



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Ref: RERF/GRC/23-24/001

Date: 07.07.2023

Grievance Redressal Cell (GRC)

Notice

This is to notify that the meeting of GRC Cell, RERFGI, will be held on 12.07.2023 at 11.30 a.m. in conference room. All members are cordially invited in this meeting.

Agenda:

1. To take cognizance of the grievances received from students.
2. To discuss and evaluate the nature of the grievances.
3. To discuss and approve the methods of redressal and appropriate action to be taken.
4. Any other item with the permission of convener/chair person.

Trina Bhattacharya

Convener

Ms. Trina Bhattacharya

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MINUTES OF MEETING

GRC Cell meeting was successfully conducted under the guidance of our convener and chairperson on 12.07.2023 at 11.30 a.m. in conference room.

Proceedings of the meeting are as follows:

1. Canteen food related grievance was submitted to the grievance cell.
2. The mechanism of grievance redressal by the college grievance redressal cell was communicated to all the learners through:
 - Issuance of notice to learners.
 - Comprehensive information link made available on the college website.
 - Feedback link also made available.

Members Present:

Sl. No.	Members	Designation	Signature
1	Dr. Samik Chakraborty	Chairperson	
2	Ms. Trina Bhattacharya	Convener	
3	Mr. Subhankar Ghosh	Member	
4	Mr. Suprovat Basu	Member	
5	Mr. Krishna Kanta Maity	Member	
6	Mr. Sukdeb Saha	Member	
7	Mr. Raju Kumar Shaw	Member	
8	Mr. Indrajit Dawn	Member	
9	Mr. Rajdeep Dey	Member	

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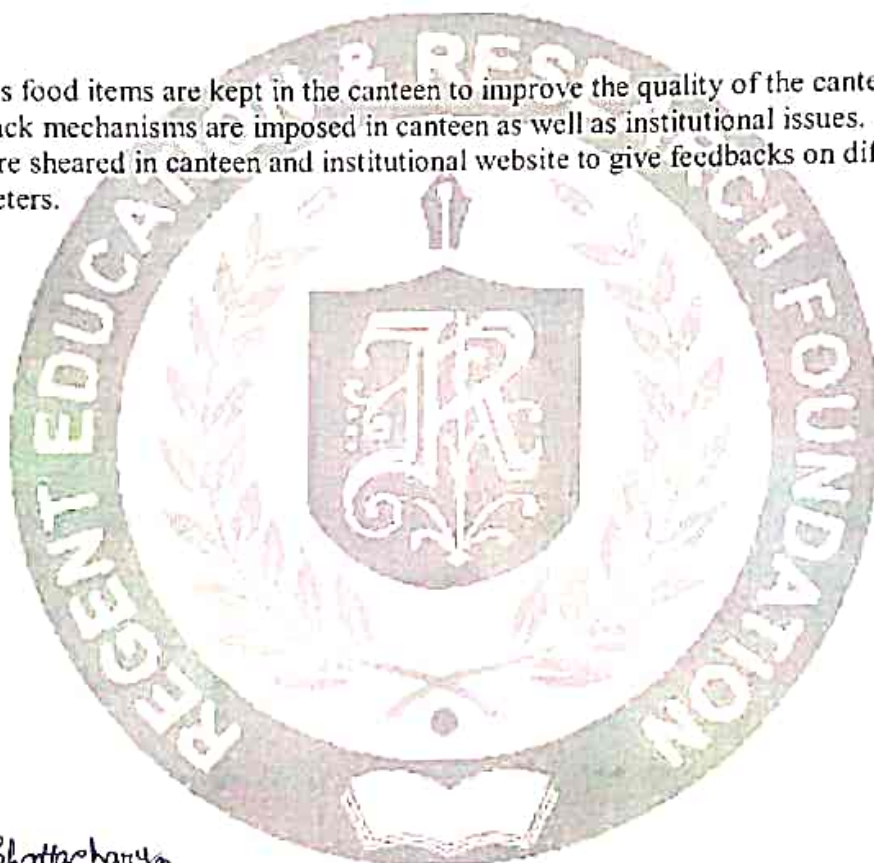
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Date: 06.10.2023

Action Taken Report

1. Various food items are kept in the canteen to improve the quality of the canteen.
2. Feedback mechanisms are imposed in canteen as well as institutional issues. QR code and/or links are shared in canteen and institutional website to give feedbacks on different parameters.



