

Dr. Sunil Patil
I/c Director



Department of Students' Development
Vidyapeeth Vidyarthi Bhavan,
'B' Road, Churchgate
Mumbai - 400 020
Tel. No. 2204 28 59

CIRCULAR

To,
The Heads/Directors
of the University Departments/Institutions
of the University of Mumbai

Subject: Circular for Constitution of Department Grievance Redressal Cell (DGRC) as per महाराष्ट्र शासन राजपत्र असाधारण भाग चार ब, असाधारण क्रमांक ६७

Sir/Madam,

As per directives received from the University Authorities, I am directed to inform your goodself that as per महाराष्ट्र शासन राजपत्र असाधारण भाग चार ब, असाधारण क्रमांक ६७, dated February 27, 2019 each Department/Institution of the University of Mumbai has to constitute a **Department Grievance Redressal Cell (DGRC)**. All grievances of students relating to University Departments or University Institutions shall first be addressed to Department Grievance Redressal Cell (DGRC) to be constituted at the level of University Department or University Institution by following below given steps:

1. University Departments or University Institutions shall constitute Department Grievance Redressal Cell (DGRC). The composition of DGRC shall be as follows:
 - a. Head / Director of the University Department or University Institution – **Chairperson**
 - b. A Professor from outside the University Department or University Institution to be nominated by the Vice-Chancellor – **Member**
 - c. A Faculty Member well-versed with grievance redressal mechanism to be nominated by the Head / Director of the University Departments or University Institution – **Member Secretary**

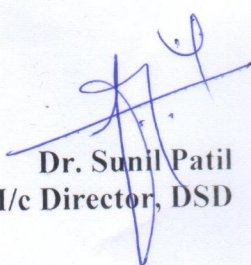
[Note: The Head / Director of the University Department / Institution has to put up a note to the Hon'ble Vice-Chancellor for nomination of members on the Department Grievance Redressal Cell (DGRC)].

The tenure of all members of DGRC shall be of two years.

2. The Head / Director of the University Department / Institution shall give wide publicity to Department Grievance Redressal Cell (DGRC) among all students and teachers of their Department/Institution by use of different means like Prospectus, Notices, Electronic Gadgets, etc.
3. The concerned student shall register his/her complaint on the portal available on the website of University of Mumbai: **www.mu.ac.in**
4. The Department of Students' Development will give Login ID and Password for each Department/Institution to process the registered grievances of students of their Department / Institution.

5. Each Department / Institution shall maintain the documentation of the grievances of students of their Department / Institution.
6. The Member Secretary shall prepare the Agenda of the meeting of Department Grievance Redressal Cell (DGRC) in consultation with the Chairperson and shall communicate to all members prior to the meeting.
7. The Member Secretary shall convene meeting of Department Grievance Redressal Cell (DGRC) in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
8. The committee shall resolve the grievance of the complainant student by giving an opportunity of hearing to all the concerned parties and following principles of natural justice.
9. The Member Secretary of the Department / Institution shall prepare and submit Minutes and Action Taken Report of Department Grievance Redressal Cell (DGRC) for the information to the Director, Students' Development, University of Mumbai.
10. The Member Secretary shall prepare Annual Report regarding working of the DGRC and submit it to the Director, Students' Development, University of Mumbai.
11. If the student is not satisfied with the decision of the Department Grievance Redressal Cell (DGRC) then he/she can appeal to Institutional Grievance Redressal Cell (IGRC) within 30 days which comes under Department of Students' Development. The Member Secretary shall communicate this to all students who have registered their grievances on the portal. The student desire to appeal on the decision given by DGRC shall register his/her grievance/s on the portal available on the website of University of Mumbai. www.mu.ac.in with all supporting documents within 30 days.
12. The procedure and directives for functioning of Department Grievance Redressal Cell (DGRC) are enclosed here for information and necessary action at your end.

