



# St. Edmund's College

NAAC Accredited B++

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



 [stedmundscollege@gmail.com](mailto:stedmundscollege@gmail.com)

 <http://sec.edu.in>

## Minutes of the Meeting of the Grievance Committee held on 05.06.2023

A meeting was held on 05<sup>th</sup> June 2023 and it was attended by Br. Simon Coelho, Prof. Monotosh Chakravarty, Dr K. P. Pallavi Malhan, Dr Baljuda W. Nongbri, Prof. Sumit Deb, Prof. S. Lyngdoh, Prof. B.Basan, Prof. S.Choudhury, Prof. S.Deb, Prof. S. Challam, DrA.M.W.K. Shadap and Dr I. Kharbangar.

Points discussed and decisions taken:

1. Induction of student representatives in the GRC/ICC
2. A session with Br. Joe for all female staff vis a vis ICC
3. Suggestion Box in front of the Dean's Office in addition to the one in front of the office of the VP(Admin)
4. Grievance Policy to be reviewed & revised and uploaded onto the website
5. Awareness to be created amongst students regarding the use of the email id ([secadressalcell@gmail.com](mailto:secadressalcell@gmail.com)) for grievances
6. VP (Admin) In Charge of the GRC
7. Observations on students loitering around the campus: engagements of students during free times
8. Dress code was discussed
9. Induction of First Semester students to include a talk by the VP(Academics) and Dean, in addition to other related events
10. Observation by Ms Shadap on poor attendance after the lunch break
11. Observation by Mr Subhrojyoti regarding reviewing the Attendance Policy
12. Students are to be monitored in between class periods
13. Training for all faculty members on issues related to discipline
14. Notice/posters to be put up on norms for the use of mobile phones; Mobile phone regulations – To be in the switched off mode in classrooms & corridors; earphones & ear pods, etc are not allowed in the classrooms
15. Vacancy advertised for student counsellor

Laitumkhrach, Shillong - 793003, Meghalaya, India



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16. Awareness programmes for the 3<sup>rd</sup>/5<sup>th</sup> semester on various matters relating to discipline in the campus

17. Department-level mentoring is essential –Students are more open to their teachers

  
Vice Principal  
Administration  
St. Edmund's College  
Shillong - 793003

  
Principal  
(In - Charge )  
St. Edmund's College  
Shillong - 793003

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