



# ST. THOMAS' COLLEGE OF EDUCATION

(Managed by St. Thomas' Higher Education Society)

Reg. Office: Plot No. 33A/2, Knowledge Park-3, Greater Noida, Distt: Gautam Budh Nagar, U.P.-201310

Mobile:-95606-97527, 97173-53046 Mail ID - stce.jerwood@gmail.com

## Grievance Redressal Committee Minutes of the Meeting

13<sup>th</sup> November 2024

The meeting of Grievance Redressal Committee (GRC) was held on 13 November 2024 in the Seminar Hall of the college at 11:00 am. The following members were present in the meeting:

- Dr. Mugdha Anand, Convener
- Dr. M.K. Tyagi
- Dr. Poonam Pandey
- Dr. Nisha Tyagi
- Mr. Lovey Massey
- Dr. Indu Bala Kushwaha
- Dr. Priyanka Bhardwaj
- Dr. Kavita Singh

The following agenda was discussed in the meeting:

1. In order to facilitate the easy submission of grievances by the students more complaint / suggestion boxes are to be kept at prominent locations on the campus, where students can drop their suggestions/ or grievances with or without revealing their identity.
2. The cell convener checked the complaint / suggestion box regularly to ensure that any grievances brought forward can be addressed as early as possible.
3. Provisions for students to address or raise their concerns online through the link provided on the college website and on the posters for submitting their grievances.
4. The names and contact information of the cell members to be shared with students via their WhatsApp groups too.

  
**Dr. Mugdha Anand**  
Convener

  
**Dr. M.K. Tyagi**  
Dean



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## Grievance Redressal Committee

### Minutes of Meeting

28 January 2025

The meeting of Grievance Redressal Committee (GRC) was held on 28 January 2025 in the seminar hall of the college at 11:00 am.

The following members were present in the meeting:

- Dr. Kavita Singh, convener
- Dr. M.K. Tyagi
- Dr. Mugdha Anand
- Dr. Poonam Pandey
- Mr. Lovey Messey
- Dr. Indu Bala Kushwaha
- Dr. Priyanka Bhardwaj

The following agendas were discussed in the meeting:

1. Suggestion boxes to be placed at prominent locations, where students can drop their suggestions or grievances with or without revealing their identity.
2. The cell convener has to check the complaint / suggestion box regularly to ensure that any grievances brought forward can be addressed as early as possible.
3. The names, contact details and email id of the cell members to be shared with students.
4. Confidentiality of the client to be maintained.

  
Dr. Kavita Singh  
Convener

  
Dr. M.K. Tyagi  
Dean