 MIER COLLEGE OF EDUCATION (AUTONOMOUS) Accredited by the NAAC with 'A+' Grade	Quarterly Review Meeting Minutes of Meeting	QF No.: 092B No: MCE/23/09 Date: 25/09/2023
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The quarterly review meeting of Grievance Redressal Committee was held on 25/09/2023 at 3:00 pm in the Committee Room, Administrative Block.

Present:

- | | |
|---------------------------------|------------------------|
| 1. Dr Adit Gupta (In the Chair) | |
| 2. Mrs. Rupa Gupta | 6. Dr Monika Bajaj |
| 3. Dr Mool Raj Sharma | 7. Ms. Ruchi Sharma |
| 4. Dr Rohnika Sharma | 8. Mr. Pranav Gandotra |
| 5. Dr Nishta Rana | 9. Ms. Jasleen Mohial |

The following agenda points were discussed during the meeting:

1. Review of the functioning in the last semester
2. Guidelines for effective functioning of the committee.

Following are the minutes of meeting:

The Principal opened the meeting, welcoming all attendees to the Students' Grievance Redressal Committee.

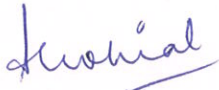
Review of the functioning in the last semester

1. The Principal emphasized the significance of addressing the concerns of the students promptly and effectively to ensure student satisfaction and uphold the reputation of the institution.
2. It was agreed upon that timely resolution of grievances is essential for maintaining a conducive learning environment.
3. Strategies for improving communication channels between students and the administration were explored to prevent similar grievances in the future.

Guidelines for the effective functioning of the committee:

1. It was resolved to put the grievance redressal committee in readiness for the new academic session.
2. It was decided that an orientation programme will be organised regarding the committee for the new students (FYUP, B.Ed., B.Ed. Special (ID), M.Ed. and M.Ed Special (ID) programmes) regarding the committee during the Student Induction Programme. The orientation program will help clarify the roles and responsibilities of the committee

members to the new students. It will also ensure that students understand the grievance redressal procedure and who they can approach for various concerns or inquiries, improving communication and efficiency within the institution.



Jasleen Mohial
Coordinator IQAC



Dr Adit Gupta
Principal



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1. Principal
2. Mrs. Rupa Gupta
3. Dr Mool Raj Sharma
4. Dr Rohnika Sharma
5. Dr Nishta Rana
6. Dr Monika Bajaj
7. Ms. Ruchi Sharma QAO
8. Mr. Pranav Gandotra HR Manager