Mumbai
May 14, 2019


Dr. Sunil Patil
I/c Director, DSD

University of Mumbai
DEPARTMENT OF STUDENTS' DEVELOPMENT

**PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF
DEPARTMENT GRIEVANCE REDRESSAL CELL (DGRC)**

A. Role and Functions of DGRC

The DGRC shall exercise the following role and perform the following functions, namely-

- 1) To receive the applications of the students from the portal available on the website of University of Mumbai, www.mu.ac.in and process them further.
- 2) To attend all applications relating to the grievances of the students.
- 3) To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
- 4) To hear all the concerned parties and settle grievances as early as possible.
- 5) To counsel the students whenever necessary to resolve their grievances.
- 6) To give advice to the students through correspondence.
- 7) The DGRC shall not discuss any sub-judice grievances.
- 8) It shall make efforts to settle the disputes amicably.
- 9) To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
- 10) To prepare Minutes and Action Taken Report of the meeting of DGRC and submit it to the Director, Students' Development, University of Mumbai.
- 11) To prepare Annual Report regarding working of the DGRC and submit it to the Director, Students' Development, University of Mumbai.

B. Role of the Chairperson of DGRC

- 1) The Head / Director of the each Department / Institution shall be the Chairperson of DGRC. In absence of Head / Director, the Incharge of the Department / Institution shall be the Chairperson of DGRC with prior permission of Hon'ble Vice-Chancellor.
- 2) The Chairperson shall finalize the date of meeting of DGRC in discussion with Member Secretary.
- 3) The Chairperson shall preside over the meeting of DGRC.

C. Role of the Member Secretary of DGRC

- 1) The Member Secretary shall be the Principal Officer of the DGRC. He shall be the custodian of all accounts and records, if any, placed at the disposal of the Cell.
- 2) The Member Secretary shall prepare the Agenda for the meeting of the DGRC in consultation with the Chairperson and shall communicate the Agenda with all necessary documents of students to all members prior to the meeting through an email.
- 3) The Member Secretary shall convene meetings of DGRC in consultation with the Chairperson in order to redress the grievances registered on portal within 15 days of its receiving.
- 4) He shall also attend the meetings and shall be responsible for maintaining a record of the minutes of the proceedings of the meetings.
- 5) He shall prepare Action Taken Report on the previous meeting of DGRC.
- 6) The Member Secretary shall submit the copies of Minutes and Action Taken Report for the information to the Director, Students' Development, University of Mumbai.
- 7) The Member Secretary shall prepare Annual Report regarding working of the DGRC and submit it to the Director, Students' Development, University of Mumbai.
- 8) The Member Secretary shall discharge such other duties and functions related to grievances of the students as the Chairperson and the Director, Students' Development assign to him from time to time.

D. Meetings of DGRC

- 1) The DGRC shall meet regularly as per the exigency in order to redress the grievances registered on portal within 15 days of its receiving. If there are no grievances, the DGRC shall meet once in every semester.
- 2) The Member Secretary may directed by the Chairperson to convene a meeting of the DGRC at the place, date and time to be fixed in consultation with him/her.
- 3) Every meeting of the DGRC shall be numbered serially.
- 4) The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.
- 5) However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
- 6) In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the DGRC may determine.
- 7) In case the grievance is against any of the members of the DGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the (Institutional Grievance Redressal Cell (IGRC) for the Redressal of his/her grievance.

E. Venue of the Meeting of DGRC

- 1) The Meeting of the DGRC shall be held in the premises of the Department / Institution during the working days and working time of the department.
- 2) The Member Secretary shall communicate venue, date and time of meeting of DGRC to all members of DGRC and students who have registered their grievances prior to the meeting.

F. Quorum of the Meeting of DGRC

The Quorum for the meeting of DGRC shall be two, including Chairperson.

G. Decisions by Majority of the Meeting of DGRC

All matters of any meeting of the DGRC shall be decided by majority of the members present and voting and, in case of a tie, the person presiding shall have a second or casting vote.

H. Minutes

- 1) The draft Minutes of the meetings shall be prepared by the Member Secretary in consultation with the Chairperson and confirm it from all members within 7 days after the meeting.
- 2) The Minutes shall contain a record of the decisions taken and resolutions passed by the DGRC in the meeting and the discussions of the meeting shall not ordinarily form part of the Minutes.
- 3) The Member Secretary shall submit the confirmed minutes of the meeting of DGRC to Director, Students' Development, University of Mumbai.

I. Action Taken Report

- 1) After the confirmation of the minutes, the Member Secretary shall report to the DGRC the Action Taken Report on the previous resolutions or decisions or directions given in the previous meetings of the DGRC.
- 2) The Member Secretary shall submit Action Taken Report on the meeting of DGRC to Director, Students' Development, University of Mumbai.