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Ref. RERF/GRC/23-24/002

Date: 17.11.2023

Grievance Redressal Cell (CGRC)

Notice

This is to notify that the meeting of GRC Cell, RERFI, will be held on 22.11.2023 at 12.30 p.m. in conference room. All members are cordially invited in this meeting.

Agenda:

1. To take month basis confession of the grievances received from students.
2. To discuss and evaluate the nature of the grievances according the rule once again.
3. To maintain a details report file according to date.
4. Miscellaneous.

Trina Bhattacharya

Convener

Ms. Trina Bhattacharya

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MINUTES OF MEETING

GRC Cell meeting was successfully conducted under the guidance of our convener and chairperson on 22.11.2023 at 12.30 p.m. in conference room.

Proceedings of the meeting are as follows:

1. Sports accessories related grievance was submitted to the grievance cell.
2. The mechanism of grievance redressal by the college grievance redressal cell was communicated to all the learners through:

- Issuance of notice to learners.
- Comprehensive information link made available on the college website.
- Feedback link also made available.

3. How to maintain and furnished a detailed report was discussed as well as previous process was modified.

Members Present:

Sl. No.	Members	Designation	Signature
1	Dr. Samik Chakraborty	Chairperson	
2	Ms. Trina Bhattacharya	Convener	
3	Mr. Subhankar Ghosh	Member	
4	Mr. Suprovat Basu	Member	
5	Mr. Krishna Kanta Maity	Member	
6	Mr. Sukdeb Saha	Member	
7	Mr. Raju Kumar Shaw	Member	
8	Mr. Indrajit Dawn	Member	
9	Mr. Rajdeep Dey	Member	

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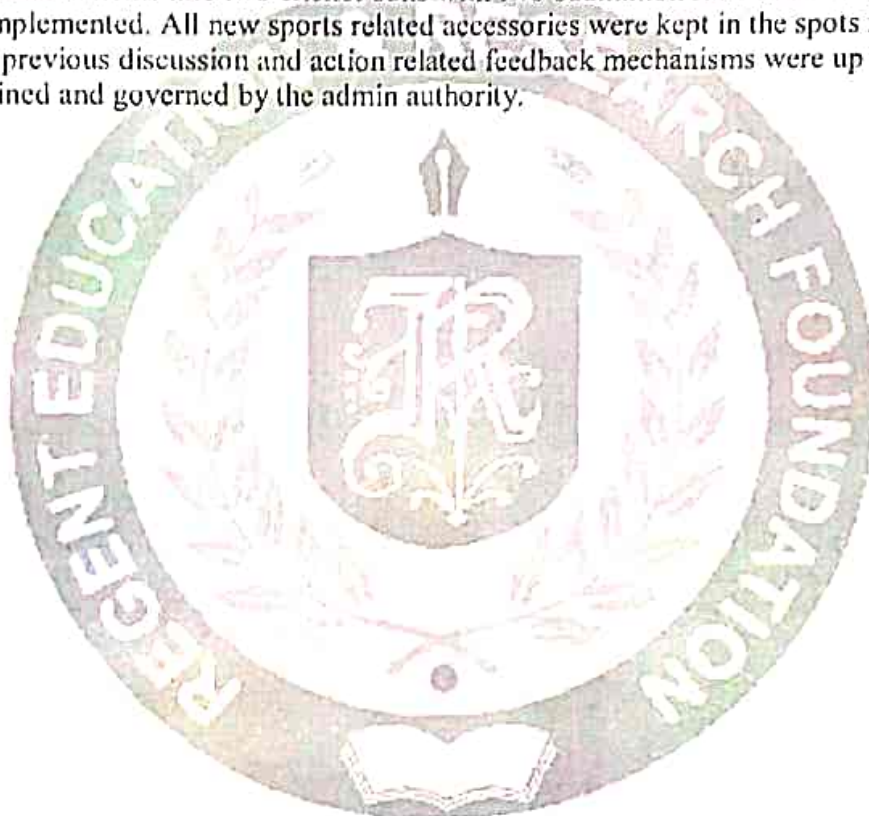
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Date: 16.01.2024

Action Taken Report

1. Sports related items like two cricket balls with two badminton rackets and new chess board were implemented. All new sports related accessories were kept in the sports room.
2. As per previous discussion and action related feedback mechanisms were up to date maintained and governed by the admin authority.



