



JSS COLLEGE FOR WOMEN, CHAMARAJANAGAR

5.1.4

**Grievance and Redressal Cell
Minutes of Meeting**

2017-18



JSS MAHAVIDYAPEETHA

JSS COLLEGE FOR WOMEN

Affiliated to the University of Mysore and Re-Accredited by NAAC With 'A' Grade CGPA 3.02


CHAMARAJANAGAR-571313

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GRIEVANCE REDRESSAL CELL 2017-18

COMMITTEE MEMBERS

Sl. No	Names	Designation	Position
1	A G Shivakumar	Principal	President
2	Dr.N Maheshwari	HOD, Kannada department	Coordinator
3	M Manjula	HOD, Commerce and Management	Member
4	Mallikarjuna Swamy	HOD, Physics department	Member
5	Dr A R Sushma	HOD, Political department	Member
6	Bindushree S	Coordinator, M.Com	Member
7	Geeta S	FDA, Office	Member
8	Jarusha W James	III Bsc	Students Representatives
9	Rajeshwari. S	III B.com	Students Representatives
10	Rajeshwari	III BA	Students Representatives


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Date:25/08/2017

GRIEVANCE REDRESSAL CELL

CIRCULAR

All the members of GRIEVANCE REDRESSAL CELL are informed that the meeting of the committee will be held on 28/08/2017 at 3.20 pm .The Principal preside over the meeting and it is very important to have you as one of the attendees.

AGENDA OF THE MEETING

- **Welcome**
- **To discuss about students complaints related to academic issues**
- **Other issues (by the consent of the principal and members)**

COMMITTEE MEMBERS

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1	A G Shivakumar	Principal	President
2	Dr.N Maheshwari	HOD, Kannada department	Coordinator
3	M Manjula	HOD, Commerce and Management	Member
4	Mallikarjuna Swamy	HOD, Physics department	Member
5	Dr A R Sushma	HOD,Political department	Member
6	Bindushree S	Coordinator, M.Com	Member
7	Geeta S	FDA,Office	Member
8	Jarusha W James	III Bsc	Students Representative
9	Rajeshwari	III B.com	Students Representative
10	Rajeshwari M	III BA	Students Representative

MINUTES OF THE MEETING

Meeting No:01

Time:3.20pm

Present members: 10

Venue: Principal Chamber

The grievance redressal cell meeting for the academic year 2017-18 was held on 28/08/2017 at 3.20 pm .the principal preside over the meeting.

The following agendas were discussed during the meeting and it was resolved to implement in the interest of the students

SL No	Redressal	Resolutions	Responsibilities
1	To receive written complaints from the students regarding academic issues	Under the observation of the principal and committee members the registered complaints has to resolve within two or three days.	The following members assigned to receive the complaints 1.Bindushree S 2.Geetha S



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Date:20/12/2017

GRIEVANCE REDRESSAL CELL

CIRCULAR

All the members of GRIEVANCE REDRESSAL CELL are informed that the meeting of the committee will be held on 22/12/2017 at 3.20 pm .The Principal will preside over the meeting and it is very important to have you as one of the attendees.

AGENDA OF THE MEETING

- **Welcome**
- **To discuss about the cleanliness of bathrooms/class rooms**
- **About vending machine**
- **Other issues (by the consent of the principal and members)**

COMMITTEE MEMBERS

SI No	Names	Designation	Position
1	A G Shivakumar	Principal	President
2	Dr.N Maheshwari	HOD, Kannada department	Coordinator
3	M Manjula	HOD, Commerce and Management	Member
4	Mallikarjuna Swamy	HOD, Physics department	Member
5	Dr A R Sushma	HOD,Political department	Member
6	Bindushree S	Coordinator, M.Com	Member
7	Geeta S	FDA,Office	Member
8	Jarusha W James	III Bsc	Students Representative
9	Rajeshwari	III B.com	Students Representative
10	Rajeshwari M	III BA	Students Representative

MINUTES OF THE MEETING

Meeting No:02

Time:3.20pm

Present members: 08

Venue: Principal Chamber

The grievance redressal cell meetings for the academic year 2017-18 was held on 22/12/2017 at 3.20 pm in the principal preside over the meeting.

