

Internal Grievance Redressal Committee

2021-22

Sr.No	Designation	Name of the member
1	Chair person	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Geeta Sahu
5	Member	Akshatha Jain

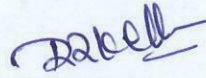

Principal
Vidyalankar School of
Information Technology
Autop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee

2020-21

Sr.No	Designation	Name of the member
1	Chair person	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Geeta Sahu
5	Member	Akshatha Jain



Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee

2019-20

Sr.No	Designation	Name of the member
1	Chair person	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Geeta Sahu
5	Member	Akshatha Jain


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee

2018-19

Sr.No	Designation	Name of the member
1	Chair person	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Ujwala Sav
5	Member	Santosh Gupta

Rohini Kelkar

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee

2017-18

Sr.No	Designation	Name of the member
1	Chair person	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Ujwala Sav
5	Member	Santosh Gupta

D. Patel
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee

Key Objectives

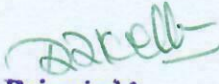
- To provide a structured and effective complaints redressal mechanism.
- To provide an opportunity to everyone in VSIT to be listened to so that any feeling of injustice is sorted out promptly

KEY RESPONSIBILITIES

1. To form a grievance redressal cells to handle grievances.
2. To redress students', staff and faculty grievances separately
3. Redress girl students', lady staff and faculty grievances separately.
4. Formation of a separate cell for ladies.
5. Suitable timings for students', staff and faculty should be arranged.
6. Grievances should be redressed promptly.
7. Employees should be able to present their issues without prejudging or commenting
8. Positive, friendly ways to resolve the crisis should be used rather than punitive steps, which disturb the system.
9. Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible
10. Effective, sensitive and confidential communication should be reassured between the involved in the grievance
11. Proper investigation of the facts and figures related the problem should be ensured.
12. Documentation of the procedures and of all necessary steps taken to resolve the problem/complaint should be followed.

Members of the Committee

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA


To,


1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 1st Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 18/6/2021 at 12:30 pm through online mode in MS Team. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated:08/06/2021


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

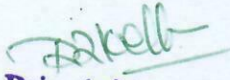

Coordinator, IGRC



AGENDA FOR FIRST MEETING OF IGRC

The following agenda-items shall be discussed in the 1st Meeting of IGRC that has been scheduled to be held on 18/6/2021.

Agenda Item	Particulars
1	Committee reformation
2	To discuss about the objectives to be carried out by the committee.
3	To discuss about the various activities to be carried out by the Committee


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 12:30 pm		Starting Time:		12:30 pm	
Meeting of	IGRC	Meeting No	01	Held on	18/6/2021

Members present:

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Rohini Kelkar
Asif Rampurawala
Vijay Gawde
Akshatha Jain
Geeta Sahu

The following agenda-items were discussed in the 1st Meeting of IGRC that held on 18/6/2021 at 12:30 pm.

Sr. No.	Minutes of Meeting
1	The new committee has been formed.
2	Chairperson Dr.Rohini Kelkar welcomed all the participants of the Meeting.
3	Chairperson briefed about the rules and regulations of IGRC
4	The Committee stressed the need to make students aware of the objective of the Committee by the Faculty Members.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.
6	The meeting ended with vote of thanks to the Chair.

Rohini Kelkar
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E).
Mumbai-400 037.



Geeta Sahu
Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1	The new committee has been formed.	Done
2	Chairperson Dr.Rohini Kelkar welcomed all the participants of the Meeting.	Done
3	Chairperson briefed about the rules and regulations of IGRC	Introduction done
4	The Committee stressed the need to make students aware of the objective of the Committee by the Faculty Members.	Done
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.	Done
6	The meeting ended with vote of thanks to the Chair.	Done


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA


To,

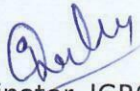
1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 2nd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled to be held on 10/8/2021 at 12:30 pm through online mode in MS. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 04/8/2021


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Coordinator, IGRC



AGENDA FOR SECOND MEETING OF IGRC

The following agenda-items shall be discussed in the 2nd Meeting of IGRC that has been scheduled to be held on 10/8/2021.

Agenda Item	Particulars
1	To discuss about the importance and functioning of IGRC
2	Interaction with first year students to introduce the committee.
3	To provide information regarding counselling and support services on our campus.
4	Discussion on Student's Grievance on Cleanliness & Hygiene dated 30 th July 2021.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 12:30 pm		Starting Time:		12:30 pm	
Meeting of	IGRC	Meeting No.	02	Held on	10/8/2021

Members present:

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Rohini Kelkar
Asif Rampurawala
Vijay Gawde
Akshatha Jain
Geeta Sahu

The following agenda-items were discussed in the 2nd Meeting of IGRC that held on 10/8/2021 at 12:00 pm.

Sr. No.	Minutes of Meeting
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.
2.	Discussed about the importance and functioning of IGRC.
3.	Through the online mode discussion of the students are taken on a regular basis.
4.	Through online sessions students were made aware about the functioning of the committee.
5.	The students have shown their concern regarding cleanliness & hygiene of classrooms, computer laboratory specially during covid. Although the college takes care of cleanliness, the committee decided to sanitize the labs & classrooms frequently.
6.	The Chairperson expressed her thanks to all participants.

Rohini Kelkar
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Geeta Sahu
Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.	Done
2.	Discussed about the importance and functioning of IGRC.	Done
3.	Through the online mode discussion of the students are taken on a regular basis.	Session taken on online mode
4.	Through online sessions students were made aware about the functioning of the committee.	Discussed
5.	The students have shown their concern regarding cleanliness & hygiene of classrooms, computer laboratory specially during covid. Although the college takes care of cleanliness, the committee decided to sanitize the labs & classrooms frequently.	Done
6.	The Chairperson expressed her thanks to all participants.	Done

Zakia
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA


To,


1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 3rd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled to be held on 14/1/2022 at 2:30 pm at principals' cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 6/1/2022


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Coordinator, IGRC



AGENDA FOR THIRD MEETING OF IGRC

The following agenda-items shall be discussed in the 3rd Meeting of IGRC that has been scheduled to be held on 14/1/2022.

