

5.1.5 - Minutes of Meeting



AGENDA OF MEETING Grievance Redressal and PTA Committee Meeting

Date:	18.02.2020
Convener:	Prof. Shubhangi Kharche
Time:	2.15 pm to 2.45 pm
Venue:	Lab 306

<i>Sr No</i>	<i>Agenda & Discussions</i>
1.	Decided to continue with the discussion of Institute Vision, Mission and Department Vision, Mission, PEOs, and PSOs with the parents in parent teacher meeting (PTM).
2.	Collect grievances from the students, if any.
3.	Decided to spread awareness about grievance, redressal and PTA committee (GRC) in PTM.
4.	Maintain parents feedback on institute facilities.
5.	PTM reports should be prepared by class incharges and submitted to GRC committee department members.
6.	Mentors should communicate the received grievances to the GRC committee department members.

Grievance and Redressal Committee Coordinator	Prof. Shubhangi Kharche
Signature:	
Date:	18 February, 2020


AGENDA OF MEETING **Grievance Redressal and PTA Committee Meeting**

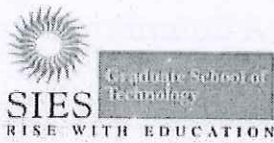
AGENDA OF MEETING

Grievance Redressal and PTA Committee Meeting

Date:	20.01.2020
Convener:	Prof. Shubhangi Kharche
Time:	4.30 pm to 5.00 pm
Venue:	Lab 306

<i>Sr No</i>	<i>Agenda & Discussions</i>
1.	Rules and responsibilities of the committee were discussed.
2.	It was decided to spread awareness among the students about the procedure of grievance and redressal.
3.	The Students/Parents can communicate their grievances to the committee members by the following ways: 1) Through email to respective department committee members. 2) By dropping applications with their identities in the suggestion box available in the campus. 3) Through their mentors. 4) By submitting Grievance form available on Institute website: www.siesgst.edu.in
4.	The unfair practices related to the exam are taken care by exam cell of the institute.
5.	Any other unfair practices will be taken care by the grievance redressal and PTA committee.

Grievance and Redressal Committee Coordinator	Prof. Shubhangi Kharche
Signature:	



AGENDA OF MEETING Grievance Redressal and PTA Committee Meeting

Date:

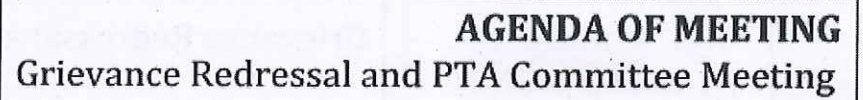
20 January, 2020

AGENDA OF MEETING

Grievance Redressal and PTA Committee Meeting

The following members were present during the meeting.


Sr. No.	Name of the Member	Department / Designation	Office Number	Mobile Number	Email ID	Sign
1.	Prof. Shubhangi Kharche	EXTC, Coordinator	022-6108 2463	8652777602	shubhangi.kharche@siesgst.ac.in	
2.	Prof. Vandana Sawant	EXTC, Dept Member	022-6108 2463	9820755314	vandana.sawant@siesgst.ac.in	
3.	Prof. Savita Lohiya	IT, Dept Member	022-6108 2430	9224366582	savita.lohiya@siesgst.ac.in	
4.	Prof. Prachi Shahane	CE, Dept Member	022-6108 2451	9987079653	prachi.shahane@siesgst.ac.in	
5.	Prof. Gaurav Fasate	PPT, Dept Member	022-6108 2407	9923441201	gaurav.fasate@siesgst.ac.in	
6.	Prof. Ajay Hundiware	ME, Dept Member	022-6108 2491	9423977842	ajay.hundiware@siesgst.ac.in	
7.	Prof. Ashwin Chavan	H&AS, Dept Member	022-6108 2495	9022682050	ashwin.chavan@siesgst.ac.in	



 SIES Graduate School of Technology <small>RISE WITH EDUCATION</small>	MINUTES OF MEETING Grievance Redressal Committee
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Date:	AY 2018-19
Convener:	Prof. Leena V Ladge
Time:	
Venue:	

No.	Agenda & Discussions
1.	There was no meeting conducted in AY 2018-19.

Convener:	Prof. Leena V ladge
Signature:	
Date:	30-06-2019



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-V, WERUL, NAVI MUMBAI - 400 705.

MINUTES OF MEETING

Grievance Redressal Committee

Action Taken :

No.	Agenda & Discussions
1.	In order to redress a complaint regarding facility of drinking water, the cans of mineral water are being bought daily and water is poured in all the same purifiers.
2.	This semester grievances are monitored by Prof. Leena V Ladge , IT. Dept.

Convener:	Prof. Leena V ladge
Signature:	
Date:	15-03-2018



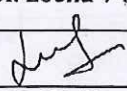
Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PUNA/TCO/ SIES GRADUATE SCHOOL OF TECHNOLOGY VEDYAPURAM
SECTOR-7, MERUL, PUNE NUMBER - 411 005.

