

**SRBS**

Sheila Raheja

School of Business

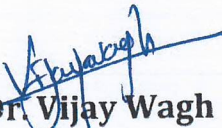
Management &amp; Research

(Bombay Suburban Art &amp; Craft Education Society)

## Academic Year 2020-2021

### Grievance Redressal Committee: List of Members

Sr.	Name of the Committee Member	Designation
1	Dr. Vijay Wagh	Chairman
2	Dr. Rajesh Chouksey	Member
3	Mr. Rahul Sanghavi	Member
4	Mrs. Ritu Chakraborty	Member
5	Dr. Yogesh Ingle	Member
6	Mr. Vikram Bedekar	Member

  
**Dr. Vijay Wagh**  
Director



Date: September 30, 2020

Place: Mumbai



For Sheila Raheja School of Business  
Management & Research

  
Director



SRBS/GRC/2020-21/26

August 29, 2020

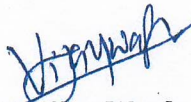
To,  
The Members,  
Grievance Redressal Committee  
Sheila Raheja School of Business Management and Research  
Bandra (East)

### NOTICE

The members are hereby informed that the 1<sup>st</sup> meeting of the Grievance Redressal Committee for Academic Year 2020-2021 is scheduled on Tuesday, September 22, 2020, at 11:00 a.m. in the Conference Room, 4<sup>th</sup> Floor of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai. All Members are requested to attend the meeting. The agenda of the meeting is as follows:

#### AGENDA

1. To read and approve the minutes of meeting held on March 13, 2020.
2. To update on the progress of Grievance Redressal Committee.
3. Any other matter with the permission of the chair.

  
Dr. Vijay Wagh  
Director - SRBS  
Head of Institution



For Sheila Raheja School of Business  
Management & Research



  
Director

## MINUTES OF MEETING

### GRIEVANCE REDRESSAL COMMITTEE

Meeting No.	Day & Date	Time
1 (Academic Year 2020-21)	Tuesday, September 22, 2020	11:00 am

The minutes of Grievance Redressal Committee meeting no. 1 of SRBS for Academic Year 2020-21 was held on Tuesday, September 22, 2020, in 4<sup>th</sup> Floor Conference Room of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai.

The following Committee members were present for the meeting:

1. Dr. Vijay Wagh
2. Dr. Rajesh Chouksey
3. Mr. Rahul Sanghavi
4. Mrs. Ritu Chakraborty
5. Dr. Yogesh Ingle
6. Mr. Vikram Bedekar

Copies of the agenda and other related documents were circulated to the members of the cell. The meeting started as the quorum for the meeting was present.

Agenda No. 1: To read and approve the minutes of meeting held on March 13, 2020.

The minutes of the last Grievance Redressal Committee Meeting held on March 13, 2020 were read and confirmed by the members.

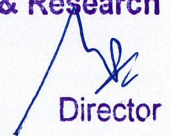
Action to be taken: Approved minutes to be signed by all the members.

Agenda No. 2: To update on the progress of Grievance Redressal Committee.

Academic Co-ordinator Mrs. Ritu Chakraborty apprised the committee that since, all the training sessions were taken through Online mode students encountered problems for attending 3 hours Online Session at a stretch. Students requested for a break in between and accordingly break was given to students in sessions for the ease of the students.

For Sheila Raheja School of Business  
Management & Research



  
Director



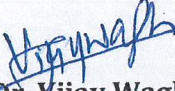
Due to pandemic students were not able to access the library facility. Mrs. Mukta Naik – Librarian organized a training session for students on J-Gate and EBSCO Software and gave the access to the students for referring E-books available on the online software for facilitating their studies.

Due to pandemic students were having difficulty in completing their Re-admission formalities for Academic Year 2020-2021. SRBS Admin Team facilitated students in completing their admission process and payment of fees through online mode.