Agenda Item	Particulars
1	To develop procedures and decide action against any kind of harassments.
2	Safety and Security related concern to be given higher priority.
3	To look into if any complaints lodged by any student.



Rakell
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

Meeting Schedule Time: 2:30 pm		Starting Time:		2:30 pm	
Meeting of	IGRC	Meeting No.	03	Held on	14/1/2022

Members present:

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Rohini Kelkar
Asif Rampurawala
Vijay Gawde
Akshatha Jain
Geeta Sahu

The following agenda-items were discussed in the 3rd Meeting of IGRC that held on 14/1/2022 at 2:30 pm.

Sr. No.	Minutes of Meeting
1.	Chairperson welcomed all the participants of the Meeting.
2.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.
3.	Complaint handling procedure was discussed among the members of the committee.
4.	Committee members briefed the staff members about the rules have been amended to prevent instances of harassment of women students and employees.
5.	The Chairperson expressed her thanks to all participants.

Rohini Kelkar
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Geeta Sahu
Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1.	Chairperson welcomed all the participants of the Meeting.	Introduction done
2.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.	Done
3.	Complaint handling procedure was discussed among the members of the committee.	Discussed
4.	Committee members briefed the staff members about the rules have been amended to prevent instances of harassment of women students and employees.	Done
5.	The Chairperson expressed her thanks to all participants.	Done

Daksh
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E).
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

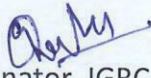
To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 4th Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled to be held on 12/3/2022 at 2:30 pm at principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 5/3/2022


Coordinator, IGRC




Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

AGENDA FOR FORTH MEETING OF IGRC

The following agenda-items shall be discussed in the 4th Meeting of IGRC that has been scheduled to be held on 12/3/2022.

Agenda Item	Particulars
1	To discuss about the health and hygiene of the students.
2	To make the students aware about the importance of discipline rules and its misconduct.
3	To provide the secure environment for the students and the staffs in the campus.

Patella
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 2:30 pm		Starting Time:		2:30 pm	
Meeting of	IGRC	Meeting No.	04	Held on	12/3/2022

Members present:

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Rohini Kelkar
Asif Rampurawala
Vijay Gawde
Akshatha Jain
Geeta Sahu

The following agenda-items were discussed in the 4th Meeting of IGRC that held on 12/3/2022 at 2:30 pm.

Sr. No.	Minutes of Meeting
1	Importance of health and hygiene is discussed amongst students.
2	Importance of discipline rules and its misconduct is discussed amongst students.
3	It was noted that till date no such complaints took place or was reported in the institute.
4	The Chairperson expressed her thanks to all participants.



Rohini Kelkar
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

Geeta Sahu
Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1	Importance of health and hygiene is discussed amongst students.	Discussion done
2	Importance of discipline rules and its misconduct is discussed amongst students.	Session taken
3	It was noted that till date no such complaints took place or was reported in the institute.	Observations taken
4	The Chairperson expressed her thanks to all participants.	Completed

Shabell

Principal
Vidyalankar School of
Information Technology
Autop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee

Key Objectives	<ul style="list-style-type: none"> ▪ To provide a structured and effective complaints redressal mechanism. ▪ To provide an opportunity to everyone in VSIT to be listened to so that any feeling of injustice is sorted out promptly
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KEY RESPONSIBILITIES

1. To form a grievance redressal cells to handle grievances.
2. To redress students', staff and faculty grievances separately
3. Redress girl students', lady staff and faculty grievances separately.
4. Formation of a separate cell for ladies.
5. Suitable timings for students', staff and faculty should be arranged.
6. Grievances should be redressed promptly.
7. Employees should be able to present their issues without prejudging or commenting
8. Positive, friendly ways to resolve the crisis should be used rather than punitive steps, which disturb the system.
9. Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible
10. Effective, sensitive and confidential communication should be reassured between the involved in the grievance
11. Proper investigation of the facts and figures related the problem should be ensured.
12. Documentation of the procedures and of all necessary steps taken to resolve the problem/complaint should be followed.

Members of the Committee

Sr. No	Designation	Name of the member
1	Chairperson	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Geeta Sahu
5	Member	Akshatha Jain



Dalcello

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

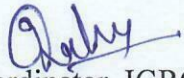
To,

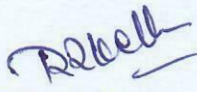
1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 1st Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 20/6/2020 at 10:00 am through online mode in MS Team. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated:13/06/2020


Coordinator, IGRC

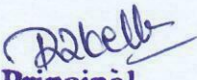

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



AGENDA FOR FIRST MEETING OF IGRC

The following agenda-items shall be discussed in the 1st Meeting of IGRC that has been scheduled to be held on 20/6/2020.

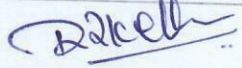
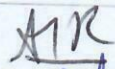
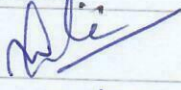


Agenda Item	Particulars
1	Committee reformation
2	To discuss about the aims & objectives to be carried out by the committee.
3	To discuss about the various activities to be conducted focusing on aims & objectives.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 10:00 am		Starting Time:		10:00 am	
Meeting of	IGRC	Meeting No	01	Held on	20/6/2020

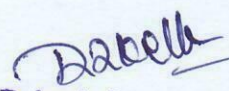
Members present:

Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Geeta Sahu	
5	Akshatha Jain	

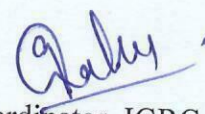
The following agenda-items were discussed in the 1st Meeting of IGRC that held on 20/6/2020 at 10:00 am.

