



RIT/MoM/SGRC/2026

Date: 07/02/2026

MINUTES OF MEETING

Student Grievance Redressal Committee (SGRC)

Minutes of the **Student Grievance Redressal Committee (SGRC)** Meeting held on 7th Feb, 2026 at 3:00 PM in Principal Office.

S. No.	Name of Members	Role
01	Dr. Manish Sakhlecha (Principal)	Chairperson
02	Dr. Tanushree Chatterjee (HOD, Biotech)	Member
03	Dr. Shiv Kumar Manu (HOD, Chemical)	Member
04	Dr. Asha Ambhaikar (HOD, CSE)	Member
05	Dr. Ritesh Diwan (HOD, ETC)	Member
06	Dr. K.L. Modghare (HOD, Mech)	Member
07	Mr. Gopesh Dawda (HOD, Civil)	Member
08	Ms. Prapti Gupta (Student, Biotech 8 th Sem.)	Member
09	Mr. Niranjana Pandit (Asst Registrar-Admin)	Member

Agenda of the Meeting

1. Status of grievances resolved in last meeting.
2. Discussion on academic, examination, and infrastructure issues.
3. Strengthening grievance redressal mechanism.

Issues Discussed & Resolutions

1. All grievances reported in last meeting were resolved successfully. No pending cases.

(a) Academic Issues:-

- Issue 1: Request for extra lab practice sessions in Programming Lab.

Resolution: Additional lab hours approved on Saturdays for 2nd Year students.

- Issue 2: Request for Sports activities.

Resolution: The Sports Officer was instructed to organize at least one hour of sports activities daily.



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(b) Examination Issues

Issue 1: First semester students faced difficulty in filling the exam form.

Resolution: All faculty members were instructed to help students in filling the examination forms for the next semester.

(c) Infrastructure Issues

Issue: Malfunctioning projectors in two classrooms.

Resolution: IT department replaced projectors within 1 week.

Recommendations

- Conduct awareness program on grievance portal usage.
- Introduce anonymous grievance submission option.
- Quarterly review to continue for timely redressal.

The Chairperson emphasized maintaining transparency, confidentiality, and timely resolution of grievances. The meeting concluded at 3:45 PM with a vote of thanks.


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