Trina Bhattacharya

Convener

Ms. Trina Bhattacharya

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Ref. RERF/GRC/23-24/003

Date: 02.04.2024

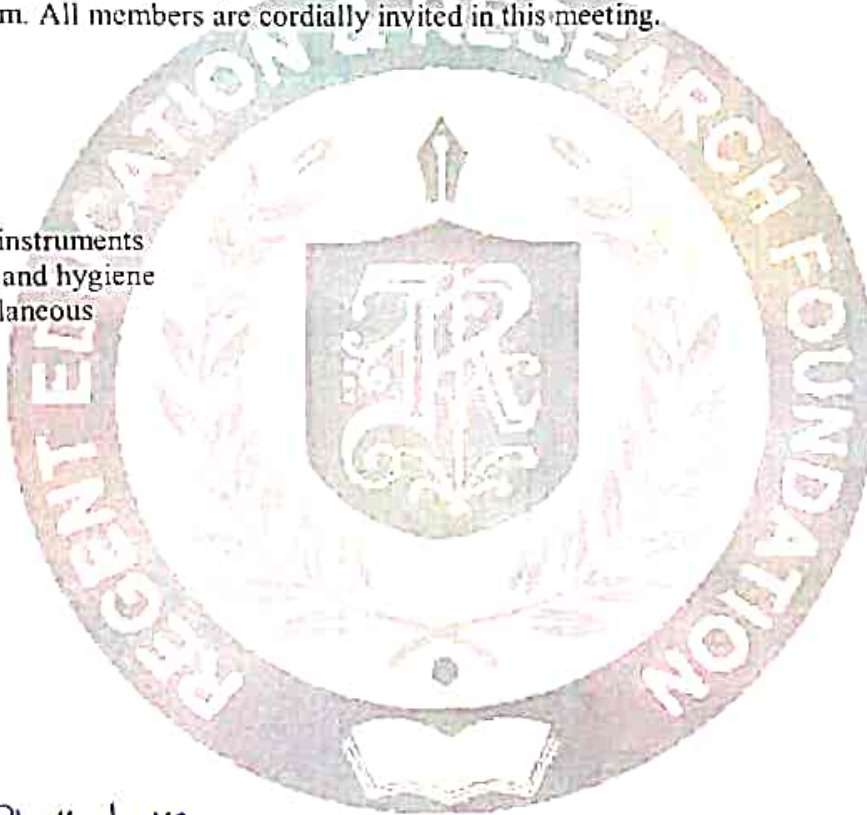
Grievance Redressal Cell (GRC)

Notice

This is to notify that the meeting of GRC Cell, RERFI, will be held on 06.04.2024 at 03.30 a.m. in conference room. All members are cordially invited in this meeting.

Agenda:

1. Music instruments
2. Health and hygiene
3. Miscellaneous



Trina Bhattacharya

Convener

Ms. Trina Bhattacharya

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MINUTES OF MEETING

GRC Cell meeting was successfully conducted under the guidance of our convener and chairperson on 06.04.2024 at 03.30 a.m.in conference room.

Proceedings of the meeting are as follows:

1. Music instrumented related grievance was submitted to the grievance cell.
2. Health and hygiene related grievance was submitted to the grievance cell.

Members Present:

Sl. No.	Members	Designation	Signature
1	Dr. Samik Chakraborty	Chairperson	
2	Ms. Trina Bhattacharya	Convener	
3	Mr. Subhankar Ghosh	Member	
4	Mr. Suprovat Basu	Member	
5	Mr. Krishna Kanta Maity	Member	
6	Mr. Sukdeb Saha	Member	
7	Mr. Raju Kumar Shaw	Member	
8	Mr. Indrajit Dawn	Member	
9	Mr. Rajdeep Dey	Member	