Sr. No.	Minutes of Meeting
1	The new committee has been formed.
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.
3	Chairperson briefed about the rules and regulations of IGRC.
4	The Committee stressed the need to make students aware of the aims & objective of the Committee by the Faculty Members.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.






Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1	The new committee has been formed.	Done
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.	Completed
3	Chairperson briefed about the rules and regulations of IGRC.	Done
4	The Committee stressed the need to make students aware of the aims & objective of the Committee by the Faculty Members.	Session taken
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.	Done


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA


To,

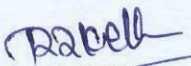
1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 2nd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 12/9/2020 at 10:00 am through online mode in MS. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 05/9/2020


Coordinator, IGRC

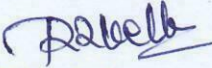

Principal
**Vidyalankar School of
Information Technology**
Antop Hill, Wadala (E),
Mumbai-400 037.



AGENDA FOR SECOND MEETING OF IGRC

The following agenda-items shall be discussed in the 2nd Meeting of IGRC that has been scheduled on 12/9/2020.


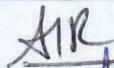
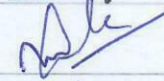
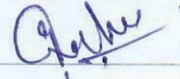

Agenda Item	Particulars
1	To discuss about the importance and functioning of IGRC.
2	Interaction with first year students to introduce about the committee & its objectives.
3	To provide information regarding counselling sessions and support services on our campus.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 10:00 am		Starting Time: 10:05 am	
Meeting of	IGRC	Meeting No.	02
		Held on	12/9/2020

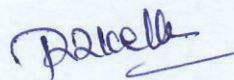
Members present:

Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Geeta Sahu	
5	Akshatha Jain	

The following agenda-items were discussed in the 2nd Meeting of IGRC that held on 12/9/2020 at 10:00 am.

Sr. No.	Minutes of Meeting
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.
2.	Discussed on the function of the Grievance Redressal Committee (GRC) is to look into the complaints if any lodged by any student/employee and judge its merit.
3.	Through the online mode, discussion of the students done with responsive and accountable attitude in order to maintain a harmonious educational atmosphere in the institute.
4.	The Chairperson expressed her thanks to all participants.





Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.	Verified
2.	Discussed on the function of the Grievance Redressal Committee (GRC) is to look into the complaints if any lodged by any student/employee and judge its merit.	Completed
3.	Through the online mode, discussion of the students done with responsive and accountable attitude in order to maintain a harmonious educational atmosphere in the institute.	Done
4.	The Chairperson expressed her thanks to all participants.	Done

D. K. Bell
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

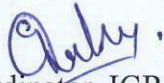
To,

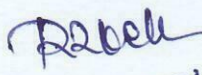
1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 3rd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 16/1/2021 at 10:30 am online mode in MS. Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 9/1/2021


Coordinator, IGRC


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



AGENDA FOR THIRD MEETING OF IGRC

The following agenda-items shall be discussed in the 3rd Meeting of IGRC that has been scheduled to be held on 16/1/2021.




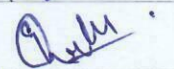

Agenda Item	Particulars
1	To advise all staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
2	To make students understand safety and security related concern to be given higher priority.
3	To encourage the students/employees to express their grievances / problems freely and frankly, without any fear of being victimized.
4	Discussion on Student's Grievance regarding online teaching mode dated 05th January 2021.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 10:30 am	Starting Time:	10:30 am
Meeting of IGRC	Meeting No. 03	Held on 16/1/2021

Members present:

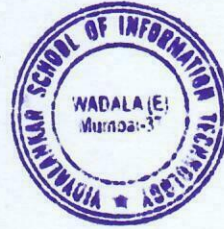
Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Geeta Sahu	
5	Akshatha Jain	


The following agenda-items were discussed in the 3rd Meeting of IGRC that held on 16/1/2021 at 10:30 am.

Sr. No.	Minutes of Meeting
1.	All members were informed to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
2.	Sessions to be taken for students to make them understand safety and security related concern.
3.	Inform Students/employees to express their grievances / problems freely and frankly, without any fear of being victimized or in written can also be considered.
4.	Committee members briefed the staff members about the rules have been amended to prevent instances of harassment of students and employees.
5.	There was an appeal from one of the students regarding boredom of longer hours of online teaching. The committee decided to make online lecture entertaining by adding few activity-based learning educational videos, pop-quizzes etc.



Principal
Vidyalkar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



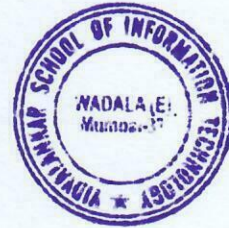

Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1.	All members were informed to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.	Counselling Session taken by Counsellor
2.	Sessions to be taken for students to make them understand safety and security related concern.	Done.
3.	Inform Students/employees to express their grievances / problems freely and frankly, without any fear of being victimized or in written can also be considered.	Done
4.	Committee members briefed the staff members about the rules have been amended to prevent instances of harassment of students and employees.	Completed
5.	There was an appeal from one of the students regarding boredom of longer hours of online teaching. The committee decided to make online lecture entertaining by adding few activity-based learning educational videos, pop-quizzes etc.	Activity based learning implemented

Prabhu

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA


To,


1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 4th Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 10/4/2021 at 10:30 am in online mode in MS Teams. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 03/4/2021


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Coordinator, IGRC



AGENDA FOR FORTH MEETING OF IGRC

The following agenda-items shall be discussed in the 4th Meeting of IGRC that has been scheduled to be held on 10/4/2021.