**Action to be taken:** Problems encountered by students for attending the online session were resolved and SRBS Team has to constantly monitor and resolve the problems of students arising due to online mode of functioning.

Agenda No. 3: Any other matter with the permission of the Chair.

As there was no other matter for discussion, the meeting ended with vote of thanks.

  
**Dr. Vijay Wagh**  
Director - SRBS  
Head of Institution



For Sheila Raheja School of Business  
Management & Research



  
Director





**SRBS**

Sheila Raheja.  
School of Business  
Management & Research

(Bombay Suburban Art & Craft Education Society)

SRBS/GRC/2020-21/52

May 31, 2021

To,  
The Members,  
Grievance Redressal Committee  
Sheila Raheja School of Business Management and Research  
Bandra (East)

## NOTICE

The members are hereby informed that the 2<sup>nd</sup> meeting of the Grievance Redressal Committee for the Academic Year 2020–2021 is scheduled on Wednesday, June 23, 2021, at 11:00 a.m. in the Conference Room, 4<sup>th</sup> Floor of Sheila Raheja School of Business Management and Research, Raheja Education Complex, Kher Nagar, Bandra (East), Mumbai. All Members are requested to attend the meeting. The agenda of the meeting is as follows:

### AGENDA

1. To read and approve the minutes of meeting held on September 22, 2020.
2. To discuss the various problems encountered by students during their academic sessions due to pandemic.
3. Any other matter with the permission of the chair.

**Dr. Vijay Wagh**  
Director - SRBS  
Head of Institution



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For Sheila Raheja School of Business  
Management & Research



Director

## MINUTES OF MEETING

### **GRIEVANCE REDRESSAL COMMITTEE**

Meeting No.	Day & Date	Time
2 (Academic Year 2020-21)	Wednesday, June 23, 2021	11:00 am

The minutes of Grievance Redressal Committee meeting no. 2 of SRBS for Academic Year 2020-21 was held on Wednesday, June 23, 2021, in 4<sup>th</sup> Floor Conference Room of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai.

1. Dr. Vijay Wagh
2. Dr. Rajesh Chouksey
3. Mr. Rahul Sanghavi
4. Mrs. Ritu Chakraborty
5. Dr. Yogesh Ingle
6. Mr. Vikram Bedekar

Copies of the agenda and other related documents were circulated to the members of the cell. The meeting started as the quorum for the meeting was present.

Agenda No. 1: To read and approve the minutes of meeting held on September 22, 2020.

The minutes of the previous Grievance Redressal Committee Meeting were read before the members and the same were confirmed and approved unanimously by all the members. The minutes of meeting were signed by the Director.

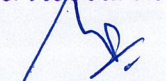
Action to be taken: Approved minutes to be signed by all the members.

Agenda No. 2: To discuss the various problems encountered by students during their academic sessions due to pandemic.

Mrs. Mukta Naik – Librarian organized online training session on J-Gate and EBSCO Software for First Year Students enrolled in Academic Year 2020-2021 to enable the fresh students to have access to the E- books available on the Online Software for facilitating their studies.

Due to pandemic students were having difficulty in completing their Re-admission formalities for Academic Year 2021-2022. SRBS Admin



  
Director



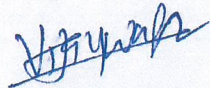
Team facilitated students in completing their admission process and payment of fees through online mode.

Students were unable to visit the college for checking of their result declared and for collecting their Marksheets. Therefore, SRBS Exam Team displayed their results and Marksheet through Online mode for the ease of the students.

**Action to be taken:** Various problems encountered by students for attending the online session were resolved and SRBS has to constantly monitor and resolve the problems of students arising due to online mode of functioning.

Agenda No. 3: Any other matter with the permission of the Chair.

Since there was no other matter for discussion, the meeting ended with vote of thanks.



**Dr. Vijay Wagh**  
Director - SRBS  
Head of Institution



For Sheila Raheja School of Business  
Management & Research



Director