MINUTES OF MEETING

Grievance Redressal Committee

Date:	March 05, 2018
Convener:	Prof. Leena V Ladge
Time:	04:00am - 04:30am
Venue:	Principal Board room

No.	Agenda & Discussions
1.	To redress the complaint if any: A complaint regarding facility of drinking water, from FE students was found by Ms. Ms. V.Vijayalakshmi in the complaint/suggestion box. The matter was discussed in the meeting with the Principal. The complaint stated that only one purifier had a good taste of water. It was decided to buy the cans of mineral water and put the same in purifiers.
2.	Monitoring of Grievances: It was decided that grievances will be monitored twice a week by one member every semester. This semester it will be monitored by Prof Leena V Ladge Dept., GRC member.

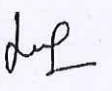

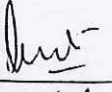
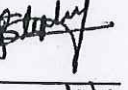
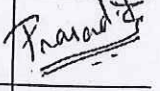
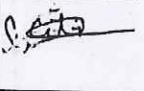
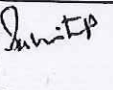

Convener:	Prof. Leena V ladge
Signature:	
Date:	05-03-2018


Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/A/15, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR-4, MERULI, NAVI MUMBAI - 400 705.

MINUTES OF MEETING

Grievance Redressal Committee

The following members were present during the meeting.

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	Asst. Prof., IT Overall Coordinator	022-61082441	9867801816	Ladge.leena@siesgst.ac.in	
2.	Prof. Swati R	EXTC, Member	022-61082450	9324739106	Swati.Rane@siesgst.ac.in,	
3.	Prof. Deepti Reddy	CE. Member	022-61082465	9323420286	deepti.reddy@siesgst.ac.in	
4.	Prof. Stephy Benny	IT, Member	022-61082430	9404284351	stephy.benny@siesgst.ac.in	
5.	Prof Prasad Iyer	PPT, Member	022-61082446	9930570845	prasad.iyer@siesgst.ac.in	
6.	Prof Chandan Chaudhari	IT, Member	022-61082459	987033652	Chandhan.Chaudhari@siesgst.ac.in	
7.	Prof Sumitra.P	H&AS, Member	022-61086453	7498822289	council_incharge@siesgst.ac.in	
8.	Ms. V.Vijayalakshmi	Office Supt, Member	022-61082402	9323619235	office_supt@siesgst.ac.in	



Principal

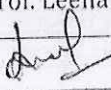
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PLOT 1C/L/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-V, NERUL, NAVI MUMBAI - 400 706.

MINUTES OF MEETING

Grievance Redressal Committee

Date:	April 18, 2017
Convener:	Prof. Leena V Ladge
Time:	10:00am ~ 10:30am
Venue:	Principal Board room

No.	Agenda & Discussions
1.	To redress the complaint if any: A complaint from unknown student regarding lack of ventilation in Class room CR-111, was found by Prof. Shubhangi Kadu in the complaint/suggestion box. It was discussed in the meeting with the Principal about the same. It was decided to modify the structure of the this class rooms to have good ventilation.
2.	Other general grievances received verbally and the action plan: <ol style="list-style-type: none"> Taste of drinking water not good. Action Plan: Send the water for testing and Increase number of services in AMC of water filter/cooler Poor maintenance of canteen in terms of service and food- Action Plan: It was informed by Ms. Vijalakshmi that the incharge of canteen would be changed.
3.	Monitoring of Grievances: It was decided that grievances will be monitored twice a week by one member every semester. This semester it will be monitored by Prof. Swati Rane, Extc. Dept., GRC member

Convener:	Prof. Leena V ladge
Signature:	
Date:	18-04-2017



Principal
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PLOT 1C/4/E, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVE MUMBAI - 400 755.

MINUTES OF MEETING

Grievance Redressal Committee

The following members were present during the meeting.

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	HoD-IT, Overall Coordinator	022-61082405	9867801816	hod_it@siesgst.ac.in	
2.	Prof. Swati R	EXTC, Member	022-61082450	9324739106	Swati.Rane@siesgst.ac.in,	
3.	Prof. Deepti Reddy	CE. Member	022-61082465	9323420286	deepti.reddy@siesgst.ac.in	
4.	Prof. Stephy Benny	IT. Member	022-61082430	9404284351	stephy.benny@siesgst.ac.in	
5.	Prof Prasad Iyer	PPT, Member	022-61082446	9930570845	prasad.iyer@siesgst.ac.in	Absent
6.	Prof Shubhangi Kadu	BT, Member	022-61086458	1095965	Shubhangi.Kadu@siesgst.ac.in	
7.	Prof Sumitra.P	H&AS, Member	022-61086453	7498822289	council_incharge@siesgst.ac.in	
8.	Ms. V.Vijayalakshmi	Office Supt.Member	022-61082402	9323619235	office_supt@siesgst.ac.in	



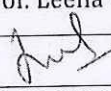
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S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 107/15, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
 SECTOR-V

