



Syon College

Affiliated to Panjab University Chandigarh
K.M.-7, Hanumangarh Road, Abohar

CRITERION - V	
KEY INDICATOR	<i>5.1 Student Support</i>
METRIC No.	<i>5.1.4</i>

- The institute has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

Minutes of the Meeting of Student Grievance Redressal Committee


Principal
Syon College
Abohar




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Student Grievance Redressal Committee Academic Year (2018-2019) Minutes of Meeting

Meeting 1

The first meeting of the Student Grievance Redressal Committee took place on 12th June, 2018 at 3:00 pm in the Principal's office, with all the members in attendance.

The principal Dr. G.L Sharma welcomed all the members. After thorough deliberation, the following students were nominated as representatives of the committee.

1. Ms. Sunita Rani
2. Mr. Maninder






The nominations were unanimously approved by all committee members and decided to inform nominated students about their selection and responsibilities. The members of committee with their designation are as follows.

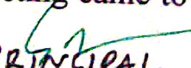
1. Dr. G.L.Sharma – Chairperson/ Principal
2. Dr. Mamta Rani – Incharge
3. Ms. Seema – Incharge
4. Ms. Anamika Watts – Representative/ IQAC
5. Ms. Sunita Rani – Students Representative
6. Mr. Maninder Kumar – Student Representative
7. Mr. Varun Chillana – Office Superintendent

Students have any grievances are hereby requested to participate in the meeting and express their grievances if any in writing before the committee.

Action will be initiated on such grievances by concerned committee for quick redressal. The committee members proposed vote of thanks and the meeting came to an end.

Members Presented

1. Dr. G.L.Sharma 
2. Dr. Mamta Rani 
3. Ms. Seema 
4. Ms. Anamika Watts 
5. Mr. Varun Chillana 


PRINCIPAL


Principal
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Meeting 2

The Student Grievance Redressal Committee's meeting was held on 12th March 2019 in Principal's office at 2:30 pm. The following members were present:-

1. Dr. G.L.Sharma - Chairperson/ Principal
2. Dr. Mamta Rani - Incharge
3. Ms. Seema - Incharge
4. Ms. Anamika Watts - Representative/ IQAC
5. Ms. Sunita Rani - Students Representative
6. Mr. Maninder Kumar - Student Representative
7. Mr. Varun Chillana - Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students' grievances	Action taken
12 th March, 2019	Fans are not working in the Room No. 21 and Room No. 22	Electrician of the college was asked to do the needful

The committee members proposed vote of thanks and the meeting came to an end.

Incharges

- 1.
- 2.
- 3.
- 4.
- 5.

Principal

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Student Grievance Redressal Committee Academic Year (2019-2020) Minutes of Meeting

Meeting 1

The Student Grievance Redressal Committee's meeting was held on 17th Sep, 2019 in Principal's office at 10:30 am. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Dr. Mamta Rani – Incharge
3. Ms. Seema – Incharge
4. Mr. Gursewak Singh – Representative/ IQAC
5. Mr. Neeraj – Students Representative
6. Ms. Sonia – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members. The grievances reported by students' had conversed and following remedial measures were suggested/taken.

Date of Meeting	Students' Grievances	Action taken
17 th Sep, 2019	Blockage in the girls washroom	The issue was resolved after contacting the concerned committee.
	Water filter was not working properly	The concerned person was contacted and the issue resolved after the service of the water filter

The Committee members proposed vote of thanks and the meeting came to an end.

Incharges

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- 2.
- 3.
- 4.
- 5.

Principal

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Meeting 2

The Student Grievance Redressal Committee's meeting was held on 17th Jan, 2020 in Principal's office at 2:30 pm. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Dr. Mamta Rani – Incharge
3. Ms. Seema – Incharge
4. Mr. Gursewak Singh – Representative/ IQAC
5. Mr. Neeraj – Students Representative
6. Ms. Sonia – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members. The grievances reported by students' had conversed and following remedial measures were suggested/taken.

Date of Meeting	Students' Grievances	Action taken
17 th Jan, 2020	Request from girls students for the arrangement of dustbins to keep sanitary napkins girls toilets.	The grievance received from staff and students were redressed. It resolved to keep dustbins and naphthalene balls at girls / ladies and gents toilet.
	Request to keep naphthalene balls at gents and ladies toilets.	

The Committee members proposed vote of thanks and the meeting came to an end.

Incharges

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- 2.
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- 5.

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Student Grievance Redressal Committee Academic Year (2020-2021) Minutes of Meeting

Meeting 1

The Student Grievance Redressal Committee's meeting was conducted online via Google meet platform on 22nd Oct, 2020 at 3:00 pm. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Dr. Rajinder – Incharge
3. Ms. Nisha – Incharge
4. Ms. Anamika Watts – Representative/ IQAC
5. Mr. Sanjay – Students Representative
6. Ms. Neetu Bala – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members and conveyed that each one have to circulate authentic messages and videos regarding awareness related to Covid-19. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students' grievances	Action taken
22 nd Oct, 2020	To provide link of e-content and PDF's of study materials in whatsapp groups.	Chairperson decided and recommended all subject incharges to provide link of e-content and PDF's of study materials in whatsapp groups for the preparation of final examinations.

