

05

Grievance and Redressal committee (GRC)

2023-2024



**Dr S.C. Gulhane Prerna College of
Commerce, Science and Arts**

Run by Prerna Sewa Mandal
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

Ph.: 2745296, 2746840

E-mail: prernacollegengp@gmail.com



Date: 20/01/2024

Notice

This is to inform all the members that a meeting of "Grievance & Redressal Committee (GRC)" will be held on 23/01/2024 at 11:45am in Lab-2. All must be present at sharp 11:30 pm.

Agenda of the Meeting:

1. Confirmation of minutes of last meeting held on 02/09/2023.
2. Grievance regarding any subject teacher.
3. Grievance regarding construction of building in the premises.
4. Any other matter with the permission of chair.

All the members are requested to attend the meeting:-

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH (Coordinator)	
2	MR. PRASHANT SELOKAR (Member)	
3	MS. PRIYA GODBOLE (Member)	
4	MR. SANDIP ALONE (Member)	
5	DR. KALYANI KAMBLE (Member)	
6	DR. KANCHAN KHAWASE (Member)	

Coordinator
Grievance and Redressal Committee
Dr. S. C. Gulhane Prerna College of
Commerce, Science and Arts, Nagpur-24



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Minutes of the Meeting:-

The meeting was convened by Ms. Poorva Wagh, Coordinator of Grievance and Redressal committee on 23/01/2024 in Lab-2 to discuss the agenda announced earlier.

1. Confirmation of minutes of last meeting held on 24/01/2024.

Ms. Poorva Wagh read out the minutes of previous meeting and all the members approved them. She described the grievances were received from the students directly. Grievance examined and some complaints found. There are very few complaints and they have been made part of the meeting agenda.

2. Grievance regarding any subject teacher.

A complaint regarding some subject teacher were received from the students. The complaint were correct as it for same teacher. Then the complaint were redirected to the principle.

3. Grievance regarding construction of building in premises.

Student's complaint about the construction work going in the premises due to which disturbance in the learning is occurring.

4. Any other matter with the permission of chair.

Coordinator advised the members that they should follow-up of all the grievances which are received from the students. They should also see that grievances are resolved within minimum periods.

The coordinator thanked all the members for their time and cooperation.

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH (Coordinator)	
2	MR. PRASHANT SELOKAR (Member)	
3	MS. PRIYA GODBOLE (Member)	



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4	MR.SANDIP ALONE(Member)	S. Alone
5	DR.KALYANI KAMBLE(Member)	K. Kamble
6	DR.KANCHAN KHAWASE(Member)	K. Khawase

Cordinator
Grievance and Redressal Committee
Dr. S. C. Gulhane Prerna College of
Commerce, Science and Arts, Nagpur-24



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Action Taken Report (ATR)

ATR of the previous meeting was presented by the coordinator during the meeting held on 24/01/2024.

1. The student's complaint about some subject teacher. Principle conducted a meeting to guide the teaching staff and asked to change the teaching technique so that student can understand the subjects properly. Principle asked teachers to use more technology in order to make teaching more effective.
2. In meeting Grievance regarding construction of building in premises were discussed, and it is decided that the working will be done after the college and lectures were finished so that it do not effect students study.
3. Grievance regarding safety and security of vehicle of students resolved by providing more parking space and increasing the number of security guards.

Coordinator

Grievance and Redressal Committee

Dr. S.C. Gulhane Prerna College of

Commerce, Science and Arts, Nagpur

To,
The Grievance redressed committee,
Dr. S. C. Gulhane Purna College of
Commerce, Science and Arts,
Nagpur

Subject :- Application for problems due
to construction of building
in premises.

Respected Sir,

I am the student of BCA-II year
of your college. We are the student of
BCA-II year and we are facing the
problem due to construction in lecture
timing. We could not focus on the
studies, so please stop the construction
work at lecture timings.

Thanking you,

Date :- 25/9/2023

Place :- Nagpur.

To,
The Grievance redressal committee,
Dr. S. C. Gulthane Prerna College
of commerce, science and arts,
Nagpur.

Subject:- Application regarding safety
of vehicle.

Respected Sir,

I am the student of B.A. First
year of your college. I am facing
problems in parking my vehicle please
look into that.

Thanking you,

Date :- 04/01/2024

Place :- Nagpur.



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Date: 01/09/2023

Notice

This is to inform all the members that a meeting of "Grievance & Redressal Committee (GRC)" will be held on 02/09/2023 at 11:45am in Lab-2. All must be present at sharp 11:30 pm.

Agenda of the Meeting:

1. To frame the rules and procedure for Grievance & Redressal Committee.
2. To review the situation of Academic/administrative complaints.
3. To encourage students to lodge official complaint in any case of sexual harassment or ragging case they face in college.
4. To redress the cases if given in writing by any of the students and to take immediate action against the wrong doers.

