

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Minutes of Student Grievance Redressal Committee (SGRC) Meeting

Date: 18 April 2023

Time: 11:30 AM

Venue: Principal's Office

Members Present

1. Chairperson – Dr. Sudha Tripathi
2. Coordinator – Dr. Anjana Tiwari
3. Faculty Member – Saurav Verma
4. Administrative Representative – Ankit Rai
5. Student Representative (PG) – Rani Singh
6. Student Representative (UG) – Annu Yadav

Agenda

To review and address student grievances received during the Even Semester (January–June 2023).

Proceedings

The meeting commenced with the permission of the Chairperson. The Coordinator presented the grievances received from students. The committee examined each grievance carefully and discussed feasible measures for resolution at the institutional level.

Grievance-wise Discussion, Resolution & Action Taken Report (ATR)

Sr. No.	Grievance	Decision of SGRC	Action Taken (ATR)	Status
1	Delay in issue of Bonafide / Character Certificates	Priority processing of routine certificates	Certificate processing timeline streamlined and concerned staff instructed	Resolved
2	Minor timetable overlap during internal assessments	Improved coordination among departments	Internal assessment schedule reviewed and overlaps avoided	Resolved
3	Cleanliness and hygiene in washrooms	Strengthened monitoring of washroom hygiene	Regular cleaning schedule implemented; soap and handwash ensured	Resolved
4	Library timing clarification during examinations	Timely communication of library hours	Library timings displayed on notice boards and shared with students	Resolved

Conclusion

The Chairperson emphasized the importance of prompt redressal and directed that regular follow-up be maintained to ensure effective student support. The meeting concluded with a vote of thanks to the Chair.

Signatures

Chairperson

Dr. Sudha Tripathi S. Tripathi

Coordinator

Dr. Anjana Tiwari Anjana

Members

- Saurav Verma S. Verma
- Ankit Rai A. Rai
- Rani Singh Rani
- Annu Yadav Annu yadav

S. Tripathi
Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Minutes of Student Grievance Redressal Committee (SGRC) Meeting

Date: 12 October 2023

Time: 12:00 Noon

Venue: Principal's Office

Members Present

1. Chairperson – Dr. Sudha Tripathi
 2. Coordinator – Dr. Anjana Tiwari
 3. Faculty Member – Saurav Verma
 4. Administrative Representative – Ankit Rai
 5. Student Representative (PG) – Rani Singh
 6. Student Representative (UG) – Annu Yadav
-

Agenda

To review and address student grievances received during the Odd Semester (July–December 2023).

Proceedings

The meeting was initiated with the permission of the Chairperson. The Coordinator placed before the committee the grievances received from students through the grievance mechanism. Members deliberated on each issue and suitable remedial measures were finalized.

Grievance-wise Discussion, Resolution & Action Taken Report (ATR)

Sr. No.	Grievance	Decision of SGRC	Action Taken (ATR)	Status
1	Students requested clearer display of internal assessment dates	Ensure advance communication of schedules	Assessment dates circulated through notice boards and class groups	Resolved
2	Request for more seating space in library during peak hours	Reorganization of seating arrangement	Additional chairs arranged and reading area reorganized	Resolved
3	Drinking water facility required near Block-B classrooms	Provision of accessible water point	Existing water cooler redirected and maintenance ensured	Resolved
4	Delay in updating notice board information	Assign responsibility for regular updates	One staff member assigned for daily notice verification	Resolved

Conclusion

The Chairperson expressed satisfaction over the timely handling of concerns and advised members to continue strengthening communication with students. Emphasis was laid on preventive measures to minimize grievances in future.

The meeting ended with a vote of thanks to the Chair.

Signatures

Chairperson

Dr. Sudha Tripathi

S. Tripathi

Coordinator

Dr. Anjana Tiwari

Anjana

Members

• Saurav Verma

S. Verma

• Ankit Rai

A. Rai

• Rani Singh

Rani

• Annu Yadav

Annu yadav

S. Tripathi
Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Minutes of Student Grievance Redressal Committee (SGRC) Meeting

Date: 22 March 2024

Time: 11:45 AM

Venue: Principal's Office

Members Present

1. Chairperson – Dr. Sudha Tripathi
2. Coordinator – Dr. Anjana Tiwari
3. Faculty Member – Saurav Verma
4. Administrative Representative – Ankit Rai
5. Student Representative (PG) – Rani Singh
6. Student Representative (UG) – Annu Yadav

Agenda

To review and address student grievances received during the Even Semester (January–June 2024).

Proceedings

With the permission of the Chairperson, the meeting commenced. The Coordinator presented the grievances received from students through the established mechanism. The committee discussed each matter and finalized appropriate actions within the institutional capacity.

Grievance-wise Discussion, Resolution & Action Taken Report (ATR)

Sr. No.	Grievance	Decision of SGRC	Action Taken (ATR)	Status
1	Request for display of faculty consultation hours	Departments to notify consultation timings	Timings displayed on departmental notice boards	Resolved
2	Need for better queue management at fee counter	Introduce token system during peak days	Token slips initiated on busy working days	Resolved
3	Students sought guidance on scholarship form filling	Organize help desk support	Help desk created during admission period	Resolved
4	Request for cleanliness near canteen area	Strengthen monitoring	Housekeeping schedule revised	Resolved

Conclusion

The Chairperson advised members to maintain regular interaction with students so that concerns are identified early. The committee reaffirmed its commitment to providing a supportive academic environment.

The meeting concluded with a vote of thanks to the Chair.