Agenda Item	Particulars
1	The Committee formally will review all cases and will prepare report about the number of cases received.
2	The students/employees may feel free to put up a grievance in writing and submit in office.
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.

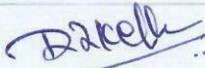


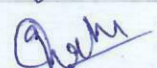

Rebella

Principal
Vidyalkar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 10:30 am		Starting Time: 10:30 am	
Meeting of	IGRC	Meeting No	04
		Held on	10/4/2021

Members present:

Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Geeta Sahu	
5	Akshatha Jain	


The following agenda-items were discussed in the 4th Meeting of IGRC that held on 10/4/2021 at 10:30 am.

Sr. No.	Minutes of Meeting
1	The Committee formally will review all cases and will prepare report about the number of cases received. Till now no case is registered.
2	The Grievance Committee will act upon those cases, if any which have been forwarded along with the necessary documents.
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.





Principal
Vidyalkar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1	The Committee formally will review all cases and will prepare report about the number of cases received. Till now no case is registered.	Done
2	The Grievance Committee will act upon those cases, if any which have been forwarded along with the necessary documents.	Done
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.	Completed

Rakela
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee

Key Objectives	<ul style="list-style-type: none">▪ To provide a structured and effective complaints redressal mechanism.▪ To provide an opportunity to everyone in VSIT to be listened to so that any feeling of injustice is sorted out promptly
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KEY RESPONSIBILITIES

1. To form a grievance redressal cells to handle grievances.
2. To redress students', staff and faculty grievances separately
3. Redress girl students', lady staff and faculty grievances separately.
4. Formation of a separate cell for ladies.
5. Suitable timings for students', staff and faculty should be arranged.
6. Grievances should be redressed promptly.
7. Employees should be able to present their issues without prejudging or commenting
8. Positive, friendly ways to resolve the crisis should be used rather than punitive steps, which disturb the system.
9. Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible
10. Effective, sensitive and confidential communication should be reassured between the involved in the grievance
11. Proper investigation of the facts and figures related the problem should be ensured.
12. Documentation of the procedures and of all necessary steps taken to resolve the problem/complaint should be followed.

Members of the Committee

Sr. No	Designation	Name of the member
1	Chairperson	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Geeta Sahu
5	Member	Akshatha Jain



Rohini
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA


To,


1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 1st Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 29/6/2019 at 11:00 am in Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Date:22/06/2019


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Coordinator, IGRC



AGENDA FOR FIRST MEETING OF IGRC

The following agenda-items shall be discussed in the 1st Meeting of IGRC that has been scheduled to be held on 29/6/2019.

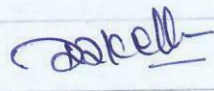
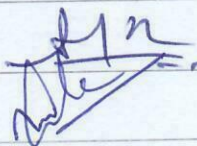
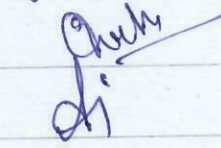
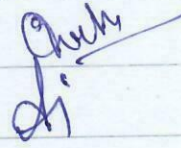

Agenda Item	Particulars
1	Committee reformation
2	To discuss about the aims & objectives to be carried out by the committee.
3	To discuss about the various activities to be conducted focusing its aim & objectives.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 11:00 am		Starting Time: 11:05 am	
Meeting of	IGRC	Meeting No	01
		Held on	29/6/2019


Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Geeta Sahu	
5	Akshatha Jain	

The following agenda-items were discussed in the 1st Meeting of IGRC that held on 29/6/2019 at 11:00 am.

Sr. No.	Minutes of Meeting
1	The new committee has been formed.
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.
3	Chairperson briefed about the procedures & rules of IGRC.
4	The Committee introduces all aim & objectives of the Committee.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.





Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1	The new committee has been formed.	Committee Formation
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.	Done
3	Chairperson briefed about the procedures & rules of IGRC.	Done by Chairperson
4	The Committee introduces all aim & objectives of the Committee.	Done by Members
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.	Done


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

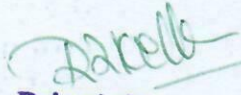
To,

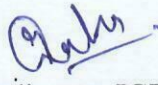
1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 2nd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 11/10/2019 at 11:00 am in Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 04/10/2019


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Coordinator, IGRC



AGENDA FOR SECOND MEETING OF IGRC

The following agenda-items shall be discussed in the 2nd Meeting of IGRC that has been scheduled on 11/10/2019.

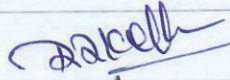
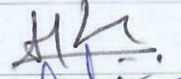

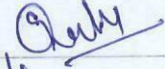

Agenda Item	Particulars
1	Discrimination based on age, gender, sexual orientation, caste, creed, religion, national origin, physical and mental disability.
2	Interaction with all first-year students to introduce about the committee & its objectives.
3	The Committee shall consider only individual grievances of specific nature of staff and students at the college raised individually by the concerned aggrieved student at the college.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 11:00 am		Starting Time: 11:05 am	
Meeting of	IGRC	Meeting No	02
		Held on	11/10/2019

Members present:

Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Geeta Sahu	
5	Akshatha Jain	

The following agenda-items were discussed in the 2nd Meeting of IGRC that held on 11/10/2019 at 11:00 am.

Sr. No.	Minutes of Meeting
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.
2.	Discussed on the function of the Grievance Redressal Committee (GRC) is to look into the complaints if any lodged by any student/employee and judge its merit.
3.	Introduce message about no discrimination should be their based-on age, gender, sexual orientation, caste, creed, religion, national origin, physical and mental disability.
4.	The Chairperson expressed her thanks to all participants.




Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.	Verified
2.	Discussed on the function of the Grievance Redressal Committee (GRC) is to look into the complaints if any lodged by any student/employee and judge its merit.	Done
3.	Introduce message about no discrimination should be their based- on age, gender, sexual orientation, caste, creed, religion, national origin, physical and mental disability.	Brief introduction done
4.	The Chairperson expressed her thanks to all participants.	Done

TRK/00

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA


To,

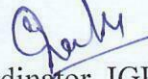
1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

Dear Sir/Madam,

It is my pleasure to inform you that the 3rd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 17/1/2020 at 10:30 am at principals' cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 10/1/2020


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Coordinator, IGRC



AGENDA FOR THIRD MEETING OF IGRC

The following agenda-items shall be discussed in the 3rd Meeting of IGRC that has been scheduled to be held on 17/1/2020.

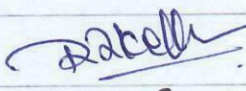
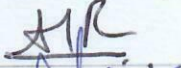
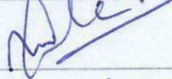

Agenda Item	Particulars
1	To introduce about the punishments on any kind of inappropriate/disrespect use of disciplinary process.
2	To make students understand safety and security related concern to be given higher priority.
3	Workplace health and safety.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



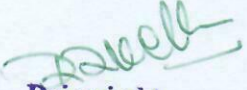
Meeting Schedule Time: 10:30 am	Starting Time: 10:30 am		
Meeting of IGRC	Meeting 1 03	Held on	17/1/2020

Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Geeta Sahu	

The following agenda-items were discussed in the 3rd Meeting of IGRC that held on 17/1/2021 at 10:30 am.

Sr. No.	Minutes of Meeting
1.	All members were informed to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
2.	Sessions to be taken for students to make them understand safety and security related concern.
3.	Inform Students/employees to express their grievances / problems freely and frankly, without any fear of being victimized or in written can also be considered.
4.	Discussed on student's study rooms, & their health and safety.


Principal
Vidyalkar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1.	All members were informed to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.	Done
2.	Sessions to be taken for students to make them understand safety and security related concern.	Session Completed
3.	Inform Students/employees to express their grievances / problems freely and frankly, without any fear of being victimized or in written can also be considered.	Session taken for students
4.	Discussed on student's study rooms; & their health and safety.	Done

Princell
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

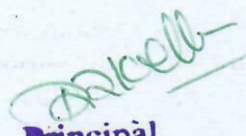
To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Akshatha Jain
5. Geeta Sahu

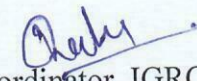
Dear Sir/Madam,

It is my pleasure to inform you that the 4th Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 7/3/2020 at 10:30 am at principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 02/3/2020


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

AGENDA FOR FORTH MEETING OF IGRC

The following agenda-items shall be discussed in the 4th Meeting of IGRC that has been scheduled to be held on 7/3/2020.

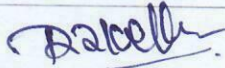
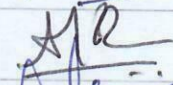


Agenda Item	Particulars
1	Bullying and harassment that demeans, humiliates or embarrasses a person.
2	The students/employees may feel free to put up a grievance in writing and submit in office.
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.

Wakell
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E).
Mumbai-400 037.




Meeting Schedule Time: 10:30 am	Starting Time:	10:30 am			
Meeting of	IGRC	Meeting No	04	Held on	7/3/2020

Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Akshatha Jain	

The following agenda-items were discussed in the 4th Meeting of IGRC that held on 10/4/2021 at 10:30 am.

Sr. No.	Minutes of Meeting
1	Complaints of general nature shall be considered by this committee and resolved accordingly.
2	On receipt of complaint / grievance, Grievance Committee shall segregate the complaint, discuss with the concerned committee and thereafter direct the said complaint to the respective committee.
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.
4	The concerned committee shall investigate the cases directed accordingly.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

Action Taken Report

Sr. No.	Minutes of Meeting	ATR
1	Complaints of general nature shall be considered by this committee and resolved accordingly.	Resolved
2	On receipt of complaint / grievance, Grievance Committee shall segregate the complaint, discuss with the concerned committee and thereafter direct the said complaint to the respective committee.	Categorization done
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.	Done
4	The concerned committee shall investigate the cases directed accordingly.	Done


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

Key Objectives	<ul style="list-style-type: none"> ▪ To provide a structured and effective complaints redressal mechanism. ▪ To provide an opportunity to everyone in VSIT to be listened to so that any feeling of injustice is sorted out promptly
----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

KEY RESPONSIBILITIES

1. To form a grievance redressal cells to handle grievances.
2. To redress students', staff and faculty grievances separately
3. Redress girl students', lady staff and faculty grievances separately.
4. Formation of a separate cell for ladies.
5. Suitable timings for students', staff and faculty should be arranged.
6. Grievances should be redressed promptly.
7. Employees should be able to present their issues without prejudging or commenting
8. Positive, friendly ways to resolve the crisis should be used rather than punitive steps, which disturb the system.
9. Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible
10. Effective, sensitive and confidential communication should be reassured between the involved in the grievance
11. Proper investigation of the facts and figures related the problem should be ensured.
12. Documentation of the procedures and of all necessary steps taken to resolve the problem/complaint should be followed.

Members of the Committee

Sr. No	Designation	Name of the member
1	Chairperson	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Ujwala Sav
5	Member	Santosh Gupta



Rohini Kelkar
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta


Dear Sir/Madam,

It is my pleasure to inform you that the 1st Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 20/6/2018 at 10:00 am in Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Date:13/06/2018



Coordinator, IGRC


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



AGENDA FOR FIRST MEETING OF IGRC

The following agenda-items shall be discussed in the 1st Meeting of IGRC that has been scheduled to be held on 20/6/2018.

