

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**  
**Minutes of the First Meeting of the Grievance Redressal Cell in the Year**  
**2018-19**

The First Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2018-19 was held on Saturday, October 6, 2018 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and discussion on the composition of the Statutory Grievance Redressal Cell
- 2) Discussion on the strategy to address the complaints, if any, received by the Cell
- 3) Discussion on the complaints received in the first term of the Academic Year 2018-19
- 4) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. Suresh Patel        | - | Co-ordinator        |
| 3) Dr. Mukesh Prajapati    | - | Member              |
| 4) Dr. Parul Patel         | - | Member              |

**Minutes and Action Taken Report**

- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Redressal Cell after which the Cell discussed the policy of the composition of the Cell. The Cell arrived at a common consensus that the composition of the Anti-ragging Cell shall be as under;
  - The Grievance Redressal Cell shall have four members, including a Chairman and a Co-ordinator.
  - The Head of the Institution shall be ex officio Chairman of the Cell and shall constitute the Cell.
  - A faculty from the staff shall be the Co-ordinator of the Cell.
  - Two other faculty from the staff shall be Members of the Cell.
  - Of the Three members from the staff, one of the members shall be a **woman**.
  - The tenure of the members of the Cell shall normally be of one year but can be extended by mere oral consensus.
  - The Cell shall be empowered to amend the policy of the composition of the Grievance Redressal Cell from time to time by a common consensus.
- 2) During the discussion on the strategy to address the complaints, it was unanimously resolved;
  - that all the students, more specifically, the newly admitted students shall be made aware of the functioning of the Grievance Redressal Cell,
  - that all the students shall be made aware of the **methodology and various options** available to them to present their grievances,



  
Principal - 1

Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.

- that the members of the Grievance Redressal Cell shall meet twice a month viz, on 1<sup>st</sup> and 16<sup>th</sup> of every month, to address the grievances received through the Drop Box and ensure their redressal preferably in one day and announce the actions taken on the grievances,
  - that in case of the grievances of serious nature, if any, the Cell shall meet immediately to address them promptly in a cordial way,
  - that the Cell shall hold a Meeting before the end of each term to take stock of the functioning of the Cell during the respective terms,
- 3) The Cell proudly took note on the record that all the grievances received from the students through various options including the Drop Box were addressed in a day and that not a single grievance of serious nature was received in the first term of the Academic Year 2018-19.
- 4) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. Suresh Patel, the Co-ordinator, proposed a vote of thanks.

Date: October 6, 2018

Dr. Suresh Patel  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



  
Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the Second Meeting of the Grievance Redressal Cell in the Year  
2018-19**

The Second Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2018-19 was held on Saturday, April 6, 2019 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and Reading out of the Minutes of the last Meeting of the Cell held on October 6, 2018
- 2) Discussion on the complaints received in the Second term of the Academic Year 2018-19
- 3) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. Suresh Patel        | - | Co-ordinator        |
| 3) Dr. Mukesh Prajapati    | - | Member              |
| 4) Dr. Parul Patel         | - | Member              |

**Minutes and Action Taken Report**


- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Cell following which Dr. Suresh Patel the Co-ordinator of the Cell read out the Minutes of the last Meeting of the Cell held on October 6, 2018.
- 2) During the discussion on the complaints received in the Second term of the Academic Year 2018-19, the Cell took on record that no complaint of serious nature was received through any options and that most suggestions/complaints received through the Drop Box were pertained to support facilities and generally addressed to in a day.
- 3) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. Suresh Patel, the Co-ordinator, proposed a vote of thanks.

Date: April 6, 2019

Dr. Suresh Patel  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



  
Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**  
**Minutes of the First Meeting of the Grievance Redressal Cell in the Year**  
**2019-20**

The First Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2019-20 was held on Saturday, October 5, 2019 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and Reading out of the Minutes of the last Meeting of the Cell held on April 6, 2019
- 2) Discussion on the complaints received in the First term of the Academic Year 2019-20
- 3) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. M J Viradiya        | - | Co-ordinator        |
| 3) Dr. Suresh Patel        | - | Member              |
| 4) Shri D A Patel          | - | Member              |

**Minutes and Action Taken Report**

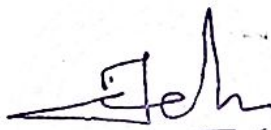
- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Cell following which Dr. M J Viradiya, the Co-ordinator of the Cell read out the Minutes of the last Meeting of the Cell held on April 6, 2019.
- 2) During the discussion on the complaints received in the First term of the Academic Year 2019-20, the Cell took on record that not a single complaint of serious nature was received through any options and that most suggestions/complaints received through the Drop Box were pertained to support facilities and generally addressed to in a day.
- 3) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. M J Viradiya proposed a vote of thanks.

Date: October 5, 2019

Dr. M J Viradiya  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



  
Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the First Meeting of the Grievance Redressal Cell in the Year  
2020-21**

The First Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2020-21 was held on Saturday, October 3, 2020 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and Reading out of the Minutes of the last Meeting of the Cell held on October 5, 2019
- 2) Discussion on the complaints received in the First term of the Academic Year 2020-21
- 3) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. Mukesh Prajapati    | - | Co-ordinator        |
| 3) Smt Bhavana Prajapati   | - | Member              |
| 4) Dr. Jashabhai Patel     | - | Member              |

**Minutes and Action Taken Report**


- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Cell following which Dr. Mukesh Prajapati, the Co-ordinator of the Cell read out the Minutes of the last Meeting of the Cell held on October 5, 2019.
- 2) During the discussion on the complaints received in the First term of the Academic Year 2020-21, the Cell took on record that not a single complaint of serious nature or pertaining to **the online classes** was received through any options and that most suggestions/complaints received through the Drop Box were pertained to support facilities and generally addressed to in a day.
- 3) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. Mukesh Prajapati proposed a vote of thanks.

