

DOGRA COLLEGE OF EDUCATION

BARI BRAHMANA, SAMBA

Grienvance Redressal Meeting

1. A meeting on the grievance redressal cell will be scheduled on 3rd of March 2023 at 12:30 in Principal office. The meeting shall be conveyed by the Principal, Dogra College of Education. The agenda points of the said meeting are discussed as below:

- (a) To discuss about the grievances received on 02-03-23.
- (b) Any other point with the permission of the chair.

2. The following shall attend the meeting ;




- (a) Dr. Vikesh Kumar Sharma, Principal, DCE
- (b) Ms. Shivangi Dhrora, Convener Grievance Redressal cell
- (c) Mrs. Vintee Kumari, Co-Convener Grievance Redressal cell

MINUTES OF MEETING HELD ON 03.03.2023

MINUTES OF MEETING HELD ON 03.03.2023					
DCE	Name of the College:- Dogra College of Education				Page : 1 of 1
Type of Meeting: Grievance Redressal					
Date:- 03-03-23			Time: 12:30 pm	Venue: Principal's Office	
Members Present in the meeting: Dr. Vikesh Kumar Sharma (Principal, DCE), Ms. Shivangi (Convener), Mrs.Vintee Kumari (Co Convener)				Chaired by: Principal Sir	
S.No.	AGENDA / POINTS DISCUSSED	RESPONSIBILIY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1	To apprise the committee members about the Grievances received on date 02-03-23 Discussion The convenor informed that the students have given grievances that the tube light of the classroom No.14 is not working and they are facing the problem of dim light in the classroom because of that it is hard to study in the classroom. Regarding the issue, it was decided in the meeting that the concerned authority should be directed to take immediate action.	Convener Shivangi	02-03-23		

Principal

Shivangi
Convener




Members Name	Signature
1. Dr. Vikesh Kumar Sharma (Principal, DCE)	
2. Ms. Shivangi Dhrora (Convener)	
3 Mrs Vintee Kumari (Co- convener)	

Action Taken on Minutes of Meeting held on 03-03-2023

DCE	Name of the College:- Dogra College of Education		Page : 1 of 1		
Type of Meeting: Grievance Redressal					
Date:- 03-03-23			Time: 12:30 pm	Venue: Principal's Office	
Members Present in the meeting: Dr. Vikesh Kumar Sharma (Principal, DCE), Ms. Shivangi (Convener), Mrs. Vintee Kumari (Co Convener).					Chaired by: Principal sir
S. No.	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	To apprise the committee members about the Grievances received on date 02-03-23 Discussion Grievance and Redressal Cell Convenor of the College discussed with the Principal & faculty members about the Grievances received. The convenor said that the students have given grievances that the tube light of the classroom No.14 is not working and they are facing the problem of dim light in the classroom because of that it is hard to study in the classroom. Regarding the issue, it was decided in the meeting that the concerned authority should be directed to take immediate action.	Convenor Shivangi	02-03-23	06-03-2023	Action has been taken on the issue and the tubelight has been installed in the classroom.


Principal


Convener

Members Name	Signature
1. Dr. Vikesh Kumar Sharma (Principal, DCE)	
2. Ms. Shivangi Dhrora (Convener)	
3. Mrs Vintee Kumari (Co- convener)	

DOGRA COLLEGE OF EDUCATION
BARI BRAHMANA, SAMBA

Grienvance Redressal Meeting

1. A meeting on the grievance redressal cell will be scheduled on 16th of May 2023 at 12:30 in Principal office. The meeting shall be conveyed by the Principal, Dogra College of Education. The agenda points of the said meeting are discussed as below:

(a) To discuss about the grievances received on 15-05-23.

(b) Any other point with the permission of the chair.

2. The following shall attend the meeting ;

(a) Dr. Vikesh Kumar Sharma, Principal, DCE

(b) Ms. Shivangi Dhrora, Convener Grievance Redressal cell




(c) Mrs. Vintee Kumari, Co-Convener Grievance Redressal cell

MINUTES OF MEETING HELD ON 16.05.2023

DCE	Name of the College:- Dogra College of Education	Page : 1 of 1			
Type of Meeting: Grievance Redressal					
Date:- 16-05-23		Time: 12:30 pm	Venue: Principal's Office		
Members Present in the meeting: Dr. Vikesh Kumar Sharma (Principal, DCE), Ms. Shivangi (Convener), Mrs. Vintee Kumari (Co Convener).			Chaired by: Principal Sir		
S.No.	AGENDA / POINTS DISCUSSED	RESPONSIBILIY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1	<p>To apprised the committee members about the Grievances received on date 15-05-23</p> <p>Discussion</p> <p>The convener said that the students have given grievances that there is problem of mosquitoes in the classroom which may spread Chikungunya virus, dengue, and malaria. Regarding the issue, it was decided in the meeting that the concerned authority should be directed to take immediate action.</p>	Convener Shivangi	16-05-23		


Principal


Convener

Members Name	Signature
1. Dr. Vikesh Kumar Sharma (Principal, DCE)	
2. Ms. Shivangi Dhrora (Convener)	
3. Mrs Vintee Kumari (Co- convener)	




Action Taken Minutes of Meeting held on 16-05-2023

DCE	Name of the College:- Dogra College of Education	Page : 1 of 1			
Type of Meeting: Grievance Redressal					
Date:- 16-05-23		Time: 12:30 pm	Venue: Principal's Office		
Members Present in the meeting: Dr. Vikesh Kumar Sharma (Principal ,DCE), Ms. Shivangi (Convener), Mrs. Vintee Kumari (Co Convener).				Chaired by: Principal sir	
S. No.	AGENDA / POINTS DISCUSSED	RESPONSIBILITY	COMPLETION DATE		ACTION TAKEN
			PROPOSED	ACTUAL	
1.	To apprised the committee members about the Grievances received on date 15-05-23 Discussion Grievance and Redrassal Cell Convener of the College discussed with the Principal about the Grievance received. The convener said that the students have given grievance that there is problem of mosquitoes in the classroom which may spread Chikungunya virus, dengue, and malaria. Regarding the issue, it was decided in the meeting that the concerned authority should be directed to take immediate action.	Convener Shivangi	16-05-2023	20-05-2023	Action has been taken on the issue and the mosquito repellent has been sprayed in the classroom.

Principal, DCE



Convener

Members Name	Signature
1. Dr. Vikesh Kumar Sharma (Principal, DCE)	
2. Ms. Shivangi Dhrora (Convener)	
3. Mrs Vintee Kumari (Co- convener)	

REPORT/RECORD SHEET FOR GRIEVANCES AND REDRESSAL CELL

SESSION :- 2022-23

Opening Date	Closing Date	Number of Complaints	Nature of Complaints	Plan of Action
01-03-23	06-03-23	01	Provision of tube light in the classroom.	Consequent to the need of tube light, the concerned authority has been directed by the Principal to take immediate action to install the tube light in the classroom. The action has been taken and the tube light has been installed in the classroom on 06-03-23
15-05-23	20-05-23	01	Provision for timely spray of mosquito repellent in the classroom.	Consequent to the need of timely spray of mosquito spray in the classroom, the concerned authority has been directed by the Principal to take immediate action. The action has been taken and the mosquito repellent has been sprayed in the classroom.


Convener

Grievances Redrassal Cell