

 <p><b>AMRITSAR</b> GROUP OF COLLEGES NAAC Grade "A" 3<sup>rd</sup> Cycle Under Autonomous Category   Autonomous College (Since 2014) Constituted by UGC</p>	<p><b>Student Grievance &amp; Redressal Committee Circular</b></p>	<p><b>Office of Dean (Students' Affairs)</b></p>
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Ref.No. - AGC/DSA/SGRC/2026/001

Date: 24/02/2026

This is to inform all the members of the Student Grievance & Redressal Committee that a meeting is to be held on 26-02-2026 at 4:00 pm in the DSA Office. All the members are requested to be present for the meeting.

**Agenda:**

1. Bus Problem – 1st Route (CSE, Applied Sciences, HMCT, DMS).
2. Cleanliness of Rooms and Projectors.
3. Maintenance of Washroom Hygiene and Sanitation.
4. Ensuring Safety Measures and Security Arrangements in Hostel Premises.
5. Any other relevant subject at the time of meeting.



**Dean (Students' Affairs)**

**AGC, Amritsar**

Meeting of Student Grievance & Redressal Committee held on 26-02-2026 at 4:00 pm in the DSA Office.

<b>Attendees</b>	<b>Absentees</b>
Mr. Rajbir Singh	Dr. Neetu Sehajpal
Ms. Chaitali Sood	Ms. Shruti Prasher
Mr. Baljeet Verma	Mr. Vijay Sai
Ms. Diksha Wadhera	
Mr. Manbir Singh	



**Dean (Students' Affairs)**

**AGC, Amritsar**

Minutes of Meeting of Student Grievance & Redressal Committee held on 26-02-2026 at 4:00 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1	Bus Problem – 1st Route (CSE, Applied Sciences, HMCT, DMS).	<p><b>Current Issue:</b> The concern raised by students regarding the 1st bus route timing was reviewed by the committee, as the last lecture concludes at 3:40 PM while the bus was scheduled at 3:45 PM, causing inconvenience to students.</p> <p><b>Action Taken:</b> After deliberation, it was resolved to extend the bus departure timing by 5 minutes. The revised timing has been fixed at 3:50 PM to ensure smooth boarding and avoid inconvenience. It will be monitored for effectiveness.</p> <p><b>Implementation:</b> The decision has been forwarded to the Registrar's Office for necessary communication to the Transport Incharge for implementation.</p>	Registrar Office
2	Cleanliness of Rooms and Projectors.	<p><b>Current Situation:</b> Concerns were raised regarding the cleanliness of classrooms and proper maintenance of projectors. It was observed that regular monitoring is required to ensure a hygienic learning environment and functional teaching aids.</p> <p><b>Action Taken:</b> Housekeeping staff will ensure daily inspection. The Technical Team will conduct periodic projector maintenance checks.</p>	All Members
3	Maintenance of Washroom Hygiene and Sanitation.	<p>The cleanliness and maintenance of washrooms were discussed. It was emphasized that proper sanitation must be maintained at all times.</p> <p><b>Action Taken:</b> Housekeeping Supervisor instructed to</p>	Estate Officer

		increase monitoring frequency and maintain a cleaning log register.	
4	Ensuring Safety Measures and Security Arrangements in Hostel Premises.	<p><b>Discussion:</b> The committee reviewed the hostel safety and security arrangements at the commencement of the new academic session.</p> <p><b>Action Taken:</b> It was reported that security personnel have been deployed at entry and exit points, visitor entry registers are being maintained, and CCTV cameras have been inspected for proper functioning. Hostel ID verification has been made mandatory for all residents. Fire safety equipment has been checked, and emergency contact details have been displayed prominently. Wardens have been instructed to conduct regular monitoring rounds.</p> <p><b>Monitoring:</b> The committee resolved to ensure continuous monitoring and periodic review of hostel safety measures throughout the session.</p>	Chief Warden
5	Any other relevant subject at the time of meeting.	Members were invited to raise any additional concerns during the meeting. Suggestions regarding infrastructure improvement and student feedback mechanisms were noted for future consideration.	All Members



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