

MINUTES OF THE MEETING HELD ON
23.7.19.

A meeting of the Redressal committee members was held on 23.07.19 at 10:30 am in the R&D cell.

The following members were present :-

1. Dr. Sister M Rashmi AC - Chairperson - *MR*
2. Dr. Ameeta faiswal - *AF* ^{28.7.19}
3. Sister M Janisha AC *M Janisha AC* _{23.7.19}
4. Dr. Shahla Yasmin *Sh* _{23.7.19}
5. Dr. Debjani Sarkar (Ghose) *Debjani Sarkar*
6. Dr. Smita Kumari - Member Secretary - *Sm* _{23.7.19}
7. Dr. Bhawna Sinha *Bhs* _{23/7/19}
8. Dr. Sister celine Coasta AC. *CS* _{23/7/19}
9. Ms Norin Raj Lakra *NRL* _{23/07/19}
10. Ms. Priti Kumari *Pri Kumari* _{23/07/19}
11. Sister M Jency AC. *Jency* _{23/7/19}

Proceedings (Minutes) of the Redressal Committee, Patna Women's College, Patna

The meeting of the Redressal Committee was held on 23.07.2019 at 11.30 AM in the R & D Cell of Patna women's College under the Chairmanship of Dr. Sister M. Rashmi A.C.

Following members were present:

1. Dr. Sister M. Rashmi A.C. Chairman
2. Sister M. Tanisha A.C.
3. Dr. Ameeta Jaiswal
4. Dr. Shahla Yasmin
5. Dr. Debjani Sarkar (Ghose)
6. Dr Bhawna Sinha
7. Dr Sister Celine Crasta A.C
8. Ms. Norin Raj Lakra
9. Ms. Priti Kumari
10. Sister M Jincy AC
11. Dr. Smita Kumari Member Secretary.

Resolution:

After a short prayer, the Chairperson Dr. Sister M. Rashmi A.C., Principal Patna Women's College, welcomed the members followed by the discussion of the agenda for the day.

Agenda 1:

Subject: Review of the activities of the committee.

Decision: It was decided that the meeting of the Redressal Committee should be held once in a Semester or whenever needed. It was discussed that students can put their complaints in the five boxes kept in the college premises. Boxes have to be opened every fifteen days and the necessary action has to be taken accordingly.

Agenda 2:

Subject: Other points

Decision: It was decided that the report listing the actions taken will be prepared in

the next meeting. Since there was no other point to discuss, the meeting was concluded, thanking everyone present.

Action Taken Report of the Redressal Committee Meeting on 23.07.2019

| Sl | Agenda | Decision | Action Taken Report |
|-----------|--|---|---|
| 1. | Review of the activities of the committee. | It was decided that the meeting of the Redressal Committee should be held once in a Semester or whenever needed. It was discussed that students can put their complaints in the five boxes kept in the college premises. Boxes have to be opened every fifteen days and the necessary action has to be taken accordingly. | The boxes were opened in the gap of fifteen days and grievances of students were collected. |
| 2. | Other points. | It was decided that the action taken report was prepared in the next meeting. | Report prepared. |