



Nirmala Memorial Foundation College of Commerce & Science
COMMITTEE MEETING MINUTES

DI/F-CMM/00

Committee: College Grievance Redressal Cell (CGRC)

❖ **Type of Meeting:** Formal

❖ **Day:** Tuesday

❖ **Date:** 2/07/2019

❖ **Time:** 11.30 a.m.

❖ **Venue:** 401

❖ **Chairperson of the Committee:** Ms. Swiddle D'Cunha

❖ **Number of Members Present:** 05 (Including Chairperson)

- Ms. Vaishali Mishra (Member Secretary)

- Dr. Jignesh Dalal (Member)

- Mr. Rishabh Desai (Member)

- Ms. Swati Desai (Member)

❖ **Number of Members Absent:** NIL

❖ **Agenda of the Meeting:**

1. Discussion of College Grievance Redressal Cell guidelines, Implementation of Discipline, Rules and Regulations for the academic year 2019-20.
2. Delegation of responsibility to cell members.
3. Any other matter with permission of the chair.

❖ **Minutes:**

1. The chair discussed the Grievance Redressal Cell guidelines provided by the University of Mumbai. Also matters were discussed regarding maintenance of discipline rules and regulations.
2. Discussed various ways to create awareness among students regarding the methods of online and offline grievance forms.
3. It was also discussed that all the grievances should be resolved by 15 days.
4. Cell members, with the assistance of class teachers, will raise awareness among students about the availability of online and offline grievance forms, as well as complaint boxes on the college campus.
5. The meeting ended with a vote of thanks by Mr. Rishabh Desai.

(Chairperson)

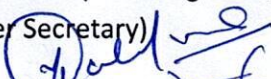







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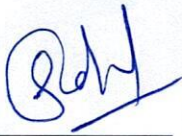
- ❖ **Type of Meeting:** Formal
- ❖ **Day:** Monday
- ❖ **Date:** 2/12/2019
- ❖ **Time:** 12 noon
- ❖ **Venue:** 401
- ❖ **Chairperson of the Committee:** Ms. Swiddle D'Cunha
- ❖ **Number of Members Present:** 05 (Including Chairperson)
 - Ms. Vaishali Mishra (Member Secretary) 
 - Dr. Jignesh Dalal (Member) 
 - Mr. Rishabh Desai (Member) 
 - Ms. Swati Desai (Member) 
- ❖ **Number of Members Absent:** NIL

❖ **Agenda of the Meeting:**

1. Review of the College Grievance Cell activities.
2. Any other matter with permission of the chair.

❖ **Minutes:**

1. There were no grievance cases reported in the college till midterm.
2. It was decided that cell members will take rounds in common areas to monitor discipline.
3. The meeting ended with a vote of thanks by Dr. Jignesh Dalal.



(Chairperson)

