

# ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan

## Minutes of the Meeting

Date: 8<sup>th</sup> September 20

Time: 10.30 am

Sr	Name	Position	Signature
1	Rev. Dr A Rex Angelo, SJ	Chairman	
2	Rev. Dr Sherry George, SJ	Member	
3	Rev. Dr Raymond Cherubin, SJ	Member	
4	The Heads of the Departments	Member	

### Agenda:

1. Planning Improvement Initiatives
2. Allocation of Responsibilities
3. Any Other Business

### Minutes:

The meeting was called to order by the Chairperson, who welcomed all members and thanked them for their commitment to addressing grievances .

#### 1. Planning Improvement Initiatives:

- The committee brainstormed improvement initiatives to enhance the quality and efficiency services provided to students.


#### 2. Allocation of Responsibilities:

- 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.

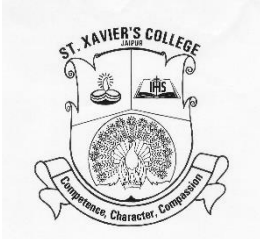
#### 3. Any Other Business:

- Members were encouraged to actively engage with commuters and gather feedback to identify areas for further improvement.
- The committee discussed the importance of regular monitoring and evaluation of different services to ensure compliance with established standards and address any emerging issues.

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



# ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan

## Minutes of the meeting

Date: 6<sup>th</sup> April 2021

Venue: Meeting Room

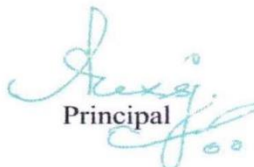
Sr	Name	Position	Signature
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### Minutes:

- The Chairperson provided updates on the current status of student grievance redressal mechanisms. Any recent changes or developments in the process were discussed for the committee's information.
- Recent grievances raised by students were discussed in detail. The committee analyzed the nature of each grievance and identified underlying issues that need to be addressed to prevent recurrence.
- The committee brainstormed improvement initiatives to enhance the effectiveness and efficiency of the student grievance redressal process. Suggestions such as conducting awareness campaigns, improving communication channels, and providing training to staff involved in grievance handling were discussed.
- Responsibilities were allocated among committee members to ensure the successful implementation of improvement initiatives and timely resolution of student grievances. Each member was assigned specific tasks and action items.
- Members were encouraged to actively engage with students to gather feedback and ensure their grievances are addressed promptly.
- 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.

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

  
Principal