Date: October 3, 2020

Dr. Mukesh Prajapati  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



  
Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the Second Meeting of the Grievance Redressal Cell in the Year 2020-21**

The Second Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2020-21 was held on Saturday, April 3, 2021 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and Reading out of the Minutes of the last Meeting of the Cell held on October 3, 2020
- 2) Discussion on the complaints received in the Second term of the Academic Year 2020-21
- 3) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. Mukesh Prajapati    | - | Co-ordinator        |
| 3) Smt Bhavana Prajapati   | - | Member              |
| 4) Dr. Jashabhai Patel     | - | Member              |

**Minutes and Action Taken Report**


- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Cell following which Dr. Mukesh Prajapati, the Co-ordinator of the Cell read out the Minutes of the last Meeting of the Cell held on October 3, 2020.
- 2) During the discussion on the complaints received in the Second term of the Academic Year 2020-21, the Cell took on record that not a single complaint of serious nature or pertaining to **the online classes** was received through any options and that most suggestions/complaints received through the Drop Box were pertained to support facilities and generally addressed to in a day.
- 3) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. Mukesh Prajapati proposed a vote of thanks.

Date: April 3, 2021

Dr. Mukesh Prajapati  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



  
Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the Second Meeting of the Grievance Redressal Cell in the Year  
2021-22**

The Second Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2021-22 was held on Saturday, April 2, 2022 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and Reading out of the Minutes of the last Meeting of the Cell held on October 9, 2021
- 2) Discussion on the complaints received in the Second term of the Academic Year 2020-21
- 3) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. Mukesh Prajapati    | - | Co-ordinator        |
| 3) Dr. Suresh Patel        | - | Member              |
| 4) Dr. Parul Patel         | - | Member              |

**Minutes and Action Taken Report**

- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Cell following which Dr. Mukesh Prajapati, the Co-ordinator of the Cell read out the Minutes of the last Meeting of the Cell held on October 9, 2021.
- 2) During the discussion on the complaints received in the Second term of the Academic Year 2021-22, the Cell took on record that not a single complaint of serious nature was received through any options and that most suggestions/complaints received through the Drop Box were pertained to support facilities and generally addressed to in a day.
- 3) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. Mukesh Prajapati proposed a vote of thanks.

Date: April 2, 2022

Dr. Mukesh Prajapati  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



A handwritten signature in black ink, appearing to be "Ramesh J. Chaudhary".

Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the First Meeting of the Grievance Redressal Cell in the Year  
2021-22**

The First Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2021-22 was held on Saturday, October 9, 2021 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and Reading out of the Minutes of the last Meeting of the Cell held on April 3, 2021
- 2) Discussion on the complaints received in the First term of the Academic Year 2021-22
- 3) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. Mukesh Prajapati    | - | Co-ordinator        |
| 3) Dr. Suresh Patel        | - | Member              |
| 4) Dr. Parul Patel         | - | Member              |

**Minutes and Action Taken Report**


- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Cell following which Dr. Mukesh Prajapati, the Co-ordinator of the Cell read out the Minutes of the last Meeting of the Cell held on April 3, 2021.
- 2) During the discussion on the complaints received in the First term of the Academic Year 2021-22, the Cell took on record that not a single complaint of serious nature was received through any options and that most suggestions/complaints received through the Drop Box were pertained to support facilities and generally addressed to in a day.
- 3) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. Mukesh Prajapati proposed a vote of thanks.

Date: October 9, 2021

Dr. Mukesh Prajapati  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



  
Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.



**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the First Meeting of the Grievance Redressal Cell in the Year  
2022-23**

The First Meeting of the Statutory Grievance Redressal Cell in the Academic Year 2022-23 was held on Saturday, October 7, 2022 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Formal welcome and Reading out of the Minutes of the last Meeting of the Cell held on April 2, 2022
- 2) Discussion on the complaints received in the First term of the Academic Year 2022-23
- 3) Any other issue raised during the deliberations

**In Attendance**

- |                            |   |                     |
|----------------------------|---|---------------------|
| 1) Dr. Ramesh J. Chaudhary | - | ex officio Chairman |
| 2) Dr. Mukesh Prajapati    | - | Co-ordinator        |
| 3) Dr. Suresh Patel        | - | Member              |
| 4) Dr. Parul Patel         | - | Member              |

**Minutes and Action Taken Report**

- 1) Dr. Ramesh J. Chaudhary formally welcomed the members the Statutory Grievance Cell following which Dr. Mukesh Prajapati, the Co-ordinator of the Cell read out the Minutes of the last Meeting of the Cell held on April 2, 2022.
- 2) During the discussion on the complaints received in the First term of the Academic Year 2022-23, the Cell took on record that not a single complaint of serious nature was received through any options and that most suggestions/complaints received through the Drop Box were pertained to support facilities and generally addressed to in a day.
- 3) With all agenda discussed and no issue raised, the Meeting concluded in a cordial atmosphere after Dr. Mukesh Prajapati proposed a vote of thanks.

Date: October 7, 2022

Dr. Mukesh Prajapati  
Co-ordinator

Dr. Ramesh J. Chaudhary  
Chairman



A handwritten signature in black ink, appearing to be "R. Chaudhary".

Principal  
Smt. A. P. Patel Arts &  
N. P. Patel Commerce College  
Naroda, AHMEDABAD.