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH (Coordinator)	
2	MR. PRASHANT SELOKAR (Member)	
3	MS. PRIYA GODBOLE (Member)	
4	MR. SANDIP ALONE (Member)	
5	DR. KALYANI KAMBLE (Member)	
6	DR. KANCHAN KHAWASE (Member)	

Coordinator
Grievance and Redressal Committee
Dr. S. C. Gulhane Prerna College of
Commerce, Science and Arts, Nagpur-24

Minutes of the Meeting:-

The meeting was convened by Ms.PoorvaWagh, Coordinator of Grievance and Redressal committee on 02/09/2023 in Lab-2 to discuss the agenda announced earlier.

1. To frame the rules and procedure for Grievance & Redressal Committee.

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The students may feel free to put up grievances.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit.
- GRC will meet formally twice in a year in case of some sort of emergency meeting can be convened.

2. To review the situation of Academic/administrative complaints.

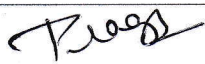
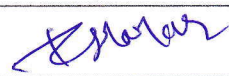
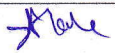

- Committee read and analyses the last year complaints and action filed under GRC.
- Also collect grievances through written complaints and Google form.

3. To encourage students to lodge official complaint in any case of sexual harassment or ragging case they face in college.


- It is decided that the all the faculty members who are mentors and class teachers should ask students about any type of physical or mental harassments.
- Committee members also make sure that student's identity must be kept private.

4. To redress the cases if given in writing by any of the students and to take immediate action against the wrong doers.

- It is brought to notice that there is no grievances received that to be redressed from the last committee meeting till the current meeting.

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1.	MS. POORVA WAGH (Coordinator)	
2.	MR.PRASHANT SELOKAR(Member)	
3.	MS.PRIYA GODBOLE(Member)	
4.	MR.SANDIP ALONE(Member)	

5.	DR.KALYANI KAMBLE(Member)	Kt
6.	DR.KANCHAN KHAWASE(Member)	Kanchan


 Coordinator
 Grievance and Redressal Committee
 Dr. S. G. Gulhane Prerna College of
 Commerce, Science and Arts, Nagpur-24

2022-2023



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Date: 17/01/2023

Notice

This is to inform all the members that a meeting of "Grievance & Redressal Committee (GRC)" will be held on 19/01/2023 at 11:45am in Lab-2.
All must be present at sharp 11:30 pm.

Agenda of the Meeting:

1. Confirmation of minutes of last meeting held on 09/09/2022.
2. Grievance regarding Unit test examination related problems.
3. Grievance regarding any subject teacher.
4. Grievance regarding library and computer labs problems.
5. Grievance regarding break time.
6. Grievance regarding safety and security.
7. Any other matter with the permission of chair.

All the members are requested to attend the meeting:-

SR. NO	FACULTY NAME	DESIGNATION	SIGNATURE
1	Ms. Poorva Wagh	Co-Ordinator	
2	Ms seema Rekhade	Member	
3	Mr. Prashant selokar	Member	
4	Mr. Mahesh Navghare	Member	

Co-Ordinator
Grievance and Redressal committee



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Minutes of the Meeting:-

The meeting was convened by Ms. Poorva Wagh, Coordinator of Grievance and Redressal committee on 19/01/2023 in Lab=2 to discuss the agenda announced earlier.

1. Ms. Poorva Wagh read out the minutes of previous meeting held on 09/09/2022 and all the members approved them.
2. She described the Grievance Form were examined and some complaints found. There are very few complaints and they have been made part of the meeting agenda.
3. Student's complaint about the Unit test examination conduction as there are two or three paper are getting overlaps, so the students are not getting sufficient time to study.
4. A complaint regarding some subject teachers were received from the students. The complaint was correct as it for same teacher. Then the complaint was redirected to the principal.
5. Grievance about quantity of textbook is insufficient in library and about the availability of computers for practice of computer science.
6. The complaints about insufficient break time.
7. Coordinator advised the members that they should follow-up all the grievances which are received from students. And also make sure that the grievances are resolved within minimum period.
8. Coordinator declared the meeting is adjourned.



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SR. NO	FACULTY NAME	DESIGNATION	SIGNATURE
1	Ms. PoorvaWagh	Co-Ordinator	
2	MsseemaRekhade	Member	
3	Mr. Prashant selokar	Member	
4	Mr. Mahesh Navghare	Member	

Coordinator
Grievance and Redressal Committee

Co-Ordinator
Grievance and Redressal committee



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Action Taken Report (ATR)

ATR of the previous meeting was presented by the coordinator during the meeting on 19/01/2023.

1. In order for students to effectively study and complete the unit test on a regular basis, complaints from students over the unit test overlap were addressed by creating a reasonable timetable.
2. A complaint by students regarding some subject teacher addressed by principal to direct the teaching team and requested that the teaching style be changed so that students could comprehend the courses fully and use of latest technology in teaching were made mandatory.
3. The complaints about library and computer labs were raised. As a result, it was determined that all subject teachers should provide study materials in hardcopy unit-by-unit format as well as some eBooks since the teaching is done on a technological platform.
4. The issue of computer lab availability is solved by allowing the use of computer whenever the lab is free, so that student can practice properly.
5. Complaint about the break time were resolved by increasing the time of break between the lectures without effecting the academic qualities.


