

Ref. No. LNCP/SGRC/2021-22/01

Date: 15/07/2021

### **FORMATION OF STUDENT GRIEVANCE REDRESSAL COMMITTEE**

This committee is formed with reference to the AICTE & University guidelines and shall be addition to existing Anti-Ragging Committee and Proctorial Board of the College.

#### **Objective:**

The objective of the Grievance Committee for students is to develop a responsive and accountable attitude among stakeholders namely management, faculty, staff and student in order to maintain a harmonious educational atmosphere in the institute. A Grievance Committee should be constituted for the Redressal of the problems reported by the students of the College with the following objectives:

Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial management, faculty, Staff and students.

Encouraging the students to express their grievances / problems freely and frankly. without any fear of being victimized.

Advising students of the College to respect the right and dignity of one another & faculty and staff and show utmost restraint and patience whenever any occasion of rift arises

Advising all the students to refrain from inciting other students against oth colleagues, staff and College administration.

Advising all students to be affectionate to the colleagues and students and not behave a vindictive manner towards any of them for any reason.

#### **Functions:**

The cases will be attended promptly on receipt of written grievances from the students

The cell formally will review all cases and will act accordingly as per the Managemen policy.

The cell will give report to the authority about the cases attended to and the number c pending cases, if any, which require direction and guidance from the higher authorities.

#### **Roles and responsibilities:**

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles:

Take grievances seriously taking on board why the student feels aggrieved, unhappy or dissatisfied.

Investigate the facts and surrounding circumstances, and showing the students that this been done thoroughly and sensitively.



Ref. No. LNCP/SGRC/2021-22/01

Date: 16/08/2021

**STUDENTS GRAVIENCE REDRESSAL CELL**

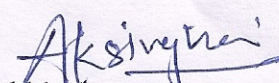
Notice of Meeting No.1 of 2021

The meeting of SGRC, (Meeting No.1) of 2021 will be held on 24-08-2021 in seminar hall of Lakshmi Narain college of Pharmacy Bhopal at 03.30 PM

Please make it Convenient to attend the meeting

Copy to:

1. Director of Administration
2. Registrar
3. Dr. Govind Nayak
4. Dr. Shivakant Shukla
5. Mrs. Nisha Thakre
6. Mr. Vinod Mudgal
7. Ms Rishita Dubey
8. Mr. Arpit Kumar Jain
9. Mr. Avinash Pratap Singh

  
Dr. Akhlesh Kumar Singhai  
Director and Chairperson SGRC

Lakshmi Narain College of Pharmacy  
Bhopal



Ref. No. LNCP/SGRC/2021-22/02

Date: 24/08/2021

**STUDENTS GRIEVANCE REDRESSAL CEL**  
**Minutes of Meeting**

Meeting held on 24-08-2021 at 03.30 PM. at seminar hall of Lakshmi Narain college of Pharmacy.

Following members of SGRC attended the meeting:

S.No.	NAME	DESIGNATION	PROFILE	SIGNATURE
1.	Dr. Akhlesh Kumar Singhai	Director,	Chairman	<i>Ak Singhai</i>
2.	Dr. Govind Nayak	Professor	Member	<i>Govind</i>
3.	Dr. Shivakant Shukla	Asso. Professor	Member	<i>Shukla</i>
4.	Mr. Ajay Kushwaha	Asso. Professor	Member	<i>Ak</i>
5.	Mr. Vinod Mudgal	Asso. Professor	Member	<i>Vinod</i>
6.	Ms Rishita Dubey	Student	Student Member	<i>Rishita</i>
7.	Mr. Dhruv Gour	Student	Student Member	<i>Dhruv</i>
8.	Ms. Falguni Dwivedi	Student	Student Member	<i>Falguni</i>

Chairman Dr. Akhlesh Kumar Singhai welcomed all the members and opened the discussions on the agenda points as follows.

1. To read and confirm the minutes of the previous meeting of SGRC
2. Consideration of the grievances raised by the students.
3. Students expressed views for more frequent cleaning of water coolers as there is fear of water contamination.
4. Attendance would be considered if students are selected for national level of participation out of a credible crowd.
5. Faculty in charges makes necessary arrangements to schedule special classes for the students missing their regular classes due to covid 19 if they need.
6. Canteen would be kept open for long hours on the days when there are some special events in the college for student organizers

The Chairman thanked all the members and the meeting ended at 4.20 pm as there were no other points for discussion.