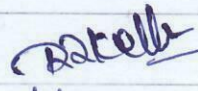




Agenda Item	Particulars
1	Committee reformation
2	To discuss about the aims & objectives to be carried out by the committee.
3	To discuss about the various activities to be conducted focusing its aim & objectives.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 10:00 am		Starting Time:		10:05 am	
Meeting of	IGRC	Meeting No.	01	Held on	20/6/2018

Members present:

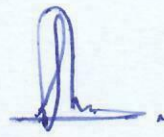
Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Ujwala Sav	
5	Santosh Gupta	

The following agenda-items were discussed in the 1st Meeting of IGRC that held on 20/6/2018 at 10:00 am.

Sr. No.	Minutes of Meeting
1	The new committee has been formed.
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.
3	Chairperson briefed about the procedures & rules of IGRC.
4	The Committee introduces all aim & objectives of the Committee.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.

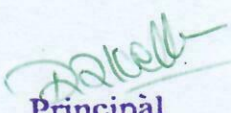

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

Action Taken Report

Sr. No.	Minutes of Meeting	ATR
1	The new committee has been formed.	Completed
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.	Done
3	Chairperson briefed about the procedures & rules of IGRC.	Done
4	The Committee introduces all aim & objectives of the Committee.	Done by Members
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.	Done


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta

Dear Sir/Madam,

It is my pleasure to inform you that the 2nd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 12/9/2018 at 11:00 am in Principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 05/09/2018

Dabell
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



A handwritten signature in blue ink.

Coordinator, IGRC

AGENDA FOR SECOND MEETING OF IGRC

The following agenda-items shall be discussed in the 2nd Meeting of IGRC that has been scheduled on 12/09/2018.


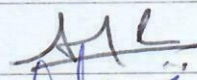
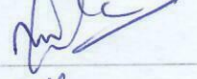


Agenda Item	Particulars
1	Interaction with all students to introduce about the committee & its objectives.
2	Discussion on increasing the awareness amongst the students on how the rules have been amended to prevent the instances of harassment of women.
3	Discussion on Student's Grievance dated:27/08/2018

Prakash
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



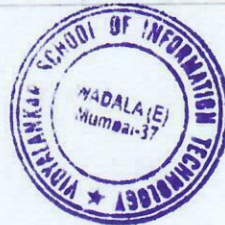
Meeting Schedule Time: 11:00 am		Starting Time: 11:05 am	
Meeting of	IGRC	Meeting No	02
Held on		12/09/2018	

Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Ujwala Sav	
5	Santosh Gupta	

The following agenda-items were discussed in the 2nd Meeting of IGRC that held on 12/09/2018 at 11:00 am.

Sr. No.	Minutes of Meeting
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.
2.	Discussed on how the rules have been amended to prevent the instances of harassment of women.
3.	Discussed on the function of the Grievance Redressal Committee (GRC) is to look into the complaints if any lodged by any student/employee and judge its merit.
4.	It was raised by a student to have a day gap between two papers during mid-term examination. The committee could not accept student's request to have exam gap during mid-terms due to the restriction in no of teaching weeks by university.
5.	The Chairperson expressed her thanks to all participants.




Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Coordinator, IGRC

Action Taken Report

Sr. No.	Minutes of Meeting	ATR
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.	Verification Done
2.	Discussed how the rules have been amended to prevent instances of harassment of women.	Discussed
3.	Discussed on the function of the Grievance Redressal Committee (GRC) is to look into the complaints if any lodged by any student/employee and judge their merit.	Done
4.	It was raised by a student to have a day gap between two papers during the mid-term examination. The committee could not accept the student's request to have an exam gap during mid-terms due to the restriction in no. of teaching weeks by the university.	Worked on it
5.	The Chairperson expressed her thanks to all participants.	Done



(Signature)
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta


Dear Sir/Madam,

It is my pleasure to inform you that the 3rd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 10/1/2019 at 10:30 am at principals' cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 03/01/2019

Dakke
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

AGENDA FOR THIRD MEETING OF IGRC

The following agenda-items shall be discussed in the 3rd Meeting of IGRC that has been scheduled to be held on 10/1/2019.

Agenda Item	Particulars
1	To introduce about the punishments on any kind of inappropriate/disrespect use of disciplinary process.
2	To discuss about the activities related to gender sensitization.

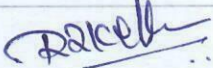
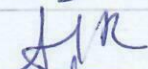





Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



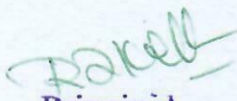
Meeting Schedule Time: 10:30 am	Starting Time:	10:30 am			
Meeting of	IGRC	Meeting No.	03	Held on	10/1/2019

Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Ujwala Sav	
5	Santosh Gupta	

The following agenda-items were discussed in the 3rd Meeting of IGRC that held on 17/1/2021 at 10:30 am.

Sr. No.	Minutes of Meeting
1.	All members were informed to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
2.	Sessions to be taken for students to make them understand safety and security related concern.
3.	Through various sessions students were made aware of gender equality.
4.	Discussed on student's study rooms, & their health and safety.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

Action Taken Report

Sr. No.	Minutes of Meeting	ATR
1.	All members were informed to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.	Done
2.	Sessions to be taken for students to make them understand safety and security related concern.	Session taken
3.	Through various sessions students were made aware of gender equality.	Awareness done
4.	Discussed on student's study rooms, & their health and safety.	Done

Principall

Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta

Dear Sir/Madam,

It is my pleasure to inform you that the 4th Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 22/3/2019 at 10:30 am at principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 05/3/2019


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Coordinator, IGRC

AGENDA FOR FORTH MEETING OF IGRC

The following agenda-items shall be discussed in the 4th Meeting of IGRC that has been scheduled to be held on 22/3/2019.

