

DON BOSCO COLLEGE, ITANAGAR.

Grievance Redressal Cell

Minutes of the Meeting

I. SCHEDULE:

Date: 20th November, 2023

Time: 12:10 PM

Place: Seminar Hall

II. MEMBERS PRESENT:

SL. NO.	NAME	DESIGNATION
1.	Dr. Fr. Jose George	Principal
2.	Fr. Fr. Phuvito Emmanuel	Vice Principal
3.	Sr. Suneetha Devasi	Vice Principal
4.	Dr. Prafulla Rajbanshi	Coordinator
5.	Dr. Lalgin Chongloi	Asst. Coordinator
6.	Mr. Daikho Athishu	Member
7.	Ms. Jasmine Kimsing	Member
8.	Mr. Ayu Poupu	Member
9.	Dr. Dusu Sambyo	Member
10.	Dr. Dominic Leo Thaikho	Member
11.	Mr. Nabam Suraj	Member, Student Council President

II. AGENDA OF THE MEETING

The meeting focused on reviewing the grievance redressal process, discussing unresolved issues, gathering feedback for improvements, and final recommendations for the year.

III. DISCUSSIONS OF THE MEETING

The grievance redressal process was reviewed, noting improvements in response time despite some delays due to administrative issues. Unresolved grievances from earlier in the semester were discussed, with a plan to follow up during the winter break. Suggestions for improvement included enhancing transparency and creating an online grievance submission portal.

IV. DECISIONS OF THE MEETING

It was decided to continue with the current procedures while incorporating the proposed improvements. Follow-ups on pending grievances will take place during the winter break, and an online portal will be set up. The meeting was adjourned at 12:30 pm.

***** Thank You*****

Rajbanshi

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Arunachal Pradesh