J. Attendance of Members

- 1) Member Secretary shall maintain the record of Attendance of each meeting of DGRC.
- 2) Every member shall sign the Attendance Sheet during every meeting.

K. Appearance before the DGRC

The complainant student may appear in person. If he/she is incapable to attend / represent his/her grievances, then his/her representative (preferably parents) other than legal practitioner may be authorized to present his/her case in any proceedings before the DGRC.

L. Language of Proceedings of Meetings of DGRC

Preferably Marathi language may be used in the proceedings of meetings of DGRC. The complainant student can request for any other language to the DGRC.

M. Nature of Applications to be Entertained by the DGRC

The grievances or common grievances of students related to Department / Institution only shall be considered by the DGRC.

N. Registration of Grievances on the Portal

- 1) Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of University of Mumbai, **www.mu.ac.in**
- 2) The student shall fill all the information required for registration and upload the supporting documents.
- 3) The grievances with insufficient/incomplete information shall not be entertained by DGRC.

O. Disposal of Applications

- 1) On receipt of an Applications of Grievances of Students, the Member Secretary shall scrutinize the applications in consultation with Chairperson of the DGRC and prepare the Agenda of Meeting.
- 2) Non-accepted applications shall be communicated to the student in writing by Member Secretary.
- 3) The Member Secretary shall communicate the date, time and venue of the Meeting to the students who have registered their grievances on the portal before the meeting with the help of Administrative Staff of the Department / Institution.
- 4) The Member Secretary may request the applicant student to supply further information as may be necessary and also discuss the grievance personally with the applicant.
- 5) The Member Secretary may request all the parties related to grievance to give clarification in writing with necessary documents and send it to all members through an email along with the Agenda.
- 6) The Member Secretary shall present each complaint before the DGRC as per the Agenda with all necessary documents given by the students during the meeting.
- 7) The DGRC shall redress all grievances as per the Agenda by giving an opportunity of hearing to all the concerned parties and by following principles of natural justice.
- 8) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.

P. Non-Entertainment of Application

- 1) No applications for redressal of grievances shall be entertained, if the DGRC is satisfied that-
 - a. The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications, etc.
 - b. In an application, there is no prima facie case for considering it.

- c. The Application is frivolous or fictitious.
 - d. The matter is sub-judice in any court of law.
 - e. If there is gross delay.
 - f. Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
- 2) In case of any false or frivolous complaint, the DGRC may recommend appropriate action against the complainant student.

Q. Processing of Applications

- 1) The Member Secretary shall prepare requisite number of sets of all the applications received online/personally from the students and documents of other parties on which complaint has been made and send it to all members of DGRC prior to the meeting through an email and handover its hardcopies to all members of DGRC at the time of meeting.
- 2) The DGRC shall consider the case on the basis of the noting prepared by the Member Secretary.
- 3) The DGRC shall deal with the case on the basis of the Provisions of the Act, Rules, Regulations, Statutes, Ordinances, Circulars and Directions of the University and on the basis of natural justice, equity and good conscience.
- 4) The DGRC shall hear the all the concerned parties related to the complaint in person / individually / collectively whatever the requirement of the case by following principles of natural justice.
- 5) Efforts shall be made to settle the grievances amicably after hearing all parties.
- 6) Efforts shall be made to settle the grievances within 15 days of its receiving.

R. Consideration of Applications

- 1) Each member of the DGRC shall study the applications/cases sent to them in advance.
- 2) Applications shall be discussed in the Meeting and further line of action shall be decided.
- 3) The concerned student/s or any other person or teaching and non-teaching staff or official who is concerned with the grievances of the student/s may be called during the meeting of the DGRC whenever necessary and they may be heard in person.
- 4) If the DGRC finds it necessary it may refer any matter to an expert and obtain his / her opinion.
- 5) After following all the procedures enumerated under sub-rules R. (1) to (4) above, the DGRC may formulate its recommendations on the Application.

S. Recommendations for Final Action

- 1) The Member Secretary shall communicate a copy of Order/Decision/Resolution to all the students whose grievances were mentioned in the Agenda.
- 2) The Chairman and Member Secretary shall see the implementation of resolutions/decisions made during the meeting of DGRC on top priority basis.
- 3) If the DGRC comes to the conclusion that any of the employees/officials is involved in misconduct, they can recommend departmental enquiry against him/her.

