bhakar	Chairperson	
2	Dr Sunita Bedwal	Coordinator	
3	Dr Indu Bala Choudhary	Senior Administrative Officer	
4	Dilip Singh Rathore	Teacher Representative	
5	Amit Singh	Student Representative	

AGENDA FOR THE MEETING

Opening Remarks:

Welcome address and introduction of committee members.

1. Presentation and discussion of grievances.

Analysis and formulation of action plan for redressal of grievances.

2. Policy Review

Next Steps and Follow-up

3. Setting timelines for pending actions

Adjournment

4. Closing remarks by the chairperson

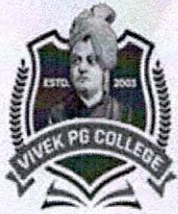
Summary of decisions and action items

All concerned members are invited to attend the meeting and actively participate in the discussions.


Coordinator
Grievances Redressal Committee




Principal
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KALWAR, JAIPUR-303706



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GRIEVANCES REDRESSAL COMMITTEE MINUTES OF MEETING

Date: 21.08.2020

Time: 03:30pm-04:30pm

Venue: Principal Office

Sr. No.	Name	Designation	Signature
1	Dr Nimba Ram Bhakar	Chairperson	
2	Dr Sunita Bedwal	Coordinator	
3	Dr Indu Bala Choudhary	Senior Administrative Officer	
4	Dilip Singh Rathore	Teacher Representative	
5	Amit Singh	Student Representative	

Opening Remarks:

The meeting commenced at 03:30 pm with Dr Nimba Ram Bhakar the Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Redressal Committee in maintaining fair and just environment within the college community.

Agenda Item 1: Presentation and discussion on grievances

Members of the committee presented and discussed grievances submitted by students and staff members. The concerns were analyzed, and action plan was formulated to address each issue. A thorough discussion ensued, with committee members providing valuable insights and suggestions.

Agenda Item 2: Policy Review

The committee examined existing policies and procedures related to grievances resolution. Various aspects were discussed, including the effectiveness of current policies and potential areas for improvement. Suggestions for enhancing the existing framework were considered.



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Agenda Item 3 : Setting timelines for pending actions

Setting timelines for pending actions is crucial to ensure accountability and progress within the Grievance Redressal Committee. During the meeting, the committee will review each unresolved grievance and discuss specific timelines for resolution.

Agenda Item 4: Closing remarks by the chairperson

In closing the Grievance Redressal Committee meeting, the chairperson will summarize key outcomes and decisions made during the session. They will express appreciation for the contributions and collaboration of committee members in addressing the grievances discussed.

Closing Remarks :

Dr Nimba Ram Bhakar summarized the decisions and action items discussed during the meeting. He emphasized the importance of implementing the recommendations for improvements and encouraged ongoing collaboration to maintain a harmonious college community.

The meeting concluded at 04:30 PM.

Coordinator

Grievances Redressal Committee



Principal

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Notice

Date: 4th February, 2020

This is to inform all concerned committee members that a meeting of the Grievances committee is scheduled on 5th of February, 2020 at 2:00 pm in Principal's Office. The Grievances committee plays a crucial role in addressing and resolving concerns raised by members of our college community, ensuring a fair and just environment for all.

Members	Designation	Signature
Dr Nimba Ram Bhakar	Chairperson	
Dr Sunita Bedwal	Coordinator	
Dr Indu Bala Choudhary	Senior Administrative Officer	
Dilip Singh Rathore	Teacher Representative	
Amit Singh	Student Representative	

AGENDA OF THE MEETING

Opening Remarks:

Welcome address and introduction of committee members.

1. Presentation and discussion of new grievances

Approval of Previous Meeting Minutes

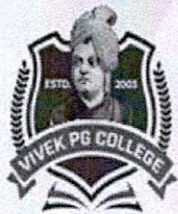
2. Review and approval of the minutes from the last meeting

Review of Ongoing Grievances

3. Summary of grievances received since the last meeting.

Training and awareness

4. Updates on recent training sessions conducted



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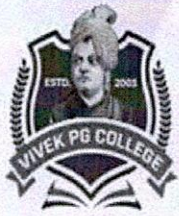
Summary of decision and action items

All concerned members are invited to attend the meeting and actively participate in the discussion.


Coordinator
Grievances Redressal Committee




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GRIEVANCE REDRESSAL COMMITTEE: MINUTES OF MEETING

Date: 05/02/2020

Time :02pm- 03pm

Venue :Principal Office

Attendees:

Sr. No.	Name	Designation	Signature
1	Dr Nimba Ram Bhakar	Chairperson	
2	Dr Sunita Bedwal	Coordinator	
3	Dr Indu Bala Choudhary	Senior Administrative Officer	
4	Dilip Singh Rathore	Teacher Representative	
5	Amit Singh	Student Representative	

Opening Remarks:

The Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Redressed Committee in maintaining a fair and just environment within the college community.

