



INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Bengaluru

Minutes of the Meeting #3: Grievance Redressal Committee

Summary					
Meeting Topic	Grievance Redressal				
Date :	11-Feb-2020	From:	01:00 PM	To :	01:30pm
Location :	On Zoom			Duration	30 Mins.

Attendee List:

Sl No.	Name of the person	Designation	Role
1	Dr Kiran Kumar K V	Pricipal	Chairperson and Signing Authority
2	Pallavi Jain	Director - Admission	Member and Signing Authority
3	Krishnan R	Head - Administration	Member and Signing Authority
4	Shurllly Tiwari	Head - Student Affairs	Chairperson - Member
5	Rishav Chakrabarthi	Student	Special Invitee



Agenda:

**BBA students to be notified on the grievance procedure
All grievance to be documented in the box file for the quarter**

Sl No.	Name of the person	Signature
1	Dr Kiran Kumar K V	
2	Pallavi Jain	
3	Krishnan R	
4	Shurllly Tiwari	
5	Rishav Chakrabarthi	





INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE

Bengaluru

Minutes of the Meeting #1: Grievance Redressal Committee

Summary					
Meeting Topic	Grievance Redressal				
Date :	13-June-2019	From:	1:00 PM	To :	1:30
Location :	On Zoom			Duration	30 Mins.

Attendee List:

Sl No.	Name of the person	Designation	Role
1	Dr Kiran Kumar K V	Principal	Chairperson and Signing Authority
2	Ms Pallavi Jain	Director - Admissions	Member and Signing Authority
3	Krishnan R	Head - Administrations	Member and Signing Authority
4	Shurllly Tiwari	Head - Student Affairs	Chairperson - Member
5	Rishav Chakrabarathi	Student	Special invitee



Agenda:

1. To discuss any Students Grievance
2. Any grievance pertaining to Exams, Fee, Hostel, Campus, Attendance.
3. The Grievance pertaining to Plumbing, Electrical work etc were being done on regular basis. Issues with the pipes getting clogged was reported and the clogged pipes were replace.
4. No major issues were reported. With the out come of corona the campus was locked as per Government orders and keeping in mind the students health

Sl No.	Name of the person	Signature
1	Dr Kiran Kumar K V	
2	Ms Pallavi Jain	
3	Krishnan R	
4	Shurllly Tiwari	
5	Rishav Chakrabartha	

