



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:** Monday
- ❖ **Date:** 5/07/2021
- ❖ **Time:** 11.30 a.m.
- ❖ **Venue:** College Library
- ❖ **Chairperson of the Committee:** Ms. Swiddle D'Cunha
- ❖ **Number of Members Present:** 05 (Including Chairperson)
 - Dr. Jignesh Dalal (Member Secretary)
 - Mr. Rishabh Desai (Member)
 - Ms. Diya Mukherjee (Member)
 - Mr. Vinay Dukale (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 2021-22.
 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 within 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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DI/F-CMM/00

Committee: College Grievance Redressal Cell (CGRC)

❖ **Type of Meeting:** Formal

❖ **Day:** Friday

❖ **Date:** 16/7/2021

❖ **Time:** 12 noon

❖ **Venue:** 401

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

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

- Dr. Jignesh Dalal (Member Secretary)

- Mr. Rishabh Desai (Member)

- Ms. Diya Mukherjee (Member)

- Mr. Vinay Dukale (Member)

❖ **Number of Members Absent:** NIL

❖ **Agenda of the Meeting:**

1. Discussion on the grievance received regarding canteen infrastructure and other food menu.
2. Any other matter with permission of the chair.

❖ **Minutes:**

1. Meeting was conducted regarding the recent grievance received by the cell from the students about the improper facilities in the canteen.
2. Discussion was held regarding various parameters like seating facility, prices of food charged, lack of the required quality of food served.
3. It was also discussed that members will have a meeting with the canteen staff regarding the inefficiency.
4. Students need to maintain proper decorum in the canteen. Members can always keep an eye on this thing by taking rounds.

(Chairperson)





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COMMITTEE MEETING MINUTES

DI/F-CMM/00

Committee: College Grievance Redressal Cell (CGRC)

- ❖ **Type of Meeting:** Formal
- ❖ **Day:** Friday
- ❖ **Date:** 18/11/2021
- ❖ **Time:** 12 noon
- ❖ **Venue:** 401
- ❖ **Chairperson of the Committee:** Ms. Swiddle D'Cunha
- **Number of Members Present:** 05 (Including Chairperson)
- Dr. Jignesh Dalal (Member Secretary)
- Mr. Rishabh Desai (Member)
- Ms. Diya Mukherjee (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. The chair took a review about the overall college discipline.
2. No complaints were there in online and offline mode from August 2021 till 1st November 2021.
3. It was decided that cell members will take rounds in common areas to monitor discipline.
4. The meeting ended with a vote of thanks by Dr. Jignesh Dalal.

(Chairperson)

