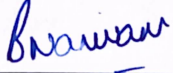

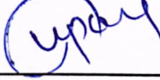

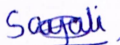


SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

Meeting/Project Name	Grievance Redressal Committee	Academic Year	2020 - 2021
Meeting Facilitator	Dr. B. H. Nanwani	Date	9/10/2020

CIRCULAR / NOTICE OF THE GRIEVANCE REDRESSAL COMMITTEE MEETING

You are requested to note that the Grievance Redressal Committee Meeting for the Academic Year 2020 – 2021 will be held on 20/10/2020 in the Board Room in the Director's Office at 1.00 p.m. The following Members to please attend the same:

Sr. No.	Name of the Member	Designation	Signature / Attendance Remarks
1	Dr. B. H. Nanwani	Chairperson	
2	Dr. Abhijeet Kaiwade	Head of Department	
3	Ms. Vaishali R. Patil	Asst. Professor	
4	Dr. Smita Iyer	Asst. Professor	
5	Ms. Sayali Choudhari	Student Representative	

Dr. B. H. Nanwani
Director

DR. B. H. NANWANI
DIRECTOR
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, KOREGAON ROAD, PUNE-411 001



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS			
Meeting/Project Name	Grievance Redressal Committee	Academic Year	2020-2021
Meeting Facilitator	Dr. B. H. Nanwani	Meeting Date (DD/MM/YYYY)	20/10/2020
MEETING AGENDA			
Sr. No	Topic		
1	Reading and confirming minutes and Action taken report of the previous meeting		
2	To take review of the Grievance Registered, if any.		
3	Awareness Initiatives - Grievance Redressal Mechanism		
4	Any other matter with the permission of chair		



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

Meeting/Project Name	Grievance Redressal Committee Meeting	Academic Year	2020 - 2021
Date of Meeting (DD/MM/YYYY)	20/10/2020	Time	1.00 p.m. onwards
Meeting Facilitator	Dr. B. H. Nanwani		

ATTENDANCE OF THE MEETING

A Meeting of the Grievance Redressal Committee was held on 20/10/2020 at 1.00 pm, under the Chairperson, Dr. B. H. Nanwani (Director, SVIMS). The following members were present:

Sr No.	Name	Designation	Sign. / Attendance Remark
1	Dr. B.H. Nanwani	Chairperson	<i>B. H. Nanwani</i>
2	Dr. Abhijeet Kaiwade	Head of Department	<i>Abhijeet Kaiwade</i>
3	Ms. Vaishali R. Patil	Asst. Professor	<i>Vaishali R. Patil</i>
4	Dr. Smita Iyer	Asst. Professor	<i>Smita Iyer</i>
5	Ms. Sayali Choudhari	Student Representative	<i>Sayali</i>



SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS			
Meeting/Project Name	Grievance Redressal Committee	Academic Year	2020-2021
Meeting Facilitator	Dr. B. H. Nanwani	Meeting Date (DD/MM/YYYY)	20/10/2020
MINUTES OF MEETING			
Sr. No.	Agenda Points	Discussion and Decision	
1	ATR of previous meeting	The Committee reviewed the Minutes and Action Taken Report of the previous meeting and approved the same.	
2	Review of the Grievance Registered, any.	As per the information received from Mr. Vinayak Phule, Grievance Registry In charge, No Grievance was registered for the AY 2019-20.	
3	Awareness of Grievance Redressal Mechanism	The new batch of Students would be instructed on what constitutes a grievance, the redressal system, and the name of the Ombudsman, as is customary	
4	Vote of Thanks	Dr. Abhijeet Kaiwade's vote of thanks signalled the conclusion of the meeting because there was nothing else on the agenda to address.	

B. H. Nanwani
Dr. B H Nanwani
Chairperson

DR. B. H. NANWANI
DIRECTOR

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SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS			
Meeting/Project Name	Grievance Redressal Committee	Meeting Date (DD/MM/YYYY)	20/10/2021
Meeting Facilitator	Dr. B. H. Nanwani		
ACTION TAKEN REPORT			
Awareness of Grievance Redressal Mechanism	During the Induction Program, Dr. Abhijeet Kaiwade informed the students about the Grievance Redressal Mechanism. The scope of GRC was highlighted like – Admissions, Fees, Document related, etc. The name of the Committee members along with their phone numbers was given to the students. Besides this, the email id of Director, Chairperson the committee was also given to the students.		

B. H. Nanwani

Dr. B H Nanwani
Chairperson
DR. B. H. NANWANI
DIRECTOR

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