*Ak Singhai*  
Dr. Akhlesh Kumar Singhai  
Director and Chairperson SGRC  
Lakshmi Narain College of Pharmacy  
Bhopal



Ref. No. LNCP/SGRC/2021-22/03

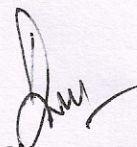
Date: 16/03/2022

**STUDENTS GRAVIENCE REDRESSAL CELL**

Notice of Meeting No.2 of 2021

The meeting of SGRC, (Meeting No.2) of 2021 will be held on 21-03-2022 in seminar hall of Lakshmi Narain college of Pharmacy Bhopal at 03.30 PM

Please make it Convenient to attend the meeting



Dr. Mehta Parulben D  
Director and Chairperson SGRC  
Lakshmi Narain College of Pharmacy  
Bhopal

Copy to:

1. Director of Administration
2. Registrar
3. Dr. Govind Nayak
4. Dr. Shivakant Shukla
5. Mrs. Priyanka Namdeo
6. Ms. Richa Verma
7. Ms Neelam Chaturvedi
8. Ms. Himani Bhatiya
9. Mr. Mohan Sondhiya



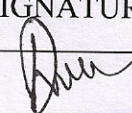
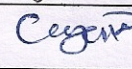
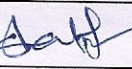
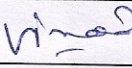
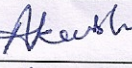
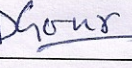
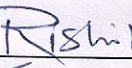
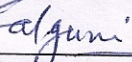
Ref. No. LNCP/SGRC/2021-22/04

Date: 21/03/2022

**STUDENTS GRIEVANCE REDRESSAL CEL**  
**Minutes of Meeting**

Meeting held on 21-03-2022 at 03.30 PM. at seminar hall of Lakshmi Narain college of Pharmacy.

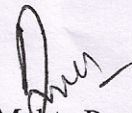
Following members of SGRC attended the meeting:

S.No.	NAME	DESIGNATION	PROFILE	SIGNATURE
1.	Dr. Mehta Parulben D	Director,	Chairman	
2.	Dr. Govind Nayak	Professor	Member	
3.	Dr. Shivakant Shukla	Asso. Professor	Member	
4.	Mr. Vinod Mudgal	Asso. Professor	Member	
5.	Mr. Ajay Kushwaha	Asso. Professor	Member	
6.	Mr. Dhruv Gour	Student	Student Member	
7.	Ms. Rishita Dubey	Student	Student Member	
8.	Ms. Falguni Dwivedi	Student	Student Member	

Chairperson Dr. Mehta Parulben D welcomed all the members and opened the discussions on the agenda points as follows.

1. To read and confirm the minutes of the previous meeting of SGRC
2. Consideration of the grievances raised by the students. Due to pandemic condition special class should be arranged
3. Students expressed views for more classes as they want to clear their doubt arising due to online classes
4. Attendance would be considered if students are selected for national level of participation
5. Canteen would be kept open for long hours on the days

The Chairperson thanked all the members and the meeting ended as there were no other points for discussion.

  
Dr. Mehta Parulben D  
Director and Chairperson SGRC

**Lakshmi Narain College of Pharmacy**  
**Bhopal**



Actively look for a solution that will satisfy the students, where practical, without causing disproportionate difficulty for the organization or the student's colleagues.

Provide feedback to the student about what can, and cannot be done to resolve the grievance.

Take necessary follow-up action Committee meeting to be held on 1st Saturday of every month between 3.30 pm to 5.00 pm.

Composition:

S.No.	NAME	DESIGNATION	PROFILE
1.	Dr. Mehta Parulben D	Director,	Chairman
2.	Dr. Govind Nayak	Professor	Member
3.	Dr. Shivakant Shukla	Asso. Professor	Member
4.	Mr. Ajay Kushwaha	Asso. Professor	Member
5.	Mr. Vinod Mudgal	Asso. Professor	Member
6.	Ms Rishita Dubey	Student	Student Member
7.	Ms. Dhruv Gour	Student	Student Member
8.	Ms. Falguni Dwivedi	Student	Student Member

Dr. Mehta Parulben D  
Director and Chairperson SGRPC  
Lakshmi Narain College of Pharmacy  
Bhopal

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