Agenda Item 1 : Presentation and discussion of new grievances

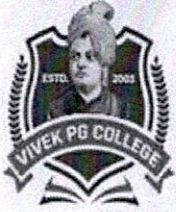
Members of the committee presented and discussed grievances submitted by students and staff. The concerns were analyzed, and action plans were formulated to address each issue. A thorough discussion ensued, with committee members providing valuable insights and suggestions.

Agenda item 2 : Review and approval of the minutes from the last meeting

During the Grievance Redressal committee meeting, the chairperson called the meeting to order at 3PM and confirmed the presence of a quorum. The minutes from the previous meeting, held on [4th October 2019], were reviewed.

Agenda item 3 : Summary of grievances received since the last meeting

Since the last meeting, the Grievance Redressal Committee has received a total of grievances.



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Agenda item 4: Updates on recent training sessions conducted

The committee conducted several training sessions since the last meeting, focusing on key areas such as workplace conduct, conflict resolution, and grievance reporting procedures. These sessions were well-attended, with over 5 employees participating. Feedback from Participants indicated a high level of engagement and appreciation for the practical examples and interactive components of the training.

Closing Remarks: As the meeting concluded, Dr. Sunita Bedwal thanked all members for their active participation and valuable contributions. The Chairperson summarized the key decisions and action items arising from the meeting highlighting any follow-up tasks assigned to specific individuals


Coordinator

Grievances Redressal Committee




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NOTICE

Date: 03rd Oct 2019

This is to inform all concerned committee members that a meeting of the Grievances Redressal Committee (GRC) is scheduled on 04 Oct 2019 at 03:00 PM in Principal Office. The Grievance Committee plays a crucial role in addressing and resolved concerns raised by members of our college community, ensuring a fair and just environment for all.

Members	Designation	Signature
Dr Nimba Ram Bhakar	Chairperson	
Dr Sunita Bedwal	Coordinator	
Dr Indu Bala Choudhary	Senior Administrative Officer	
Dilip Singh Rathore	Teacher Representative	
Abhishek Jangir	Student Representative	

Opening Remarks

Welcome and introduction of committee members

1. Presentation and discussion of new grievances

Analysis and formulation of action plans

2. Policy Review:

Examination of existing policies and procedures

3. Recommendations for improvements

Additional matters brought forwarded by committee members or attendees

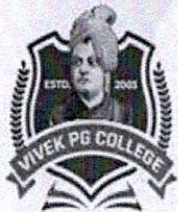
4. Closing Remarks:

Summary of decision and action items

All concerned members are invited to attend the meeting and actively participate in the discussions.


Coordinator
Grievance Redressal Committee


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GRIEVANCE REDRESSAL COMMITTEE MINUTES OF MEETING

Date : 04 Oct 2019
Time : 3:00 PM
Venue : Principal Office

Attendees:

S No	Name	Designation	Signature
1.	Dr Nimba Ram Bhakar	Chairperson	
2	Dr Sunita Bedwal	Coordinator	
3	Dr. Indu Bala Choudhary	Senior Administrative Officer	
4	Dilip Singh Rathore	Teacher Representative	
5	Abhishek Jangir	Student Representative	

Opening Remarks:

The meeting commenced at 03:00 PM on 04th Oct 2019 with Dr Nimbha Ram Bhakar, Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Committee in maintaining a fair and just environment withing the college community.

Agenda Item 1 : Review of Ongoing Grievances

To effectively review ongoing grievances, start by identifying all reported grievances and categorizing them based on type, severity, or affected departments. Collect relevant information, including dates, involved parties, and any supporting evidence, followed by conducting stakeholder interviews to gather insights and perform a root cause analysis to understand underlying issues.

Agenda Item 2 : Policy and Procedure Review

Conducting a comprehensive policy and procedure review involves systematically evaluating exiting policies and procedures to ensure they align with current laws, regulations, and best practices. Begin by gathering all relevant documents and identifying the key policies and procedures to be reviewed.

Agenda No 3 : Training and Awareness

Effective training and awareness programs are crucial for ensuring that employees understand and adhere to organizational policies and procedure. Begin by assessing the specific training needs of your organization, identifying key areas where knowledge gaps exist or where compliance is critical.

Agenda No 4 : Any Other Business (AOB)

In a meeting agenda, the Any Other Business (AOB) section is essential for addressing items not previously included in the agenda. This section allows participants to raise additional issues, concerns or updates that have emerged since the agenda was set.



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Closing Remarks:

Dr Nimba Ram Bhakar summarized the decisions and action items discussed during the meeting. He emphasized the importance of implementing the recommendations for improvements and encouraged ongoing collaboration to maintain a harmonious college community.

The meeting concluded at 04:00 PM.

Next Meeting:

The date for the next Grievance Committee meeting was tentatively scheduled for 5th Feb 2020.

The meeting ended with the vote of thanks by Dr Nimba Ram Bhakar (Convener) of Grievance Redressal Committee.

Coordinator

Grievance Redressal Committee



Principal

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