Coordinator

Grievance and Redressal Committee
Co-Ordinator

Grievance and Redressal committee



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GRIEVANCEFORM2022-23

NOTE:-

1. The purpose of Grievance and Redressal Committee is to provide a mechanism to address student complaint and grievances.
2. Submit those grievances which are not addressed by any other committee.
3. False complaint may be subject to disciplinary action.

1. Name of student (Identity of students will kept private.): -

2. Class of students (Identity of students will kept private.): -

3. Grievance regarding administrative/official problem(mention department):-

4. Grievance regarding any subject teacher (mention subject teacher & subject name):-



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5. Grievance regarding exam form submission & other examination related problems:-

6. Grievance regarding library and computer labs problems.

7. Grievance regarding safety and security

8. Grievance regarding ragging and any other harassment



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9. Any other grievance.


Coordinator
Grievance and Redressal Committee

To,

The grievance redressal Committee
Berna College of Commerce
Nagpur,

Subject :- Library and Computer Lab problem.

Respected Mam,

I am the student of B.Sc. (CS) - Ist year of your college. I have difficulty in issuing library books, there were shortage of books in library and also the computers of lab are not proper functioning so please look in to that. Thank you.

Date : 15/10/2022

Place : Nagpur.

To,

The Grievance redressal Committee,
Prerna College of Commerce,
Nagpur.

Subject :- Regrading break time problem.

Respected Sir,

I am the student of BBA first year of this college. I request that you extend the break time from fifteen min. to half an hour. I am sure that you will look into my request, and the break time will extended soon.

Thanking you,

Date :- 25/12/2022

Place :- Nagpur



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Date: 07/09/2022

Notice

This is to inform all the members that a meeting of "Grievance & Redressal Committee (GRC)" will be held on 09/09/2022 at 11:45am in Lab-2. All must be present at sharp 11:30 pm.

Agenda of the Meeting:

1. To introduce new members in the committee.
2. To frame the rules and procedure for Grievance & Redressal Committee.
3. To review the situation of Academic/administrative complaints.
4. To encourage students to lodge official complaint in any case of sexual harassment or ragging case they face in college.
5. To redress the cases if given in writing by any of the students and to take immediate action against the wrong doers.

SR. NO	FACULTY NAME	DESIGNATION	SIGNATURE
1	Ms. PoorvaWagh	Co-Ordinator	
2	MsseemaRekhade	Member	
3	Mr. Prashant selokar	Member	
4	Mr. Mahesh Navghare	Member	

Coordinator
Grievance and Redressal Committee



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Minutes of the Meeting:-

The meeting was convened by Ms. Poorva Wagh, Coordinator of Grievance and Redressal committee on 09/09/2022 in Lab-2 .

The agenda given in the notice was taken up -

- Approval of Previous Session Meeting Minutes.
- Introduction of new committee members.
- The rules and procedure are framed for Grievance & Redressal Committee.
- GRC will meet formally twice in a year in case of some sort of emergency meeting can be convened.
- To circulate form to collect Grievance from students and redress it.
- Review the situation of Academic/administrative complaints.
- It is brought to notice that there is no grievances received that to be redressed from the last committee meeting till the current meeting.
- With the permission of chair meeting was adjourned

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH	
2	MRS. REENA URKANDE	
3	MR. PRASHANT SELOKAR	
4	MR. MAHESH NAVGHARE	

Coordinator
Grievance and Redressal Committee

2021-2022



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Date: 18/12/2021

Notice

This is to inform all the members that a meeting of "Grievance & Redressal Committee (GRC)" will be held on 20/12/2021 at 11:45am in Lab-2. All must be present at sharp 11:30 pm.

Agenda of the Meeting:

1. Confirmation of minutes of last meeting held on 20/11/2021.
2. Grievance regarding any subject teacher.
3. Grievance regarding Unit test examination related problems.
4. Grievance regarding library and computer labs problems.
5. Grievance regarding safety and security.
6. Any other matter with the permission of chair.

All the members are requested to attend the meeting:-

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH	
2	MRS. REENA URKANDE	
3	MR. PRASHANT SELOKAR	
4	MR. MAHESH NAVGHARE	



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20/12/2021

Minutes of the Meeting:-

The meeting was convened by Ms. Poorva Wagh, Coordinator of Grievance and Redressal committee on 20/12/2021 in Lab-2 to discuss the agenda announced earlier.

1. Confirmation of minutes of last meeting held on 20/11/2021.

Ms. Poorva Wagh read out the minutes of previous meeting and all the members approved them. She described the Google Form were examined and some complaints found. There are very few complaints and they have been made part of the meeting agenda.

2. Grievance regarding any subject teacher.

A complaint regarding some subject teacher were received from the students. The complaint were correct as it for same teacher. Then the complaint were redirected to the principle.

