

Date: 19/09/2022

CIRCULAR

GRIEVANCE REDRESSAL CELL COMMITTEE

This circular is to inform all concerned that the Grievance Redressal Committee (GRC) will be holding its next meeting on Friday, 3rd October 2022.

The meeting will be held at 03:00 PM onwards at Old Conference Room, Admin building.

The agenda for the meeting is as follows:

- **Agenda - 1:** To ensure smooth functioning of services provided at university campus.
- **Agenda - 2:** To review the GRC's procedures and processes.
- **Agenda - 3:** To consider any other matters that may be brought to the attention of the Committee.

All members of the GRC are requested to attend the meeting. Please inform to the GRC Secretary by 1st October, 2022 if you are not able to attend the meeting.



SGRC Coordinator
P P Savani University



Registrar
P P Savani University
Registrar
P P Savani University

Copy to:

- Grievances & Redressal Cell Committee Members
- IQAC

Date: 03/10/2022

MINUTES OF MEETING

Meeting Date: October 3, 2022

Meeting Time: 03:00 PM to 04:30 PM

Venue: Old Conference Room, Admin building

Agenda:

The following agenda were considered in the meeting:

- **Agenda - 1: To ensure smooth functioning of services provided at university campus:** Dr. Bindesh Patel facilitated the meeting by stating the functioning of administrative team of P P Savani University to ensure smooth functioning of the organization.
- **Agenda - 2: To review the GRC's procedures and processes:** Dr. Sateesh Biradar has review the existing grievances process and asked the committee members regarding any revisions in the existing system.
- **Agenda - 3: To consider any other matters that may be brought to the attention of the Committee:** Ms. Tanveera Pathan has reported that zero grievances received at the student's section during April 2022 to October 2022.

Discussion:

- **Agenda - 1:** Dr. Bindesh Patel has suggested maintenace team that for easy functioning and earliest reporting of issues we can also place feedback system related to infrastructure maintenace using the QR code where students can easily access and provide timely feedback so that institute can function smoothly.
- **Agenda - 2:** Committee members has revied the existing policy and they have said that no updation is required into existing policy.
- **Agenda - 3:** Ms. Tanveers Pathan has said that student section has not reported any grievances during April - 2022 to October - 2022.

With this discussion meeting come to an end on October 3, 2022 at 4:30 PM.



SGRC Coordinator
P P Savani University





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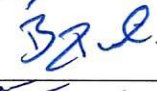




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Date: 03/10/2022

A meeting with committee members of Student Grievance Redressal Cell of P P Savani University was held on October 3, 2022 at 03:00 PM to 04:30 PM at Old Conference Room, Admin building, P P Savani University.

The committee members remained present were:

Sr. No.	Name of the Committee member	Designation	Role in the committee	Signature
1	Dr. R. M. Patel	Professor	Chair person	
2	Dr. Bindesh Patel	Deputy Registrar	Internal Member	
3	Dr. Haribabu K V	Principal	Internal Member	
4	Dr. Anish Sharma	Principal	Internal Member	
5	Dr. Aparna Vajpayee	Associate Professor	Internal Member	
6	Ms. Tanveera Pathan	Student Counselor	SGRC Coordinator	

Additional Members present for the meeting:

Sr. No.	Name of the person	Designation	Signature
1	Dr. Sateesh Biradar	Registrar	

