

**Minutes of Meeting**  
**Meeting 1**  
**Student Redressal Committee**

The Student Redressal Committee's meeting was conducted online via Google meet platform on 10<sup>th</sup> July, 2020 at 10:30 am. The following members were present:-

1. Dr. Susheela Narang – Chairperson/ Principal
2. Dr. Garima – Incharge
3. Ms. Kavita – Representative/ IQAC
4. Mr. Rahul - Student Representative
5. Ms. Rajneesh - Students Representative
6. Mr. Manik Setia – Office Superintendent

The principal Dr. Susheela Narang welcomed all the members and conveyed that each one have to circulate authentic messages and videos regarding awareness related to Covid-19. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students' grievances	Action taken
10 <sup>th</sup> July, 2020	To provide link of e-content and pdfs of study materials in whatsapp group.	Chairperson decided and recommended all subject incharges. To provide link of e-content and pdfs of study materials in whatsapp group for the preparation of III semester examinations.

The Committee members proposed vote of thanks and the meeting came to an end.

**Meeting 2**  
**Student Redressal Committee**

The Student Redressal Committee's meeting was held on 14<sup>th</sup> March, 2021 in Principal's office at 10:30 am. The following members were present:-

1. Dr. Susheela Narang – Chairperson/ Principal
2. Dr. Garima – Incharge/Convenyor
3. Mr. Kapil Bhateja – Representative/ IQAC
4. Mr. Rahul - Student Representative
5. Ms. Rajneesh - Students Representative
6. Mr. Manik Setia – Office Superintendent

The principal Dr. Susheela Narang welcomed all the members and convenor read the mintues of previous meeting conveying that pdfs of study materials were provided in whatsapp groups for III and I Semters. The grievances reported by students' had conversed and following remedial measures were suggested.

Date of Meeting	Students' grievances	Action taken
14 <sup>th</sup> Mar, 2021	To sanitize classrooms due to covid crises.	Decided and recommended sanitization of classrooms, library, halls and labs and sanitization dispensers are installed in different areas of campus and also instruct the students to follow rules and regulations during covid -19.

The committee members proposed vote of thanks and the meeting came to an end.