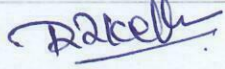
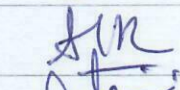
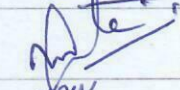
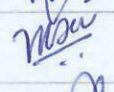

Agenda Item	Particulars
1	The students/employees may feel free to put up a grievance in writing and submit in office.
2	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.



Wadala
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.


Meeting Schedule Time: 10:30 am		Starting Time:		10:30 am	
Meeting of	IGRC	Meeting No	04	Held on	22/3/2019

Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Ujwala Sav	
5	Santosh Gupta	

The following agenda-items were discussed in the 4th Meeting of IGRC that held on 22/3/2019 at 10:30 am.

Sr. No.	Minutes of Meeting
1	Complaints of general nature shall be considered by this committee and resolved accordingly.
2	On receipt of complaint / grievance, Grievance Committee shall segregate the complaint, discuss with the concerned committee and thereafter direct the said complaint to the respective committee.
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.
4	The concerned committee shall investigate the cases directed accordingly.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

Action Taken Report

Sr. No.	Minutes of Meeting	ATR
1	Complaints of general nature shall be considered by this committee and resolved accordingly.	Resolved
2	On receipt of complaint / grievance, Grievance Committee shall segregate the complaint, discuss with the concerned committee and thereafter direct the said complaint to the respective committee.	Resolved
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.	Done
4	The concerned committee shall investigate the cases directed accordingly.	Completed



Prakell
Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.

Internal Grievance Redressal Committee

Key Objectives	<ul style="list-style-type: none"> ▪ To provide a structured and effective complaints redressal mechanism. ▪ To provide an opportunity to everyone in VSIT to be listened to so that any feeling of injustice is sorted out promptly
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KEY RESPONSIBILITIES

1. To form a grievance redressal cells to handle grievances.
2. To redress students', staff and faculty grievances separately
3. Redress girl students', lady staff and faculty grievances separately.
4. Formation of a separate cell for ladies.
5. Suitable timings for students', staff and faculty should be arranged.
6. Grievances should be redressed promptly.
7. Employees should be able to present their issues without prejudging or commenting
8. Positive, friendly ways to resolve the crisis should be used rather than punitive steps, which disturb the system.
9. Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible
10. Effective, sensitive and confidential communication should be reassured between the involved in the grievance
11. Proper investigation of the facts and figures related the problem should be ensured.
12. Documentation of the procedures and of all necessary steps taken to resolve the problem/complaint should be followed.

Members of the Committee

Sr. No.	Designation	Name of the member
1	Chairperson	Dr. Rohini Kelkar
2	Member	Asif Rampurawala
3	Member	Vijay Gawde
4	Member	Ujwala Sav
5	Member	Santosh Gupta


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta

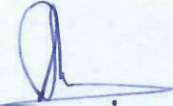
Dear Sir/Madam,

It is my pleasure to inform you that the 1st Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 21/6/2017 at 10:00 am at principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated:13/06/2017


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

AGENDA FOR FIRST MEETING OF IGRC

The following agenda-items shall be discussed in the 1st Meeting of IGRC that has been scheduled to be held on 21/6/2017.

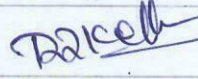




Agenda Item	Particulars
1	Committee reformation
2	To discuss about the aims & objectives to be carried out by the committee.
3	To discuss about the various activities to be conducted focusing on aims & objectives.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Meeting Schedule Time: 10:00 am		Starting Time:		10:00 am	
Meeting of	IGRC	Meeting No.	01	Held on	21/6/2017

Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Ujwala Sav	
5	Santosh Gupta	

The following agenda-items were discussed in the 1st Meeting of IGRC that held on 21/6/2017 at 10:00 am.

Sr. No.	Minutes of Meeting
1	The new committee has been formed.
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.
3	Chairperson briefed about the rules and regulations of IGRC.
4	The Committee stressed the need to make students aware of the aims & objective of the Committee by the Faculty Members.
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1	The new committee has been formed.	Done
2	Chairperson Dr. Rohini Kelkar welcomed all the participants of the Meeting.	Done
3	Chairperson briefed about the rules and regulations of IGRC.	Done
4	The Committee stressed the need to make students aware of the aims & objective of the Committee by the Faculty Members.	Students are aware
5	The Chairperson expressed her thanks to all participants and the members agreed that the Committee will meet every quarter on a regular basis.	Done


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta


Dear Sir/Madam,

It is my pleasure to inform you that the 2nd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 21/9/2017 at 10:00 am at principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 11/9/2017


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.





Coordinator, IGRC

AGENDA FOR SECOND MEETING OF IGRC

The following agenda-items shall be discussed in the 2nd Meeting of IGRC that has been scheduled on 21/9/2017.

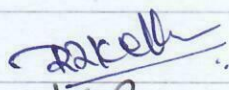
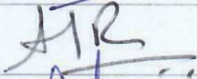
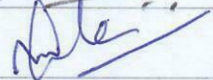

Agenda Item	Particulars
1	To discuss about the importance and functioning of IGRC.
2	Interaction with students to introduce about the committee & its objectives.
3	To provide information regarding counselling sessions and support services on our campus.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Meeting Schedule Time: 10:00 am		Starting Time:		10:05 am	
Meeting of	IGRC	Meeting No.	02	Held on	21/9/2017

Members present:

Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Ujwala Sav	

The following agenda-items were discussed in the 2nd Meeting of IGRC that held on 21/9/2017 at 10:00 am.