3. Grievance regarding Unit test examination related problemsexamination related problems.

Student's complaint about the Unit test examination conduction as there are two or three paper are getting overlaps, so the students are not getting sufficient time to study.

4. Grievance regarding library and computer labs problems.

Grievance about quantity of textbook is insufficient in library and about the availability of computers for the practice of computer subjects.

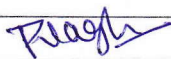
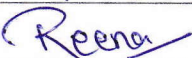
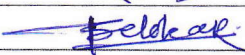
5. Grievance regarding safety and security.

The student's complaints about the security and safety of their vehicle parked outside the college premises. The complaint was genuine and coordinator redirected the complaint to the Principle.

6. Any other matter with the permission of chair.

Coordinator advised the members that they should follow-up of all the grievances which are received from the students. They should also see that grievances are resolved within minimum periods.

The coordinator thanked all the members for their time and cooperation.

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH	
2	MRS. REENA URKANDE	
3	MR. PRASHANT SELOKAR	
4	MR. MAHESH NAVGHARE	


Co-Coordinator
Grievance and Redressal Committee



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Action Taken Report (ATR)

ATR of the previous meeting was presented by the coordinator during the meeting held on 20/12/2021.

1. The student's complaint about some subject teacher. Principle conducted a meeting to guide the teaching staff and asked to change the teaching technique so that student can understand the subjects properly in online mode also.
2. Complaint of students regarding the unit test overlap were resolved by developing a proper timetable so that students can study properly and solve the unit test regularly.
3. In meeting Grievance regarding library and computer labs problems were encountered, so for library issue for the insufficient quantity of textbook the remedy was find that all the subject teacher should provide study material in softcopy format and also provide eBooks as the teaching is conducting on the virtual platform sue to pandemic.
4. Complaint about the computer lab availability is resolved by implementing proper timetable by following the Covid guidelines provided by Government.
5. Grievance regarding safety and security of vehicle of students resolved by providing more parking space and increasing the number of security guards.

Co-Coordinator
Grievance and Redressal Committee

GRIEVANCE FORM 2021-22

NOTE:-

1. The purpose of Grievance and Redressal Committee is to provide a mechanism to address student complaint and grievances.
2. Submit those grievances which are not addressed by any other committee.
3. False complaint may be subject to disciplinary action.

1. Name (Identity of students will kept private.)

2. Class (Identity of students will kept private.)

3. Grievance regarding administrative/official problem (mention department).

4. Grievance regarding any subject teacher (mention subject teacher & subject name)

5. Grievance regarding exam form submission & other examination related problems.

6. Grievance regarding library and computer labs problems.

7. Grievance regarding safety and security.

8. Grievance regarding cleanliness.

9. Grievance regarding ragging and any other harassment.

This content is neither created nor endorsed by Google.

