



ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur – 302001, Rajasthan

Minutes of the Meeting of the Grievance Redressal Committee

Date: 5th July 2018

Venue: Meeting Room

Sr	Name	Position	Signature
1	Rev. Fr. Joshy Kuruvilla, S.J.	Chairman	
2	Dr. Sheila Rai	Member	
3	Staff Secretary	Member	
4	Ms. Vaishali Singh	Member	
5	Ms. Ankita Rathore	Member	
6	Ms. Sapna Newar	Member	
7	Ms. Anjali Pareek	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 procedures discussing key provisions and procedures.
- Clarified and assigned specific roles and responsibilities to committee members, including the process of handling and investigating grievances.
- Agreed upon a reasonable timeline for the resolution of grievances, taking into consideration the complexity and nature of each case.
- Emphasized the importance of maintaining thorough documentation and records for each grievance received and the actions taken for resolution.

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

Principal



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Minutes of the Grievance Redressal Committee Meeting

Date: 18-01-19

Sr	Name	Position	Signature
1	Rev. Fr. Joshy Kuruvilla, S.J.	Chairperson	
2	Dr. Sheila Rai	Member	
3	Staff Secretary	Member	
4	Ms. Vaishali Singh	Member	
5	Ms. Ankita Rathore	Member	
6	Ms. Sapna Newar	Member	
7	Ms. Anjali Pareek	Member	

Minutes:

- The convener opened the floor to discuss the need for training sessions aimed at enhancing the skills of committee members in handling grievances with sensitivity and ensuring procedural fairness.
- Members engaged in a discussion highlighting the importance of training to equip committee members with the necessary skills and knowledge to address grievances effectively.
- Identified key topics for training sessions, including conflict resolution, effective communication, and the specific procedures outlined in the college's grievance redressal procedures.
- Discussed and agreed upon a tentative schedule for the training sessions, taking into account the availability of committee members.
- The date and venue of the next meeting was scheduled and conveyed by the chairperson.


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