MINUTES OF MEETING

Grievance Redressal Committee

Date:	December 08, 2016
Convener:	Prof. Leena V Ladge
Time:	3:00pm - 03:30pm
Venue:	IT Lab 105

No.	Agenda & Discussions
1.	To redress the complaint if any: A compliant from unknown student regarding allowing the mobile usage in college campus other than class room, was found by Prof. Stephy B. in the complaint/suggestion box. It was discussed in the meeting and all the members unanimously confirmed that the rules and regulations for students, regarding mobile usage in college campus must be continued as they are.
2.	To prepare the action plan for GRC: <ol style="list-style-type: none"> 1. Whatsapp group is made by Prof. Leena V Ladge which includes all the GRC members to facilitate the any information regarding GRC. 2. The notice of formation of GRC of SIESGST, has been displayed on the notice boards of various departments. 3. Separate register or file will be used to maintain the complaints and their action taken.
3.	Monitoring of Grievances: It was decided that grievances will be monitored twice a week by one member every semester. This semester it will be monitored by Prof. Shubhangi Kadu, BT Dept., GRC member
4.	Any other matter with the permission of chair: The discussion was also on how to convey the person who has put the complaint, about the redressal of grievance. It was decided that if no contact is provided in the complaint, then no reply can be given. If the contact is given then the reply can be sent to the complainants.








Convener:	Prof. Leena V ladge
Signature:	
Date:	08-12-2016


Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/WE, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR 4, NEERAJ, NAVI MUMBAI - 400 755.

MINUTES OF MEETING

Grievance Redressal Committee

The following members were present during the meeting.

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	HoD-IT, Overall Coordinator	022-61082405	9867801816	hod_it@siesgst.ac.in	
2.	Prof. Swati R	EXTC, Member	022-61082450	9324739106	Swati.Rane@siesgst.ac.in,	
3.	Prof. Deepti Reddy	CE. Member	022-61082465	9323420286	deepti.reddy@siesgst.ac.in	
4.	Prof. Stephy Benny	IT, Member	022-61082430	9404284351	stephy.benny@siesgst.ac.in	
5.	Prof Prasad Iyer	PPT, Member	022-61082446	9930570845	prasad.iyer@siesgst.ac.in	
6.	Prof Shubhangi Kadu	BT, Member	022-61086458	1095965	Shubhangi.Kadu@siesgst.ac.in	
7.	Prof Sumitra.P	H&AS, Member	022-61086453	7498822289	council_incharge@siesgst.ac.in	
8.	Ms. V.Vijayalakshmi	Office Supt, Member	022-61082402	9323619235	office_supt@siesgst.ac.in	ABSENT



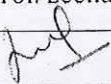
Principal
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PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

MINUTES OF MEETING

Grievance Redressal Committee

Date:	October 01, 2016
Convener:	Prof. Leena V Ladge
Time:	09:30am - 10:00am
Venue:	IT Lab 105

No.	Agenda & Discussions
1.	Defining the objectives, scope, functions and procedure of the committee The convener clarified the objectives that have to be fulfilled by the committee, the scope of grievances that can be redressed, functions of the committee and procedure for redressing the grievances.
2.	Publicizing the committee The various means of publicizing the committee was discussed.
3.	Creation of email id It was decided to have a separate official email id for Grievance Redressal Committee (GRC).
4.	Monitoring of Grievances It was decided that grievances will be monitored twice a week by one member every semester. This semester it will be monitored by Prof. Stephy Benny, IT Dept., GRC member

Convener:	Prof. Leena V ladge
Signature:	
Date:	01-10-2016

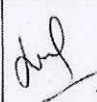

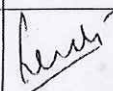







Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/L/15, SIB CHANDRANATHA SARASWATHY VIDYAPURAM
SECTOR-4, NEWEL, NEW PUNE - 400 795.

MINUTES OF MEETING

Grievance Redressal Committee

The following members were present during the meeting.

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	HoD-IT, Overall Coordinator	022-61082405	9867801816	hod_it@siesgst.ac.in	
2.	Prof. Swati R	EXTC, Member	022-61082450	9824739106	Swati.Rane@siesgst.ac.in,	
3.	Prof. Deepti Reddy	CE, Member	022-61082465	9823420286	deepti.reddy@siesgst.ac.in	
4.	Prof. Stephy Benny	IT, Member	022-61082430	9404284351	stephy.benny@siesgst.ac.in	
5.	Prof Prasad Iyer	PPT, Member	022-61082446	9930570845	prasad.iyer@siesgst.ac.in	
6.	Prof Shubhangi Kadu	BT, Member	022-61086458	7498822289	Shubhangi.Kadu@siesgst.ac.in	
7.	Prof Sumitra.P	H&AS, Member	022-61086453	9221095965	sumitra.padmanabhan@siesgst.ac.in council_incharge@siesgst.ac.in	
8.	Ms. V.Vijayalakshmi	Office Supt, Member	022-61082402	9323619235	office_supt@siesgst.ac.in	


Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
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SECTOR-V, WERUL, NAVI MUMBAI - 400 706.