Sr. No.	Minutes of Meeting
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.
2.	Discussed on the function of the Grievance Redressal Committee (GRC) is to investigate the complaints if any lodged by any student/employee and judge its merit.
3.	All staff members were advised to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
4.	The Chairperson expressed her thanks to all participants.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1.	It was verified that information about the constitution of IGRC was uploaded on the display for the information of students and women employees.	Done
2.	Discussed on the function of the Grievance Redressal Committee (GRC) is to investigate the complaints if any lodged by any student/employee and judge its merit.	Done
3.	All staff members were advised to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.	Staff members are informed
4.	The Chairperson expressed her thanks to all participants.	Done

Patel
Principal
Vidyalankar School of
Information Technology
Aastop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta

Dear Sir/Madam,

It is my pleasure to inform you that the 3rd Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on 11/1/2018 at 2:00 pm at principals' cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 4/1/2018



A handwritten signature in blue ink, appearing to be "Santosh Gupta".

Coordinator, IGRC


A handwritten signature in green ink, appearing to be "Rohini Kelkar".

Principal
Vidyalankar School of
Information Technology
Autop Hill, Wadala (E),
Mumbai-400 037.

AGENDA FOR THIRD MEETING OF IGRC

The following agenda-items shall be discussed in the 3rd Meeting of IGRC that has been scheduled to be held on 11/1/2018.




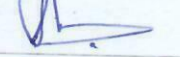
Agenda Item	Particulars
1	To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship.
2	To make students understand safety and security related concern to be given higher priority.
3	To encourage the students/employees to express their grievances / problems freely and frankly, without any fear of being victimized.


Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.




Meeting Schedule Time: 2:00 pm		Starting Time:		2:00 pm	
Meeting of	IGRC	Meeting No.	03	Held on	11/1/2018

Members present:

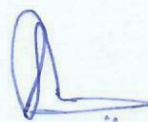
Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Santosh Gupta	

The following agenda-items were discussed in the 3rd Meeting of IGRC that held on 11/1/2018 at 2:00 pm.

Sr. No.	Minutes of Meeting
1.	It is ensured that strife free atmosphere is provided the College.
2.	Sessions to be taken for students to make them understand safety and security related concern.
3.	Inform Students/employees to express their grievances / problems freely and frankly, without any fear of being victimized or in written can also be considered.
4.	Committee members briefed the staff members about the rules have been amended to prevent instances of harassment of students and employees.

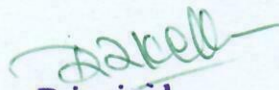

Principal
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Antop Hill, Wadala (E),
Mumbai-400 037.




Coordinator, IGRC

Action Taken Report

Sr. No.	Minutes of Meeting	ATR
1.	It is ensured that strife free atmosphere is provided the College.	Session taken by Counsellor
2.	Sessions to be taken for students to make them understand safety and security related concern.	Session taken
3.	Inform Students/employees to express their grievances / problems freely and frankly, without any fear of being victimized or in written can also be considered.	Students are informed about the grievances
4.	Committee members briefed the staff members about the rules have been amended to prevent instances of harassment of students and employees.	Conducted


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Vidyalankar School of
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Antop Hill, Wadala (E),
Mumbai-400 037.



Internal Grievance Redressal Committee (IGRC)

MEETING AGENDA

To,

1. Dr. Rohini Kelkar
2. Asif Rampurawala
3. Vijay Gawde
4. Ujwala Sav
5. Santosh Gupta


Dear Sir/Madam,

It is my pleasure to inform you that the 4th Meeting of the Internal Grievance Redressal Committee of Vidyalankar School of Information Technology is scheduled on .16/3/2018 at 2:00 pm at principal's cabin. The agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 9/3/2018



Coordinator, IGRC



Principal
Vidyalankar School of
Information Technology
Antop Hill, Wadala (E),
Mumbai-400 037.



AGENDA FOR FORTH MEETING OF IGRC

The following agenda-items shall be discussed in the 4th Meeting of IGRC that has been scheduled to be held on 16/3/2018.

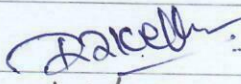
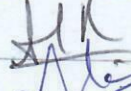
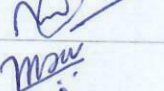

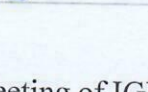
Agenda Item	Particulars
1	The Committee formally will review all cases and will prepare report about the number of cases received.
2	The students/employees may feel free to put up a grievance in writing and submit in office.
3	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.


Principal
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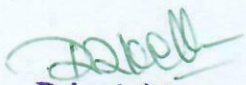
Meeting Schedule Time: 2:00 pm		Starting Time: 2:00 pm	
Meeting of	IGRC	Meeting No	04 Held on 16/3/2018

Members present:


Sr. No.	Name of the member	Signature
1	Dr. Rohini Kelkar	
2	Asif Rampurawala	
3	Vijay Gawde	
4	Ujwala Sav	
5	Santosh Gupta	

The following agenda-items were discussed in the 4th Meeting of IGRC that held on 16/3/2018 at 2:00 pm.

Sr. No.	Minutes of Meeting
1	The Grievance Committee will act upon those cases, if any which have been forwarded along with the necessary documents.
2	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.


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Coordinator, IGRC

Action Taken Report (ATR)

Sr. No.	Minutes of Meeting	ATR
1	The Grievance Committee will act upon those cases, if any which have been forwarded along with the necessary documents.	Done
2	The Grievance Committee will assure that the grievance has been properly solved in a stipulated time limit provided by the Committee.	Conducted

Principàl

Principàl
Vidyalankar School of
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Antop Hill, Wadala (E),
Mumbai-400 037.

