

# Meeting Minutes

Meeting No. : 1

Date of Meeting : 16/9/2019

Time : 9am to 10am

Venue : Director office (Ground floor)

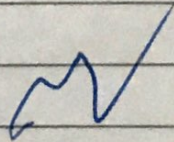
Agenda of Meeting :

1) To discuss about meeting and last meeting resolutions

2) To welcome, discuss about the roles and responsibilities of the committee members and about the functioning of the Committee

Attendee :

Dr. B. H. Shelat

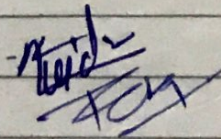


Mr. Vinendra Jain

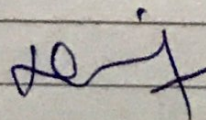
Ms. Anshita Vaidya

Ms. Neha Parmar

Mr. Atit Shah



Mr. Nishkar Das



## Proceeding :

→ To prepare one complain register under the supervision of Admin which includes,

→ Building, furniture, electricity, telephone, Computers, cleanliness, water supply & drainage, all consumable and stationary, sdas

→ Lab related complains / demand :  
Separate register to be maintained in Skill Lab

## Resolution :

→ To focus on cleanliness of Toilet and issues related to lights.

→ To maintain complain form

# Meeting Minutes

Meeting No. : 2

Date of Meeting : 14/10/2019

Time : 9am to 9.30 am

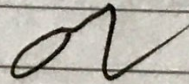
Venue : Director office (Ground floor)

## Agenda of Meeting

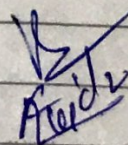
- 1) To discuss about meeting and last meeting resolution
- 2) To discuss about cleanliness of washroom
- 3) To discuss regarding complaint received during last month and action taken

## Attendee :

Dr. B.H. Shelat



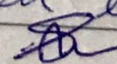
Mr. Vinendra Jain



Ms. Anita Waidya

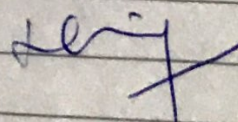
(on leave)

Ms. Meha Parmar



Ms. Atit Shah

Ms. Nickson Das



## Proceeding :

- ⇒ Cleanliness of all the toilets were maintained and was decided to allot responsibilities floorwise to each class.
- ⇒ For First floor → Ms. Ravina (CVRSc)  
Second floor → Ms. Khushboo (CVRSc)  
Third floor → Ms. Durga (SYPRBSc)
- ⇒ Arrangements to be done of Seminar room by evening itself.

## Resolution :

- ⇒ To supervise ongoing work of Seminar room and to maintain cleanliness of washroom.

# Meeting Minutes

Meeting No. : 3

Date of Meeting : 14th November 2019

Time : 9am to 9.30 am

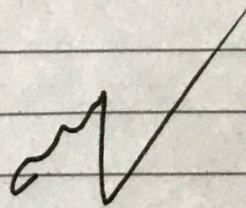
Venue : Director office (Ground floor)

## Agenda of Meeting :

- 1) To discuss about meeting and last meeting resolution
- 2) To discuss regarding complaints received during last month and action taken on it.

## Attendee :

Dr. B.H. Shelat



Mrs. Vinundra Tani

Mrs. Aspita Vaidya

Mrs. Neha Parmar

Mr. Rohan Shah Rohan

Mr. Atit Shah

Mrs. Nickson Das

## Proceeding :

- ⇒ To prepare a notebook for utilization of seminar room
- ⇒ Complain was received of P.V.C. classroom projector, which was solved in the last month itself.

## Resolutions :

- ⇒ To prepare a separate utility register for seminar room.