 <b>MIER COLLEGE OF EDUCATION (AUTONOMOUS)</b> Accredited by the NAAC with 'A+' Grade	<b>Quarterly Review Meeting Minutes of Meeting</b>	<b>QF No.: 092B No: MCE/21/02/001 Date: 23/02/2021</b>
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The quarterly review meeting of Grievance Redressal Committee was held on 23/2/2021 at 3:15 pm in the Committee Room, Administrative Block.

Present:

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|---------------------------------|------------------------|
| 1. Dr Adit Gupta (In the Chair) |                        |
| 2. Mrs. Rupa Gupta              | 6. Dr Monika Bajaj     |
| 3. Dr Mool Raj Sharma           | 7. Ms. Ruchi Sharma    |
| 4. Dr Rohnika Sharma            | 8. Mr. Pranav Gandotra |
| 5. Dr Nishta Rana               | 9. Ms. Jasleen Mohial  |

The following agenda points were discussed during the meeting:

1. Review of the functioning in the last semester
2. Progress of activities of the current semester.
3. Guidelines for effective functioning of the committee.

**Following are the minutes of meeting:**

**Guidelines for effective functioning of the committee:**


1. It was resolved to put the grievance redressal committee in readiness for the new academic session.
2. It was decided that an orientation programme will be organised for the new students (1<sup>st</sup> semester UG & PG) and old students (4<sup>th</sup> semester UG & PG) regarding the committee. For this purpose, the dates of the orientation programme were finalised: 1<sup>st</sup> semester- 8<sup>th</sup> March 2021 and 4<sup>th</sup> semester-9<sup>th</sup> March 2021.
3. The Principal instructed to induct one student member programme wise (from each semester) in the unit as student representatives (Total 8 students) under the participatory governance initiative of the college.

The meeting terminated after resolving to take appropriate decisions and setting of deadlines for activities.

*Jasleen Mohial*

**Jasleen Mohial**  
**Coordinator IQAC**

*Dr. Adit Gupta*  
**Dr. Adit Gupta**  
**Principal**



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1. Principal
2. Mrs. Rupa Gupta
3. Dr Mool Raj Sharma
4. Dr Rohnika Sharma
5. Dr Nishta Rana
6. Dr Monika Bajaj
7. Ms. Ruchi Sharma QAO
8. Mr. Pranav Gandotra HR Manager