

5(c) Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained



SRI GURU TEGH BAHADUR INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

'A' Grade Institute affiliated to Guru Gobind Singh Indraprastha University, Delhi
(Unit-DSGMC Group of Institutions)

Adjacent to Gurdwara Nanak Piao, State Bank Colony, Near Model Town Metro Station, Delhi-110009
Tel. : 27124070, 27405708, Website : www.sgtbimit.com, E-mail : sgtbimit@hotmail.com

Ref. No. SGTB/1/23/3444/2

Dated. 22-08-2023

NOTICE

This is to inform all the members of Student Grievance Redressal Committee that a meeting has been scheduled on September 9, 2023 at 10:00am in the conference room on the following agendas:-

1. To discuss the complaint raised by Mr. Harmeet Singh a student of BBA dated August 25, 2023.
2. Members are required to bring the various proposals where trip can be organized.
3. Any other point of discussion with permission of the convener regarding the excursion trips not being conducted this year.

All members of SGRC are requested to be kindly present for the same.


Ms. Inderpreet Kaur
Convener SGRC

1. The Director (for information)
2. HoDs
3. Admin Office
4. SGRC Committee member
 - Dr. Raj Kumar
 - Ms. Ritinder Kaur
 - Ms. Satpal Singh


Director

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Tel. : 27124670, 27465798, Website : www.sgtbimit.com, E-mail : sgtbimit@hotmail.com

Ref. No.SGTBIT/1/23/3485

Dated 09-09-2023

Minutes of Meeting

A meeting of Student Grievance Redressal Committee (SGRC) was held on September 9, 2023 at 10:00am in the conference room.

AGENDA: To consider the complaint made by Mr. Harmeet Singh a student of BBA dated August 25, 2023 in Conference room regarding the excursion not organized during this year.

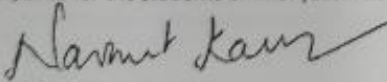
The Following members were present during the meeting:

1. Prof. (Dr.) Navneet Kaur (Director)
2. Ms. Inderpreet Kaur (HOD Mgt. Department)
3. Dr. Raj Kumar (HOD IT Department)
4. Dr. Bipasha Choudhary (HOD B&I)
5. Ms. Ritinder Kaur (Assistant Professor)
6. Dr. Ratandeep Kaur (Assistant Professor)
7. Ms. Swati Gupta (Placement Head)
8. Mr. Satpal Singh (Office Supritendent)
9. Ms. Aditi (Assistant Professor)
10. Ms. Mansi Ahuja (Assistant Professor)

The committee considered the complaint made by Mr. Harmeet Singh:

The Following discussions were made:

1. The Committee members verified the grievance and discussed the details of past trips organized.
2. The Committee discussed and shortlisted the various options where excursion can be organized.
3. After discussion it was finalized that a trip will be scheduled for Golden Temple, Amritsar for final year students from 25-27 Oct, 2023 for the students of final year. Food and accommodation will be provided by DSGMC.


Prof. (Dr.) Navneet Kaur
Director


Director

CC:

1. The Director (for information)
2. HoD's
3. Admin Office
4. SGRC Committee members

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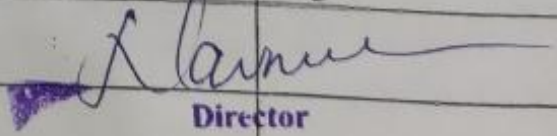
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Ref. No. SGTB/1/23/3486/4

Dated 09-09-2023

ATTENDANCE SHEET

Sl. No.	Name of Faculty	Designation	Signature
1.	Prof. (Dr.) Navneet Kaur	Director	Navneet
2.	Ms. Indrapreet Kaur	HOD, Mgmt Dept	I.K.
3.	Dr. Rajkumari	HOD, IT Dept	R.K.
4.	Dr. Bipasha Choudhary	HOD B&I Dept	Bipasha
5.	Ms. Ritinder Kaur	Asst. Professor	Ritinder
6.	Dr. Rohandeep Kaur	Asst. Professor	Rohandeep
7.	Ms. Swati Gupta	Placement Head	Swati
8.	Mr. Satpal Singh	Office Sup.	Satpal
9.	Ms. Aditi	Asst. Professor	Aditi
10.	Ms. Mansi Ahuja	Asst. Professor	Mansi
11.			
12.			 Director
13.			
14.			
15.			

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