Google Forms

Timestamp	Email Address	Score	Name (Identity of students)	Class (Identity of students)	Grievance regarding adm	Grievance regarding any	Grievance regarding exam	Grievance regarding librai	Grievance regarding safet	Grievance regarding clear	Grievance regarding ragging and any other harassment.
12/1/2021 10:40:15	tanmaygangare21@gmail.com		Tanmay Gangare	No	No	No	No	No	No	No	No
12/1/2021 10:54:50	pranalkadu2003@gmail.com			No	No	No	No	No	No	No	No
12/1/2021 11:30:57	mayurdhanurkar89@gmail.com			No	No	No	No	No	No	No	No
12/1/2021 11:52:17	chanchalverma090704@gmail.com			No	No	No	No	No	No	No	No
12/1/2021 11:59:15	ritikmeshram6248@gmail.com		RUTIK MESHAM	bba 2nd year	commerce and managem	no	no problem				no
12/1/2021 12:18:11	sejalshivankar123@gmail.com		Sejal Anil Shivankar	Boom I sec D	No nothing	No there is nothing about	No nothing	Nothing	All time there is clean alw	No nothing	
12/1/2021 12:41:58	madhurikudegave@gmail.com		No	No	No	No	No	No	No	No	No
12/1/2021 13:02:59	madhavihalmare@gmail.com		Madhavi Halmare								
12/1/2021 13:25:02	nidhira@gmail.com		Nidhi	Bba	In online mode of adminis	Yes some sub teachers di	Till now not faced as semi	Some sub books are not	Parking issues	Ok	No
12/1/2021 14:56:25	amitkumar7263023@gmail.com		Amit Singh								
12/1/2021 17:17:57	bhushandobale@gmail.com		no	no	no	no	no	no	no	no	no
12/1/2021 19:27:23	aishjavane06@gmail.com										
12/1/2021 19:55:52	SakshiTeppalwar124@gmail.com		Sakshi Teppalwar	Bba1st year	Bba	Account	Yes	No	Yes	Yes	Yes
12/1/2021 21:37:06	mohatkaralkesh@gmail.com		Alkesh mohatkar	BBA 1st year	No	No	No	No	No	No	No
12/2/2021 7:06:11	rutujabhupal@gmail.com		Rutuja vasant bhupal	M.com 1st yr	No	No	No	No	No	No	No
12/2/2021 10:09:55	pavikkalbade@gmail.com			BBA I		Pooja Nikhar Mam, CAB	No	No	No	No	Yes
12/2/2021 10:10:01	telmasregokul@gmail.com					Pooja Nikhar - Computer Application of business (CAB)					
12/2/2021 10:10:35	chetnashende14@gmail.com					Subject CAB Pooja Nikhar					
12/2/2021 10:11:01	sanketchikne03@gmail.com					Pooja Nikhar Mam,CAB					
12/2/2021 14:52:19	bagalshruti78@gmail.com		Shruti manoj bagal	Bcca 1 year 1 sem	No	No	No	No	No	No	No
12/3/2021 11:01:09	nakulambekar122@gmail.com		Yes	Kk	No problem	No	No	No	Yes	Yes	No
12/3/2021 11:10:32	minuminu20195050@gmail.com		MINAKSHI KUMBHALKA	bca 1st							
12/3/2021 11:26:09	ranichauragade28@gmail.com		Dimpal chauragade	BCA-1 semester	No	Vijay sir (computer funda	No	YES	YES	No	
12/3/2021 11:31:28	riyagangbhaj119@gmail.com			BCA1							
12/3/2021 11:41:11	gothesnehal@gmail.com		Snehal gothe	BCA1	No						
12/3/2021 11:47:11	aishwaryahuskar@gmail.com		No	No	No	Vijay Nikam sir we can't u	No	Library teacher s take to r	Never seen dgy yet	No	
12/3/2021 12:20:20	sanyukta11405@gmail.com		Sanyukta Bopate	BCA-I B	No	Vijay sir (computer funda	No	No	No	No	
12/3/2021 15:31:37	juhishendre81@gmail.com		Juhi shendre	BCA 1ST	No	Vijay Nikam Sir(computer	No	No	No	No	
12/3/2021 22:42:32	geuravgadpayle123@gmail.com		Nikil Gadpayle	BCA-I	No	Vijay sir (computer fundar	No	NO	No	No	
12/4/2021 10:03:06	manishsawwshere92@gmail.com		Yes	Yes	Fees harrasment problem	No	Library good	computer Good	No	No	
12/4/2021 11:53:26	walkeekansha346@gmail.com		Aakansha walke	Aakansha walke	No	No complaints	No	Safety is important yes	Awesome clean	No never	
12/7/2021 11:19:21	sayalimandaekar@gmail.com		Sayali bandu mandakar	Mcm1	No	No	No	Library me tally ke notes	No	No	
12/7/2021 22:31:07	bhowaleaarushi09@gmail.com		No	No	No	In some query. I sent mas	No	No	No	No	
12/8/2021 10:58:49	jirafePrachita@gmail.com		Prachita santosh jirafe	BBA 3yr 5th sem sec.A	No	No	No	No	Yes, cleanliness and guid	No	

To,
The Grievance redressal Committee
Purna College of Commerce
Nagpur

Sub: Complaint about subject teacher

Respected Sir,

I am the student of Bcom
II year in this college. I have
difficulty to understand the
concept of topic. I request
to change that subject teacher
Thanking you.

Date: 25/11/2021
Place: Nagpur

To,

The grievance redressal
Committee,
Purna College of Commerce
Nagpur

विषय: overlap unit test.

Respected Sir,

मी BBA II चा विद्यार्थी
आहे. माझे दोन विषयांचे unit
test पुन्हा दिवशी येत आहे.
तरी ती दोन वेगवेगळ्या दिवशी
द्यावात शकते.

Thanking you

दिनांक: १०/१२/१९

ठिकाण: नागपूर



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NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA - 2.32)

Ph.: 2745296, 2746840

E-mail : prenaacollegengp@gmail.com

Website: www.prenacollegeofcommerce.com



Date: 18/11/2021

Notice

This is to inform all the members that a meeting of "Grievance & Redressal Committee (GRC)" will be held on 20/11/2021 at 11:45am in Lab-2. All must be present at sharp 11:30 pm.

Agenda of the Meeting:

1. To frame the rules and procedure for Grievance & Redressal Committee.
2. To review the situation of Academic/administrative complaints.
3. To encourage students to lodge official complaint in any case of sexual harassment or ragging case they face in college.
4. To redress the cases if given in writing by any of the students and to take immediate action against the wrong doers.

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH	
2	MRS. REENA URKANDE	
3	MR. PRASHANT SELOKAR	
4	MR. MAHESH NAVGHARE	



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20/11/2021

Minutes of the Meeting:-

The meeting was convened by Ms. Poorva Wagh, Coordinator of Grievance and Redressal committee on 20/11/2021 in Lab-2 to discuss the agenda announced earlier.

1. To frame the rules and procedure for Grievance & Redressal Committee.

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The students may feel free to put up grievances.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit.
- GRC will meet formally twice in a year in case of some sort of emergency meeting can be convened.

