



Student Redressal Grievance Committee Members (As per UGC Guidelines)

Name of Committee Member	Post	Designation	Signature
Dr. W. Jibankumar Singh	Chairperson	Principal	
Dr. A. Romabai Devi	Co-ordinator	Faculty	A. Romabai Devi
M. Victoria Devi	Member	Faculty	M. Victoria Devi
Dr. L. Ranibala Devi	Member	Faculty	L. Ranibala
Chonchon Soibam	Representative	Student	Chonchon S.

Minutes of Students Grievance Committee meeting held on 5/12/2022 at 11:30 a.m. in the Principal's office.

Agenda:

- 1) To discuss the issue of eating lunch inside the classrooms.
- 2) Grievance redressal about using of mobile phones during class hours inside the classroom.
- 3) To discuss the mechanism of the college, regarding keeping the lights and fans on when not in use.

After discussing the above agenda's, the committee unanimously resolved the following:

Resolution 1

Resolved that teachers, staffs and students are required to use the canteen for having lunch. It was also assured that nobody uses classroom for the purpose of having lunch.

Resolution 2

In order to prevent distraction during the class hours, it was resolved that students are required to shut down/ keep mobile phones silent.

Resolution 3

Students and staffs are required to switch off lights and fans when not in use. As such, the staffs are advised to keep vigil on such activities.

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Committee Chairperson
Principal
Ng. Mani College
Imphal



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M. Victoria Devi	Member	Faculty	M. Victoria Devi
Dr. L. Ranibala Devi	Member	Faculty	L. Ranibala
Chonchon Soibam	Representative	Student	Chonchon S.

Minutes of Student Grievance Committee Meeting held on 17/3/23 at 11:30 a.m. in the Principal's office.

Agenda :

- 1) To discuss action taken on the minutes of previous meeting.
- 2) Report of students leaving the lab equipments hap- hazardly.
- 3) Requirement of dustbins in washrooms and water supply.
- 4) Requirement of a gardener for maintaining plants of the campus.
- 5) Renewal of AMC for fire extinguishers at the earliest.

The committee members unitedly resolve the following, considering the above agenda's:

Resolution 1

Resolution of the previous meeting was successfully implemented.

Resolution 2

Students and concerned lab assistants are required to look into this matter seriously, advising these students to keep the laboratory neat and clean, with the equipments properly placed.

Resolution 3

Placing of dustbins in washrooms with 24x7 running water supply was resolved.

Resolution 4

Resolved that a gardener be appointed immediately for proper maintenance of plants in the campus.

Resolution 5

Resolved that AMC for fire extinguishers be replaced at the earliest.

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Committee Chairperson
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M. Victoria Devi	Member	Faculty	<i>M. Victoria Devi</i>
Dr. L. Ranibala Devi	Member	Faculty	<i>L. Ranibala</i>
Chonchon Soibam	Representative	Student	<i>Chonchon S.</i>

Minutes of Student Grievance Committee held on 10/5/23 at 1:30 p.m. in the Principal's office.

Agenda:

- 1) To discuss the action taken on the previous resolutions, held in the second meeting.
- 2) Computers used by teachers and students were left switched on as reported by the librarian.
- 3) Water taps are misused by the students as they left it open, hence leading to misuse of water.
- 4) Improper lighting in some of the classrooms.

Considering the following agenda's the committee member unanimously resolve the following:

Resolution 1

Strict instruction is to be provided to the students and teachers to switch off the computers after using it.

Resolution 2

Students are strictly warned against keeping the water taps open after use. A poster with "DON'T WASTE WATER, SAVE IT" must be necessarily pasted at the entrance of the washroom.

Resolution 3

To check and repair/ replace the improper lightings in the classrooms which faces this problem.


10-05-2023

Committee Chairperson
Principal
Ng. Mani College
Imphal