T. Pursuing the Matter

- 1) The Chairman and Member Secretary shall keep in touch with all concerned sections/units and see that the decision is implemented immediately.
- 2) After the decision is finally implemented the same shall be incorporated in the Action Taken Report and submit it to all the members of DGRC at the next meeting.

U. Appeal on the Decisions

- 1) The student may prefer an appeal on the decision given by DGRC to Institutional Grievance Redressal Cell (IGRC) within 30 days from the receipt of the decision of the DGRC.
- 2) In such case the student shall apply again on the portal available on the website of University of Mumbai, www.mu.ac.in within 30 days from the receipt of the decision of the DGRC.

V. Miscellaneous

a) Staff of the DGRC

The Head / Director of the Department / Institution shall assign one Administrative Staff (Junior Clerk) and Peon for working of DGRC.

b) Travelling Allowance

The outsider member of DGRC shall be paid the travelling allowance for each meeting as admissible under the relevant ordinances of the University.

c) Publicity

The Chairperson and Member Secretary of DGRC shall give due publicity to the functioning of the DGRC through various modes of publicity like Prospectus, Notices, Electronic Gadgets, etc. for the information of the Students, Teaching and Non-Teaching Staff.

d) Powers to give Directions

The Director, Students' Development, University of Mumbai may from time to time, issue directions to the DGRC to carry out its purposes effectively and the DGRC shall be bound to carry out such directions.

W. Annual Report

The Member Secretary shall prepare Annual Report as per the format given below regarding working of the DGRC and submit it to the Director, Students' Development, University of Mumbai.

1	Name of the Department / Institution	
2	Landline No. of the Department / Institution	
3	Email of the Department / Institution	
4	Name of the Head / Director	
5	Mobile No. of the Head / Director	
6	Landline No. of the Head / Director	
7	Email of the Head / Director	
8	Name of the Member Secretary	
9	Designation of the Member Secretary	
10	Mobile No. of the Member Secretary	
11	Landline No. of the Member Secretary (If any)	
12	Email of the Member Secretary	

13	No. of Applications Received on Portal	
14	No. of Scrutinized Applications	
15	No. of Applications Presented before the DGRC	
16	No. of Resolved Applications	
17	No. of Un-resolved Applications	
18	No. of Applications Referred to the Experts for an Opinion	
19	No. of Applications Sent to Institutional Grievance Redressal Cell (IGRC)	
20	No. of Frivolous Applications	
21	No. of Pending Applications	
22	No. of the Meetings of DGRC Held	
23	No. of the Meetings Adjourned for Want of Quorum	
24	Average No. of Members of DGRC Present for the Meetings	
25	Total Annual Expenses of the Meetings, If Any, Incurred by the DGRC	
26	Any other Information	

Date:	Place:
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Name and Signature of the
Member Secretary

Seal of the Department /
Institution

Name and Signature of the
Chairperson with Seal

**Internal Grievance Redressal Committee
2021-22**

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.

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



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



A handwritten signature in black ink, appearing to be "DR" with a horizontal line underneath.

Coordinator, IGRC

**AGENDA FOR FIRST MEETING OF INTERNAL GRIEVANCE
REDRESSAL COMMITTEE**






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



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

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 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.




Principal
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



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Coordinator, IGRC

**AGENDA FOR SECOND MEETING OF INTERNAL GRIEVANCE
REDRESSAL COMMITTEE**

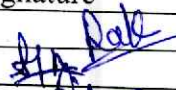



The following agenda-items shall be discussed in the 2nd Meeting of IGRC that has been scheduled to be held on 10/8/2021.

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.



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

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 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 Chairperson expressed her thanks to all participants.




Principal

Principal
Vidyalkar 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




Coordinator, IGRC

**AGENDA FOR THIRD MEETING OF INTERNAL GRIEVANCE
REDRESSAL COMMITTEE**

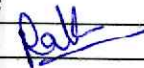

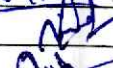


The following agenda-items shall be discussed in the 3rd Meeting of IGRC that has been scheduled to be held on 14/1/2022.

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.



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

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 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.




Coordinator, IGRC

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

**AGENDA FOR FORTH MEETING OF INTERNAL GRIEVANCE
REDRESSAL COMMITTEE**

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.



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

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 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.



Principāl
Principal

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