2. To review the situation of Academic/administrative complaints.

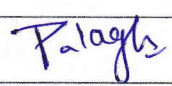

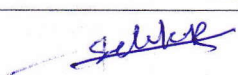

- Committee read and analyses the last year complaints and action filed under GRC.
- Also collect grievances through written complaints and Google form.

3. To encourage students to lodge official complaint in any case of sexual harassment or ragging case they face in college.

- It is decided that the all the faculty members who are mentors and class teachers should ask students about any type of physical or mental harassments.
- Committee members also make sure that student's identity must be kept private.

4. To redress the cases if given in writing by any of the students and to take immediate action against the wrong doers.

- It is brought to notice that there is no grievances received that to be redressed from the last committee meeting till the current meeting.

SR. NO	FACULTY NAME	SIGNATURE
1	MS. POORVA WAGH	
2	MRS. REENA URKANDE	
3	MR. PRASHANT SELOKAR	
4	MR. MAHESH NAVGHARE	



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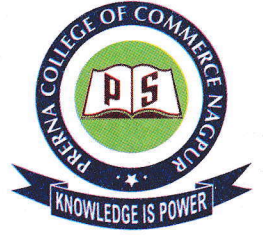
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Website: www.prernacollegeofcommerce.com



Ref. No.:

Date: 25-6-2020

Notice

As per the guidelines given by UGC all the norms about student's grievances and anti- ragging have to be followed meticulously.

If any complaint is received from any of the students, it should be immediately put before the committee and be addressed and readdressed.


There will be zero tolerance in regards to ragging and harassment to any of the students.

Awareness about the students' grievance cell and anti ragging rules should be spread by the teachers in the beginning of the session during their lectures.

If anybody has the complaint, should drop it into the complaint box or mail it to prernacollegengp@gmail.com.

Time to time the anti-ragging committee should keep on informing the students about the rules against the act of ragging.

The students may also contact on the number 8421368693 to complaint about harassment of any kind or ragging.


Director
Prerna College of Commerce



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Notice

This is to inform all the members that a meeting of Grievance & Redressal Committee (GRC) will be held on 01/02/2021 at 10.00am in Room Number 401.

Agenda

1. To review the situation in regard to ragging and sexual harassment issues if any.
2. To also plan how to go about the cases of sexual harassment ragging through social media or in virtual mode.
3. To redress the cases if given in writing by any of the students and to take immediate action against the wrong doers.

All the members are requested to attend the meeting:-

Members	Designation	Signature
Dr Bharti Deshmukh	Chairperson	
Dr Shivani Katakwar	(Member)	
Mrs. Shweta mankar	Member	
Mr. Prashant selokar	Member	
Mr. Nivruti wankar	Student representative (BCA II)	
Mr. Himanshu Andhare	Student representative (BBA III)	
Ms. Ekta Gupta	Student representative (B.COM III)	
Ms. Dwarika jangid	Student representative (BCCA III)	



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Minutes

The meeting was convened by Mrs Bharti Deshmukh, Coordinator of Grievances redressal committee on 01/02/2021 in the Room Number 401 to discuss to discuss the agenda announced earlier.

1. To review the situation in regard to ragging and sexual harassment issues if any.

The committee member of Grievance redressal committee discussed on the feedback of students which was submitted by the faculty members, Mentors and Internal Complaint Committee and it was brought to the notice that there was no complaint of sexual harassment and ragging case.

2. To also plan how to go about the cases of sexual harassment ragging through social media or in virtual mode.

The Committee member decided that the mentors of the students should do the counselling to the students if they are faced any kind of harassment on social media or other virtual mode.

3. To redress the cases if given in writing by any of the students and to take immediate action against the wrong doers.

It was brought to notice that there was no complaint of sexual harassment and ragging case till the meeting.



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Members	Designation	Signature
Dr Bharti Deshmukh	Chairperson	
Dr Shivani Katakwar	(Member)	
Mrs. Shweta mankar	Member	
Mr. Prashant selokar	Member	
Mr. Nivruti wankar	Student representative (BCA II)	
Mr. Himanshu Andhare	Student representative (BBA III)	
Ms. Ekta Gupta	Student representative (B.COM III)	
Ms. Dwarika jangid	Student representative (BCCA III)	



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Notice

This is to inform all the members that a meeting of Grievance & Redressal Committee (GRC) will be held on 28/09/2020 at 11.00am in Room Number 401.

Agenda

1. To encourage students to lodge an official complaint in case of any type of sexual harassment or ragging case they face in college premises.
2. To prepare the guidelines to readdress such issues.
3. To inform the students that in regard to sexual harassment and ragging harsh punishment/ penalisation will take place against the culprits.
4. To replace the notice/warnings fixed on walls in order to bring about the awareness among the students about the zero tolerance in respect to sexual harassment and ragging.

All the members are requested to attend the meeting:-

Members	Designation	Signature
Dr Bharti Deshmukh	Chairperson	
Dr Shivani Katakwar	(Member)	
Mrs. Shweta mankar	Member	
Mr. Prashant selokar	Member	
Mr. Nivruti wankar	Student representative (BCA II)	
Mr. Himanshu Andhare	Student representative (BBA III)	
Ms. Ekta Gupta	Student representative (B.COM III)	
Ms. Dwarika jangid	Student representative (BCCA III)	



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Minutes

The meeting was convened by Mrs Bharti Deshmukh, Coordinator of Grievances redressal committee on 28/9/2020 in the Room Number 401 to discuss to discuss the agenda announced earlier.

1. To encourage students to lodge an official complaint in case of any type of sexual harassment or ragging case they face in college premises:-

It was decided in the meeting that all the faculty members who are mentor of the students should encourage the students and ask the students regularly that any type of sexual harassment and ragging issues faced by the them.

2. To prepare the guidelines to readdress such issues.

Following guidelines decided in the meeting to the above mentioned agenda:-

- a) To encourage the students to lodge the complaint if they face any type of sexual harassment or ragging case.
- b) To organize a meeting within three days after the complaint lodge by the employee or students.
- c) To take the necessary action against the culprits and readdress the issue within 15 days after the complaint lodge by the victim.
- d) To Prepare the Action taken report.
- e) To provide proper assistance to an employee and students if they want to complaint with the police.
- f) To ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.



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3. To inform the students that in regard to sexual harassment and ragging harsh punishment/ penalisation will take place against the culprits:-

It was decided in the meeting that all the Staff Members, Mentors, Members of Internal complaint Committee should inform the students regularly about the strict measures that will be if anyone harassing someone or found involved in ragging case.

4. To replace the notices/warnings fixed on walls in order to bring about the awareness among the students about the zero tolerance in respect to sexual harassment and ragging:-

It was decided in the meeting that all the old notice/warning banner should be replace with the new one. New banner of Grievances redressal Committee and Internal Complaint Committee should be made with the entire new committee member names and contact number.

Members	Designation	Signature
Dr Bharti Deshmukh	Chairperson	
Dr Shivani Katakwar	(Member)	
Mrs. Shweta mankar	Member	
Mr. Prashant selokar	Member	
Mr. Nivruti wankar	Student representative (BCA II)	
Mr. Himanshu Andhare	Student representative (BBA III)	
Mr. Ekta Gupta	Student representative (B.COM III)	
Ms Dwarika jangid	Student representative (BCCA III)	



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbag Square, Nagpur - 4400024.

Date: 06 /12/2019

Notice

This is to inform all the members that a contingent meeting of Grievance & Redressal Committee (GRC) will be held on 9/12/2019 at 11.00 am in Room Number 401.

Agenda

1. Confirmation to the minutes of last meeting held on 19/7/2019.
2. Compliant regarding early closer of College gate.
3. Complaint by outstation students regarding allowing late coming.
4. Grievance of students of computer department regarding usage of Computer Lab.
5. Virus in the computers in the Computer Lab 1.
6. Complaint about speed of internet
7. Any other matter with the permission of chair.

All the members are requested to attend the meeting:-

Members	Designation	Signature
Mrs Nisha Vyas	Chairperson	
Dr. Bharti Deshmukh	(Member)	
Ms. Kranti Shrikhande	Member	
Dr. Priyadarshani Keshtty	Member	
Vaishnavi Shende	Student representative (B.Sc IT-III)	
Nivrutti Walkar	Student representative (BCA II)	
Shivani Salodkar	Student representative (BBA III)	
Disha Vithalkar	Student representative (B.COM III)	
Netra Retar	Student representative (BCCA III)	

Coordinator
GRC



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbag Square, Nagpur - 4400024.

Minutes

The meeting was convened by Mrs Nisha Vyas, Coordinator of GRC, today on 16/9/2019 in the Room Number 401 to discuss to discuss the agenda announced earlier.

1. Confirmation to the minutes of last meeting held on 19/7/2019

Mrs Nisha Vyas read out the minutes of the previous meeting and all the members approved and confirmed them. She described that the Complaint box was opened and some complaints found. There were very few complaints and they have been made part of the agenda.

2. Compliant regarding early closer of College gate.

A complaint received from the students regarding college gate closing dot on time i.e. at 6.55 am. According to them, gates are closing early and because of that they are missing their lectures. It was decided to be deal with complaint by giving understanding to the students regarding discipline and also to take up the matter with their parents in PTM.

3. Complaint by outstation students regarding allowing late coming.

A complaint by outstation students regarding allowing late coming was received. The complaint was genuine and coordinator assured that she would convey the message to the Principal and discuss the problems faced by the students.

4. Grievance of students of computer department regarding usage of Computer Lab.

A complaint was received by the students of computer department regarding usage of Lab. The complaint of students was genuine and coordinator assured that she would convey the message to the Head of Computer department and Principal and discuss the problems faced by the students.

5. Virus in the computers in the Computer Lab 1.

The student's representatives also brought it to the notice of the committee regarding the complaint about virus in the computers of computer lab 1 due to which the computers have become slow. The issue was discussed by the committee. The coordinator gave the responsibility to Ms. Kranti Shrikhande to coordinate with IT technician to resolve the issue at the earliest.