The Committee members proposed vote of thanks and the meeting came to an end.

Incharges

- 1.
- 2.
- 3.
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- 5.

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Meeting 2

The Student Grievance Redressal Committee's meeting was held on 24th June, 2021 in Principal's office at 10:30 am. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Dr. Rajinder – Incharge
3. Ms. Nisha – Incharge
4. Ms. Anamika Watts – Representative/ IQAC
5. Mr. Sanjay – Students Representative
6. Ms. Neetu Bala – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members and convener read the minutes of previous meeting conveying that pdfs of study materials were provided in whatsapp groups for UG and PG classes. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students' grievances	Action taken
24 th June, 2021	To sanitize classrooms due to Covid crises.	Decided and recommended sanitization of classrooms, library, halls and labs and sanitization dispensers are installed in different areas of campus and also instruct the students to follow rules and regulations during Covid 19.
	Paper attempting Style to score good marks during Final Exams	Faculty of respective subjects are suggested to provide guidelines for exams

The committee members proposed vote of thanks and the meeting came to an end

Incharges

- 1.
- 2.
- 3.
- 4.
- 5.

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Student Grievance Redressal Committee Academic Year (2021-2022) Minutes of Meeting

Meeting 1

The Student Grievance Redressal Committee's meeting was held on 17th Nov, 2021 in Principal's office at 1:30 pm. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Dr. Rajinder – Incharge
3. Ms. Salma Rani – Incharge
4. Ms. Anamika Watts – Representative/ IQAC
5. Mr. Vikas Kumar – Students Representative
6. Ms. Rajni Bala – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students' grievances	Action taken
17 th Nov, 2021	To arrange stock of Sanitary Napkin	Maintenance committee is suggested to arrange new stock and it was decided to install Sanitary Napkin Vending and Incinerator Machine with the start of new session.

The committee members proposed vote of thanks and the meeting came to an end.

Incharges

- 1.
- 2.
- 3.
- 4.
- 5.

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Meeting 2

The Student Grievance Redressal Committee's meeting was held on 24th Mar, 2022 in Principal's office at 2:30 pm. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Dr. Rajinder – Incharge
3. Ms. Salma Rani – Incharge
4. Ms. Anamika Watts – Representative/ IQAC
5. Mr. Vikas Kumar – Students Representative
6. Ms. Rajni Bala – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members. The grievances reported by students' had conversed and following remedial measures were suggested/taken.

Date of Meeting	Students' Grievances	Action taken
24 th Mar, 2022	To install charging point for E-Vehicles	Maintenance committee is suggested to install.

The Committee members proposed vote of thanks and the meeting came to an end.

- Incharges
1. *GS*
 2. *Rajinder*
 3. *Salma*
 4. *Anamika*
 5. *Varun*

GS
Principal

GS
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Student Grievance Redressal Committee Academic Year (2022-2023) Minutes of Meeting

Meeting 1

The Student Grievance Redressal Committee's meeting was held on 23rd Sep, 2022 in Principal's office at 10:30 am. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Ms. Divya – Incharge
3. Mr. Arish – Incharge
4. Mr. Gursewak Singh – Representative/ IQAC
5. Mr. Paras – Students Representative
6. Ms. Komal Rani – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students grievances	Action taken
23 rd Sep, 2022	To arrange more number of books of latest edition in English medium in library	Books were purchased within a week
	To arrange water pot near main gate and parking area	Water pots were arranged

The committee members proposed vote of thanks and the meeting came to an end.

Incharges

- 1.
- 2.
- 3.
- 4.
- 5.

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Meeting 2

The Student Grievance Redressal Committee's meeting was held on 12th April, 2023 in Principal's office at 2:30 pm. The following members were present:-

1. Dr. G.L.Sharma – Chairperson/ Principal
2. Ms. Divya – Incharge
3. Mr. Arish – Incharge
4. Mr. Gursewak Singh – Representative/ IQAC
5. Mr. Paras – Students Representative
6. Ms. Komal Rani – Student Representative
7. Mr. Varun Chillana – Office Superintendent

The principal Dr. G.L.Sharma welcomed all the members. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students grievances	Action taken
12 April, 2023	Lack of proper hygiene in the canteen.	Caretaker of the college was instructed to ensure proper hygiene and do regular checks and same was reported to canteen contactor.

The committee members proposed vote of thanks and the meeting came to an end.

Incharges

- 1.
- 2.
- 3.
- 4.
- 5.

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