



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 of the Grievance Redressal Committee

Date: 23rd July 22

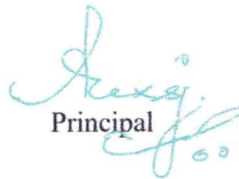
Venue: Meeting Room

Sr	Name	Position	Signature
1	Dean Student Affairs	Coordinator	
2	Dr Ajay Kr Dandotiya	Member	
3	HoD& Dept. Teachers - Business Administration	Member	
4	HoD& Dept. Teachers - Commerce	Member	
5	HoD& Dept. Teachers - Economics	Member	
6	HoD& Dept. Teachers - English	Member	
7	HoD& Dept. Teachers - Computer Science	Member	
8	HoD& Dept. Teachers - Political Science	Member	

Minutes:

- The meeting commenced with a welcome from the chairperson, followed by self-introductions by all committee members.
- The chairperson provided an overview of the committee's purpose, emphasizing its role in addressing and resolving grievances within the college
- Members familiarized themselves with the college's grievance redressal policy, discussing key provisions and procedures
- Responsibilities were allocated among committee members to ensure the successful implementation of improvement initiatives and effective grievance redressal. Each member was assigned specific tasks and action items.
- Members were encouraged to actively engage with commuters and gather feedback to identify areas for further improvement.
- The committee discussed the importance of maintaining confidentiality and sensitivity while handling student grievances to build trust and confidence in the redressal process.
- The meeting concluded with a vote of thanks from the Chairperson, acknowledging the contributions of all members. The next meeting was scheduled as per the agreed-upon date and time.


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


Principal



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Minutes of Meeting - Grievance Redressal Committee

Date: 20th September 22

Venue : Meeting Room

Attendees:

Sr	Name	Position	Signature
1	Dean Student Affairs	Coordinator	
2	Dr Ajay Kr Dandotiya	Member	
3	HoD- Business Administration	Member	
4	HoD - Commerce	Member	
5	HoD - Economics	Member	
6	HoD- English	Member	
7	HoD - Computer Science	Member	
8	HoD - Political Science	Member	

Minutes:

1. The meeting was called to order by the Chairperson, who welcomed all members and emphasized the importance of maintaining discipline on campus.
2. Updates on Policies and Procedures:
 - The Chairperson provided updates on any changes or amendments to the institution's policies and procedures. Members were briefed on these updates and encouraged to disseminate the information among students and staff.
3. Allocation of Responsibilities:
 - Responsibilities were allocated among committee members to ensure the successful implementation of improvement initiatives and effective handling of cases.
4. Any Other Business:
 - Members were encouraged to stay vigilant and proactive in maintaining discipline on campus and promptly addressing any issues that arise.
 - The committee discussed the importance of fostering a culture of respect and accountability among students and staff to promote positive behavior and prevent any incidents.
5. The meeting concluded with a vote of thanks from the Chairperson.

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