The following agendas were discussed during the meeting and it was resolved to implement in the interest of the students

SLNo	Complaints received	Redressal	Responsibilities
1	<ul style="list-style-type: none">• Cleanliness of bathrooms• cleanliness of class rooms• repair of vending machine	<p>Under the observation of the Principal and committee members informed</p> <ul style="list-style-type: none">• cleanliness incharge to clean the bathrooms twice a day• the class representative to maintain the cleanliness of the class rooms• informed the vending machine suppliers through the management	<p>The following members register the complaints</p> <ol style="list-style-type: none">1.Bindushree S2. Dr A R Sushma



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GRIEVANCE REDRESSAL CELL

CIRCULAR

All the members of GRIEVANCE REDRESSAL CELL are informed that the meeting of the committee will be held on 02/01/2018 at 2.30 pm .The Principal will preside over the meeting and it is very important to have you as one of the attendees.

AGENDA OF THE MEETING

- **Welcome**
- **To discuss about the cleanliness of bathrooms/class rooms**
- **About vending machine**
- **Other issues (by the consent of the principal and members)**

COMMITTEE MEMBERS

SI No	Names	Designation	Position
1	A G Shivakumar	Principal	President
2	Dr.N Maheshwari	HOD, Kannada department	Coordinator
3	M Manjula	HOD, Commerce and Management	Member
4	Mallikarjuna Swamy	HOD, Physics department	Member
5	Dr A R Sushma	HOD,Political department	Member
6	Bindushree S	Coordinator, M.Com	Member
7	Geeta S	FDA,Office	Member
8	Jarusha W James	III Bsc	Students Representative
9	Rajeshwari	III B.com	Students Representative
10	Rajeshwari M	III BA	Students Representative

MINUTES OF THE MEETING

Meeting No:03

Time: 2.30 pm

Present members: 09

Venue: Principal Chamber

The grievance redressal cell meetings for the academic year 2017-18 was held on 02/01/2018 at 2.30 pm in the principal preside over the meeting.

The following agendas were discussed during the meeting and it was resolved to implement in the interest of the students

Sl. No	Complaints received	Redressal	Responsibilities
1	<ul style="list-style-type: none">• Cleanliness of bathrooms• vending machine.	<ul style="list-style-type: none">• cleanliness incharge to clean the bathrooms twice a day along with the usage of phenols, acids and air freshners• providing of pads by using 5Rs gold coin <p>Under the observation of the Principal and committee members problems are resolved</p>	<p>The following members are incharged to redress the complaints</p> <p>1.M Manjula 2.Mallikarjuna Swamy</p>



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Date:24/02/2018

GRIEVANCE REDRESSAL CELL

CIRCULAR

All the members of GRIEVANCE REDRESSAL CELL are informed that the meeting of the committee will be held on 28/02/2018 at 2.30 pm .The Principal will preside over the meeting and it is very important to have you as one of the attendees.

AGENDA OF THE MEETING

- Welcome
- To discuss about issuing of library books

Other issues (by the consent of the principal and members

COMMITTEE MEMBERS

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1	A G Shivakumar	Principal	President
2	Dr.N Maheshwari	HOD, Kannada department	Coordinator
3	M Manjula	HOD, Commerce and Management	Member
4	Mallikarjuna Swamy	HOD, Physics department	Member
5	Dr A R Sushma	HOD,Political department	Member
6	Bindushree S	Coordinator, M.Com	Member
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8	Jarusha W James	III Bsc	Students Representative
9	Rajeshwari	III B.com	Students Representative
10	Rajeshawari M	III BA	Students Representative

MINUTES OF THE MEETING

Meeting No:04

Time: 2.30pm


Present members: 06

Venue: Principal Chamber

The grievance redressal cell meetings for the academic year 2017-2018 was held on 28/02/2018 at 2.30 pm in the principal preside over the meeting.

The following agendas were discussed during the meeting and it was resolved to implement in the interest of the students

Sl. No	Complaints received	Redressal	Responsibilities
1	availability of more books in library during examination time	In the presence of the principal informed the librarian to Provide more number of books to the students during the examination time	The following members are managing the complaints 1. Dr. N Maheshwari 2. M Manjula


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