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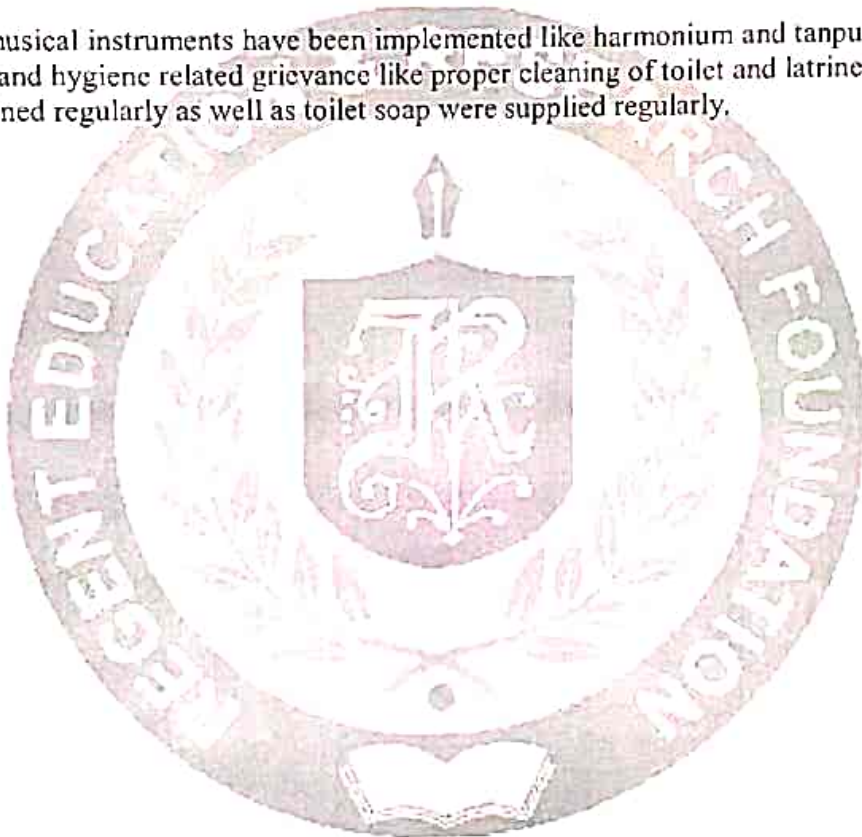
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Date: 12.06.2024

Action Taken Report

1. More musical instruments have been implemented like harmonium and tanpura.
2. Health and hygiene related grievance like proper cleaning of toilet and latrine have been maintained regularly as well as toilet soap were supplied regularly.



Trina Bhattacharya

Convener

Ms. Trina Bhattacharya

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REGENT EDUCATION & RESEARCH FOUNDATION

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NOTICE

Ref: RERF/IC/2023-2024/22

Date: 15/06/2024

It is to inform all the members of Internal Committee that a meeting will be held on 27/06/2024 at 03:00pm at room no. 312 for the academic session of 2023-2024 with the following agenda.

All the members are requested to attend the meeting positively.

Agenda of Meeting:

- I. Women Cell will organize gender sensitization programs.
- II. There will be a google form which will be filled up by the students.
- III. There will be a survey on 28th June, 2024 to 30th June, 2024 regarding this matter.
- IV. Miscellaneous

Labani Nandi
Signature of Convener

Dr. Nibedita Mukherjea
Signature of Chairperson

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MINUTES OF MEETING

Minutes of the Internal Committee Meeting held on 27.06.2024 at 03:00 pm at Room No. 312.

The meeting was held on 27.06.2024 at 03:00 pm at Room No. 312 and the proceedings of the meeting are as follows:

Proceedings:

1. The Internal Committee will organize a survey on gender sensitization. No grievance submitted about sexual harassments.
2. The survey will be conducted online, it will include a series of questions.
3. A Google form will be created to be filled up by the students.
4. The survey will be held on 25th June, 2024 to 30th June, 2024.
5. There is a general discussion with students to aware them about personal, health and respiratory hygiene.

Members Present:

SL.NO.	NAME OF THE MEMBER	DEPARTMENT	SIGNATURE
1	Dr. Nibedita Mukherjee	Chairperson	Nibedita Mukherjee
2	Ms. Labani Nandi	Convenor	Labani Nandi
3	Ms. Suvra Sarkar	External Expert	A
4	Ms. Ishika Ghosh	Member	Ishika Ghosh
5	Ms. Payel Chakraborty	Member	Payel Chakraborty
6	Ms. Shreyashi Sengupta	Member	S. Sengupta
7	Ms. Pragati Ghosh	Member	Pragati Ghosh
8	Ms. Rajalakshmi Chandrasekhar	Member	Rajalakshmi
9	Ms. Antara Bose	Member	A
10	Ms. Subarna Mondal	Member	Sn
11	Mr. Aninda Das	Member	Aninda Das
12	Mr. Raju Kumar Shaw	Non Teaching Member	R.K Shaw
13	Ms. Trina Bhattacharya	Non Teaching Member	Trina Bhattacharya
14	Ms. Jinia Basak (UR)	Student Member	A
15	Ms. Mrinmoy Roy (SC)	Student Member	Mrinmoy Roy

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16	Ms. Soma Bhattacharya (UR)	Student Member	A
17	Ms. Gargi Shaw (UR)	Student Member	<i>G. Shaw</i>

The meeting was ended with vote of thanks.

Labani Nandi

Labani Nandi
Signature of Convener

Nibedita Mukherjee
Dr. Nibedita Mukherjee
Signature of Chairperson

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