6. Compliant about speed of internet.

Coordinator informed that a Complaint about speed of the internet was received from many students. She assured that she will take this matter to the Principal, and try solving this as early as possible.

7. Any other matter with the permission of chair

There was no other issue for discussion hence meeting was adjourned by giving vote of thanks to the chair.

Following members were present for the meeting:-

Members	Designation	Signature
Mrs Nisha Vyas	Chairperson	
Dr. Bharti Deshmukh	(Member)	



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbag Square, Nagpur - 4400024.

Action Taken Report (ATR)

ATR of the previous meeting was presented by the Coordinator during the meeting held on 30/9/2019.

- The students had complained regarding early closer of College gate. In compliance to this, gentle understanding was given to the students and their parents regarding discipline and value of time. Students are convinced and agreed to come before time to college
- Complaint by outstation students regarding allowing late coming was resolved by issuing them late gate pass according to their bus timing.
- Grievance of students of computer department regarding usage of Computer Lab. In compliance to this, with the kind permission of Principal Students were allowed to use Lab 3 after completion of their lectures.
- As discussed in the last meeting regarding virus in computers, Ms. Kranti Shrikhande informed that the entire computers has been cleaned and now all are working properly.
- As discussed in the last meeting regarding speed of the internet, it is informed that the speed of the internet was increased up to 50mbps.

Coordinator
GRC

To,
The Grievance redressal Committee
Prerna College, of Commerce,
Nagpur

Sub : Complaint for early
close of college gate

Respected Sir,

I am the student of
BCA 1st year. I have one
complaint that college has
closed early. I request to open
gate ~~for~~ long time.
Thanking you.

Date : 29/11/2019

Place : Nagpur.

To,
The Grievance redressal Committee
Panna College of Commerce
Nagpur

Sub: Virus in computer

Respected Sir,

I am the student of
BSc IT. College pc has
virus so my practical file
has corrupted. kindly focus
on this problem.

Thanking you

Date: 24-11-19

Place: Nagpur



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbaugh Square, Nagpur - 440009.

Notice




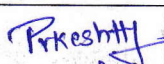
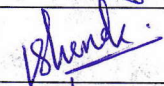
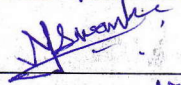

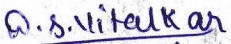

Date:- 16/7/2019

This is to inform all the members that a meeting of Grievance and Rederessal Committee(GRC) will be held on 19/7/2019 at 10:15 am in room no. 102

Agenda

1. Read and confirm the minutes of last meeting.
2. Welcoming the new members to the new session.
3. Inducting the new student representative.
4. Making the student aware of the rules and regulations of Grievance and Rederessal committee.
5. Any other matter with the permission of chair.

All the members are requested to attend the meeting.

Members	Designation	Signature
Mrs. Nisha Vyas	Co-ordinator	
Dr. Bharti Deshmukh	Member	
Ms Kranti Shrikhande	Member	
Dr. Priyadarshini keshtty	Member	
Vaishnavi Shende	Student Representative (B.Sc.(IT)-III)	
Nivrutti Walkar	Student Representative (BCA- II)	
Shivani Saludkar <i>Saludkar</i>	Student Representative (BBA- III)	
Disha Vitalkar	Student Representative (B.Com-III)	
Netra Retar	Student Representative (BCCA III)	



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbaugh Square, Nagpur - 440009.

Minutes

1. The first issue was reading the minutes of previous meeting.
2. The 5 new students were inducted in the committee. They were instructed to inform all the students regarding the committee.
3. The rules and regulation of the grievance cell were explained to the students. They were made aware that they can complaint regarding their issue with the college. The compliant box was open from time to time .Its placement was also intimidated to the students.
4. The coordinator thanked all the members for their time and patient.

Coordinator

Nayan
Co-ordinator
Grievance and Redressal Committee
Prerna College Of Commerce



Prerna Sewa Mandal's

PRERNA COLLEGE OF COMMERCE

Reshimbaugh Square, Nagpur - 440009.

Following member were present for the meeting:-

Members	Designation	Signature
Mrs. Nisha Vyas	Co-ordinator	<i>Nyasa</i>
Dr. Bharti Deshmukh	Member	<i>B. Deshmukh</i>
Ms Kranti Shrikhande	Member	<i>Kranti Shrikhande</i>
Dr. Priyadarshini keshetty	Member	<i>Priyeshetty</i>
Vaishnavi Shende	Student Representative (B.Sc.(IT)-III)	<i>Vaishnavi Shende</i>
Nivrutti Walkar	Student Representative (BCA- II)	<i>Nivrutti Walkar</i>
Shivani Salodkar <i>Salodkar</i>	Student Representative (BBA- III)	<i>Shivani Salodkar</i>
Disha Vitalkar	Student Representative (B.Com-III)	<i>D. Vitalkar</i>
Netra Retar	Student Representative (BCCA III)	<i>N. G. Retar</i>