



# CITY LAW COLLEGE

(Approved By Bar Council of India & Affiliated to University of Lucknow)

Street- Sector 9, Jankipuram Extension, Lucknow (U.P.)- 226021

Contact No. : 8177001081

Email : citylawcollegelko@gmail.com

## Grievance Redressal Committee

### MINUTES OF MEETING

&

### ACTION TAKEN REPORT (ATR)

**6.5.3: Grievance Redressal Committee of the institution include: Regular meeting of Grievance Redressal Committee; Feedback collected, analyses and used for improvements Institution has a prescribed IQAC for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways:**

1. Grievance Redressal Committee is displayed on the institution's website
2. Students and teachers are oriented about the Grievance Redressal Committee.
3. There is a committee to monitor adherence to the Grievance Redressal Committee.
4. Professional ethics programmes for students, teachers, administrators and other staff are organized periodical.



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## 1st Meeting - Grievance Redressal Committee

Date: 10.09.2022

The meeting of the student grievance Redressal committee was held on 10.09.2022 at 2 PM with the members of committee at Principal's office. The following grievances raised by the students were discussed and the committee ensured that the grievances will be redressed and sorted out within a week.

### MEMBERS PRESENT

				SIGNATURE
1	Mr. VIVEK KUMAR SHUKLA	ASSISTANT PROFESSOR	CONVENER	
2	Ms. PRIYA	CHIEF LIBRARIAN	CO-CONVENER	
3	Dr. MEENA MISHRA	ASSISTANT PROFESSOR	MEMBER	
4	Mrs. SHIKHA SHARMA	ASSISTANT PROFESSOR	MEMBER	
5	Mr. VIJAY BHARTI	ASSISTANT PROFESSOR	MEMBER	
6	Mr. AQUIB HASAN	STUDENT REPRESENTATIVE LLB. THREE YEAR SEM 5	MEMBER	
7	ANJALI SHUKLA	STUDENT REPRESENTATIVE LLB. (INTEGRATED) SEM 9	MEMBER	

### AGENDA:

1. Complaints on non performance of Infrastructure
2. Mosquito menace

### MINUTES:

1. The complaints of poor performance of fans in class room no 64 and 65 were registered. Maintenance team will be instructed to repair the same.
2. Request was made to take measures to reduce mosquitoes menace in the campus. The Director assured to address the issue immediately with the corporation authorities.

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## ACTION TAKEN REPORT FOR THE YEAR 2022-23

1. The fans in Room No 64 & 65 were replaced with new ones.
2. A written representation was given to corporation and fogging was done on five different days in a span of 15 days.

*P*

*V. Chakla*

*Mishra*

*P*

*V. Bhatti*

*Agarwal*

*Anjali*

*P*  
Principal  
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## 2nd meeting - Grievance Redressal Committee

Date: 22.10.2022

The meeting of the student grievance Redressal committee was held on 22.10.2022 at 2 p.m with the members of committee at Principal's office.

### MEMBERS PRESENT

Sl. No.	Name	Designation	Role	Signature
1	Mr. VIVEK KUMAR SHUKLA	ASSISTANT PROFESSOR	CONVENER	
2	Ms. PRIYA	CHIEF LIBRARIAN	CO-CONVENER	
3	Dr. MEENA MISHRA	ASSISTANT PROFESSOR	MEMBER	
4	Mrs. SHIKHA SHARMA	ASSISTANT PROFESSOR	MEMBER	
5	Mr. VIJAY BHARTI	ASSISTANT PROFESSOR	MEMBER	
6	Mr. AQUIB HASAN	STUDENT REPRESENTATIVE LLB. THREE YEAR SEM 5	MEMBER	
7	ANJALI SHUKLA	STUDENT REPRESENTATIVE LLB. (INTEGRATED) SEM 9	MEMBER	

### AGENDA:

1. Table & Chair to be replaced
2. A/C not functioning in Computer Lab

### MINUTES:

1. Request was made to provide two new long tables and benches - Room No 18 - B Block. The director assured to look into the matter and make provision for the same.
2. The low performance of A/C in Computer lab in A block was registered. Maintenance team will be instructed to ensure the proper working of the A/C

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## ACTION TAKEN REPORT FOR THE YEAR 2022-23

1. In compliance with the students request two long tables and chairs were provided to replace the old ones in Room 18.
2. The AC was serviced by the maintenance team.

V. Chakela

V. Bharti

N. richa

Anjali

Agul

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## 3rd meeting - Grievance Redressal Committee

Date: 18.02.2023

The meeting of the student grievance redressal committee was held on 18.02.2023 at 2 p.m with the members of committee at Principal's office.

### MEMBERS PRESENT

1	Mr. VIVEK KUMAR SHUKLA	ASSISTANT PROFESSOR	CONVENER	SIGNATURE V. Shukla
2	Ms. PRIYA	CHIEF LIBRARIAN	CO-CONVENER	
3	Dr. MEENA MISHRA	ASSISTANT PROFESSOR	MEMBER	M. Mishra
4	Mrs. SHIKHA SHARMA	ASSISTANT PROFESSOR	MEMBER	
5	Mr. VIJAY BHARTI	ASSISTANT PROFESSOR	MEMBER	V. Bharti
6	Mr. AQUIB HASAN	STUDENT REPRESENTATIVE LLB. THREE YEAR SEM 5	MEMBER	Aquib
7	ANJALI SHUKLA	STUDENT REPRESENTATIVE LLB. (INTEGRATED) SEM 9	MEMBER	Anjali

### AGENDA:

1. Rest Room Cleaning
2. RO Water cleaning
3. Parking fees

### MINUTES:

1. Students made request for increased rest room cleaning in C block. The Maintenance team will be directed to look into the matter.
2. Students complained on quality of RO Water and requested for tank cleaning. The Director assured to address the issue immediately.
3. Students request for removal of parking fee was considered.
4. NIL report of ragging / sexual harassment cases was placed on record.

  
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## ACTION TAKEN REPORT FOR THE YEAR 2022-23

1. In compliance with the students request strict warning issued to sweeper .
2. RO Water machine repaired and overhauled.
3. Free of cost parking announced to all registered students .

*Anjali*  
Anjali

*P*

*V. Shukla,*

*Mishra*

*P*

*V. Bhatt*

*P*  
**Principal**  
City Law College  
Jankipuram, Lucknow