Signatures

Chairperson

Dr. Sudha Tripathi S. Tripathi

Coordinator

Dr. Anjana Tiwari Anjana

Members

- Saurav Verma S. Verma
- Ankit Rai A. Rai
- Rani Singh Rani
- Annu Yadav Annu yadav

S. Tripathi
Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Minutes of Student Grievance Redressal Committee (SGRC) Meeting

Date: 14 October 2024

Time: 12:15 PM

Venue: Principal's Office

Members Present

1. Chairperson – Dr. Sudha Tripathi
2. Coordinator – Dr. Anjana Tiwari
3. Faculty Member – Saurav Verma
4. Administrative Representative – Ankit Rai
5. Student Representative (PG) – Rani Singh
6. Student Representative (UG) – Annu Yadav

Agenda

To review and address student grievances received during the Odd Semester (July–December 2024).

Proceedings

The meeting began with the permission of the Chairperson. The Coordinator presented the grievances received from students. The committee examined each concern and discussed practical measures for early redressal within the institutional framework.

Grievance-wise Discussion, Resolution & Action Taken Report (ATR)

Sr. No.	Grievance	Decision of SGRC	Action Taken (ATR)	Status
1	Students requested clear display of holiday list	Prepare and display academic holiday calendar	Holiday list displayed on notice boards and website	Resolved
2	Request for proper labeling of classrooms	Numbering and signage to be improved	Classroom signboards updated	Resolved
3	Difficulty in locating academic forms	Create single point for form access	Form desk arranged in office	Resolved
4	Need for regular announcement of extracurricular events	Strengthen communication channels	Event information circulated through notices and classes	Resolved

Conclusion

The Chairperson appreciated the cooperative approach of all members and advised continuous monitoring of student concerns. The committee reiterated the need for proactive communication to avoid future difficulties.

The meeting concluded with a vote of thanks to the Chair.

Signatures

Chairperson

Dr. Sudha Tripathi

S. Tripathi

Coordinator

Dr. Anjana Tiwari

Anjana

Members

• Saurav Verma

S. Verma

• Ankit Rai

A. Rai

• Rani Singh

Rani

• Annu Yadav

Annu yadav



S. Tripathi
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Minutes of Student Grievance Redressal Committee (SGRC) Meeting

Date: 10 March 2025

Time: 11:30 AM

Venue: Principal's Office

Members Present

1. Chairperson – Dr. Sudha Tripathi
2. Coordinator – Dr. Anjana Tiwari
3. Faculty Member – Saurav Verma
4. Administrative Representative – Ankit Rai
5. Student Representative (PG) – Rani Singh
6. Student Representative (UG) – Annu Yadav

Agenda

To review and address student grievances received during the Even Semester (January–June 2025).

Proceedings

With the permission of the Chairperson, the meeting commenced. The Coordinator presented the grievances received from students through the grievance mechanism. The committee discussed each issue in detail and decided suitable remedial measures at the institutional level.

Grievance-wise Discussion, Resolution & Action Taken Report (ATR)

Sr. No.	Grievance	Decision of SGRC	Action Taken (ATR)	Status
1	Request for display of monthly attendance status	Departments to share attendance information	Attendance displayed on notice boards	Resolved
2	Students requested guidance for university form filling	Organize support at office counter	Help support provided during form submission	Resolved
3	Need for better lighting in corridor near classrooms	Maintenance to check lighting	Additional lights installed	Resolved
4	Request for timely information on internal marks	Faculty to communicate marks schedule	Marks display schedule notified	Resolved

Conclusion

The Chairperson emphasized the importance of maintaining a student-friendly environment and appreciated the efforts taken for prompt resolution. Members agreed to continue regular interaction with students for effective grievance management.

The meeting concluded with a vote of thanks to the Chair.

Signatures

Chairperson

Dr. Sudha Tripathi

S. Tripathi

Coordinator

Dr. Anjana Tiwari

Anjana

Members

• Saurav Verma

S. Verma

• Ankit Rai

A. Rai

• Rani Singh

Rani

• Annu Yadav

Annu yadav

S. Tripathi
Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Minutes of Student Grievance Redressal Committee (SGRC) Meeting

Date: 15 October 2025

Time: 12:00 Noon

Venue: Principal's Office

Members Present

1. Chairperson – Dr. Sudha Tripathi
2. Coordinator – Dr. Anjana Tiwari
3. Faculty Member – Saurav Verma
4. Administrative Representative – Ankit Rai
5. Student Representative (PG) – Rani Singh
6. Student Representative (UG) – Annu Yadav

Agenda

To review and address student grievances received during the Odd Semester (July–December 2025).

Proceedings

The meeting commenced with the permission of the Chairperson. The Coordinator presented the grievances received from students through the established mechanism. The committee deliberated on each matter and appropriate actions were finalized for effective redressal.

Grievance-wise Discussion, Resolution & Action Taken Report (ATR)

Sr. No.	Grievance	Decision of SGRC	Action Taken (ATR)	Status
1	Students requested display of faculty-wise subject allotment	Departments to notify subject allotment	Subject details displayed on notice boards	Resolved
2	Need for regular cleaning of classroom boards	Strengthen classroom maintenance	Cleaning schedule communicated to staff	Resolved
3	Request for guidance on career opportunities	Organize counseling interaction	Career guidance session planned	Resolved
4	Students sought clear information on college timing changes	Ensure prior communication	Timing notices circulated in advance	Resolved

Conclusion

The Chairperson expressed satisfaction with the proactive approach adopted by the committee and advised members to continue ensuring accessibility and responsiveness to student concerns. Emphasis was laid on maintaining effective communication channels.

The meeting concluded with a vote of thanks to the Chair.

Signatures

Chairperson

Dr. Sudha Tripathi

S. Tripathi

Coordinator

Dr. Anjana Tiwari

Anjana

Members

• Saurav Verma

S. Verma

• Ankit Rai

A. Rai

• Rani Singh

Rani

• Annu Yadav

Annu yadav



S. Tripathi
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur