



ST XAVIER'S COLLEGE - JAIPUR
Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India
Affiliated to the University of Rajasthan
Approved under Section 2(f) & 12(B) of the UGC Act, 1956
A Christian Minority Jesuit Institution

Minutes of the Meeting Student Grievance Committee

Date: 12th August 2021

Venue : Meeting Room

Attendees:

S.no	Name	Position	Signature
1	Rev. Dr A Rex Angelo, SJ	Chairman	
2	Rev Fr Dr Raymond Cherubin SJ	Vice Principal	
3	Dr Dharmveer Yadav, Dean of Student Affairs	Coordinator	
4	HoD& Dept. Teachers - Business Administration	Member	
5	HoD& Dept. Teachers - Commerce	Member	
6	HoD& Dept. Teachers - Economics	Member	
7	HoD& Dept. Teachers - English	Member	
8	HoD& Dept. Teachers - Computer Science	Member	
9	HoD& Dept. Teachers - Political Science	Member	

Minutes:

1. Review of previous meeting minutes:

- The chairperson called the meeting to order and reviewed the minutes from the previous meeting. The minutes were approved without any amendments.

2. Discussion of recent student grievances:

- Each grievance was discussed in detail, allowing all committee members to express their opinions and concerns. The committee recognized the importance of addressing these grievances promptly and effectively.

3. Action plan for addressing student grievances:

- It was agreed upon that each grievance would be thoroughly investigated to gather all relevant information and evidence.
- The committee decided to schedule meetings with the concerned students to hear their grievances directly and provide them with an opportunity to present their concerns.
- The chairperson assigned specific committee members to investigate and handle each grievance, ensuring a fair and unbiased process.
- It was decided to establish a timeline for resolving each grievance and to communicate the progress to the students involved.
- The committee also discussed the importance of maintaining confidentiality throughout the process to protect the privacy of the students involved.

4. Any other business:

- The committee discussed the need for improved communication channels to ensure that students are aware of the grievance procedures and how to access support when needed. Suggestions were made to update the college website, distribute informational flyers, and conduct awareness campaigns.

Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

Principal



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Minutes of the Meeting

Date: 4th Feb 22

Venue: Meeting Room

Attendees:

S.no	Name	Designation	Signature
1	Rev. Dr A Rex Angelo, SJ	Chairman	
2	Rev Fr Dr Raymond Cherubin SJ	Vice Principal	
3	Dr Dharmveer Yadav, Dean of Student Affairs	Coordinator	
4	HoD& Dept. Teachers - Business Administration	Member	
5	HoD& Dept. Teachers - Commerce	Member	
6	HoD& Dept. Teachers - Economics	Member	
7	HoD& Dept. Teachers - English	Member	
8	HoD& Dept. Teachers - Computer Science	Member	
9	HoD& Dept. Teachers - Political Science	Member	

Minutes:

1. Review of previous meeting minutes:

- The chairperson called the meeting to order and reviewed the minutes from the previous meeting. The minutes were approved without any amendments.

2. Discussion of recent student grievances:

- Each grievance was discussed in detail, allowing all committee members to express their opinions and concerns. The committee recognized the importance of addressing these grievances promptly and effectively.
- The committee agreed to maintain strict confidentiality throughout the investigation process and to ensure a fair and unbiased assessment of each grievance.

3. Any other business:

- The committee discussed the need for improved communication channels to ensure that students are aware of the grievance procedures and how to access support when needed. Suggestions were made to update the college website, distribute informational flyers, and conduct awareness campaigns.
- It was also proposed to organize workshops or training sessions for faculty members to enhance their communication and conflict resolution skills.

Principal

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