



**DAAR-UL-REHMAT TRUST's**  
**A.E. KALSEKAR DEGREE COLLEGE**

KAUSA, MUMBRA  
Permanently Affiliated to the University of Mumbai  
Accredited by NAAC with B++ Grade  
ISO certified 9001:2015

<b>CRITERION - V</b>	
<b>KEY INDICATOR</b>	<b>5.1 Student Support</b>
➤	
➤ <b>METRIC NO.</b>	<b>5.1.4</b>
➤	

- **The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

## **MINUTES OF THE MEETINGS OF STUDENT GRIEVANCE COMMITTEE**

# DRT's A.E. KALSEKAR DEGREE COLLEGE

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## College Grievance Redressal Cell (2021-22)

The College Grievance Redressal Cell meeting will be conducted on 20<sup>th</sup> September 2021 at 3.30 pm on Zoom Platform

### Agenda

- 1) To read the minutes of meeting conducted on 8<sup>th</sup> May 2020
- 2) To discuss on Functioning of the Cell during post pandemic era.
- 3) To place the Grievance ,if any ,before the Cell .
- 4) Any other matter with the permission of the Chair.

All members are requested to be present for the meeting. Link will be shared on whatsapp

  
By Order

Principal  
DAAR-UL-REHMAT TRUST'S  
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Minutes of College Grievance Redressal Cell (2021-22)

The College Grievance Redressal Cell meeting was conducted on 20<sup>th</sup> September 2021 at 3.30 pm on Online mode Minutes of the meeting are as under

1) **To read the minutes of last meeting held on 8<sup>th</sup> May 2021.**

The minutes of last meeting of College Grievance Redressal Cell held on 8<sup>th</sup> May 2021 were read and were approved by all members

2) **To discuss on Functioning of the Cell during Post Pandemic era**

As colleges were reopening in phased manner, the members discussed and decided about the functioning of the cell.

3) **To place the Grievance, if any, before the Cell .**

Mr Firoz Rajput raised the matter and concern by admin staff members about students coming to college counter for exam query, in emergency without mask. It was decided to increase vigilance near main gate and allow students only with mask or provide mask to students in case of emergency.

4) **Any other matter with the permission of the Chair**

The meeting ended with a vote of thanks



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**College Grievance Redressal Cell (2021-22)**

**Action Taken Report of meeting conducted on 20<sup>th</sup> September 2021**

- **Masks and Safety precautions provided at maingate.**



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**College Grievance Redressal Cell (2021-22)**

The College Grievance Redressal Cell meeting will be conducted on 30<sup>th</sup> April 2022

Agenda

- 1) To read the minutes of meeting conducted on 20<sup>st</sup> September 2021.
- 2) To discuss about the complaints received if any.
- 3) All members are requested to be present for the meeting.

Members are requested to attend the meeting through link sent on whatsapp



  
Principal  
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**College Grievance Redressal Cell (2021-22)**

The College Grievance Redressal Cell meeting was conducted on 30<sup>th</sup> April 2022 on at 1.30 pm in Board room. Following members were present for the meeting

Dr Farzana Chawre

Mrs Arjumand Siddiqui

Mr Arshad Khan

Mr Firoz Rajput

Minutes of the meeting are as under

1) **To read the minutes of last meeting held on 20<sup>th</sup> September 2021.**

The minutes of last meeting of College Grievance Redressal Cell held on 20<sup>th</sup> September 2021 were read and approved.

2) **To discuss about the Grievances if any.**

**As situation becoming normal after pandemic and students coming back to Campus, Discipline Committee and Students Council were informed to become more vigilant on Campus.**

3) **Any other matter with the permission of the Chair**

As there was no issue or grievance, the meeting ended with the vote of thanks.

**Action Taken Report of meeting conducted on 30<sup>th</sup> April 2022**

- No matter was reported due to Pandemic

By Order

  
Principal  
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**College Grievance Redressal Cell (2021-22)**

**Action Taken Report of meeting conducted on 30<sup>th</sup> April 2022**

- No matter was reported due to Pandemic



**Principal**

**Principal**

**DAAR-UL-REHMAT TRUST'S**  
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Miss. Asiya  
(Admin Staff)  
25. Aug. 2021

To,  
The Principal,  
A.E. Kalsekar degree college.  
Sub:- Complain against students not wearing Mask.

Respected Sir / madam,  
I am writing this letter on behalf of our admin staff about the issues which we are facing at fees counter. The students coming to college counter for exam query or for any other inquiry related to admission, or in emergency without wearing a mask.

I request to increase vigilance near main gate and allow the students only mask to enter the college. It's an appeal on behalf of our admin staff. kindly do the needful.

Thanking you,



Mask were given to security staff who not wearing mask while entering staff.



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**College Grievance Redressal Cell (2020-21)**

The College Grievance Redressal Cell meeting will be conducted on online mode on 21<sup>st</sup> December 2020 at 3.30 pm

**Agenda**

- 1) To read the minutes of meeting conducted on 30<sup>th</sup> April 2020
- 2) To discuss on working of the Cell during pandemic
- 3) To place the Grievance, if any, before the Cell.
- 4) Any other matter with the permission of the Chair.

All members are requested to be present for the meeting. Link will be shared on whatsapp

*Jayane*  
Principal  
Principal  
DAAR-UL-REHMAT TRUST'S  
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Minutes of College Grievance Redressal Cell (2020-21)

The College Grievance Redressal Cell meeting was conducted on 21<sup>th</sup> December 2020 at 3.30 pm online mode. Following members attended the meeting

Mrs Farzana Chawre 

Mrs Arjumand Siddiqui 

Mr Arshad Khan 

Mr Firoz Rajput 

Minutes of the meeting are as under

1) **To read the minutes of last meeting held on 30<sup>th</sup> April 2020.**

The minutes of last meeting of College Grievance Redressal Cell held on 30<sup>th</sup> April 2020 were read and approved.

2) **To discuss on working of the Cell during Pandemic**

The working of College Grievance Redressal Cell during pandemic was spelt out by Mrs Farzana Chawre. It was discussed and decided that Students Council and Quality Circle members will act as ambassadors of students and bring their problems if any to IQAC.

3) **To place the Grievance, if any, before the Cell.**

Mr Arshad Khan informed that BA students had called him with the problem that due to financial reasons they are unable to attend lectures as they do not have enough mobile data for online lectures.

4) **Any other matter with the permission of the Chair**

Since no matter was placed, the meeting ended with a positive note.

  
Principal

**Principal**  
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**College Grievance Redressal Cell (2020-21)**

**Action Taken Report of meeting conducted on 21<sup>st</sup> December 2020**

The matter was resolved within 3-4 days by deciding to circulate notes and Screenshots of slides to such students in all classes.

*Jayane*

**Principal**  
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**College Grievance Redressal Cell (2020-21)**

The College Grievance Redressal Cell online meeting will be conducted on 8th May 2021 on online mode due to ongoing Covid-19 Pandemic.

Agenda

- 1) To read the minutes of meeting conducted on 21<sup>st</sup> December 2020.
- 2) To discuss about the complaints received if any.
- 3) All members are requested to be present for the meeting.

Members are requested to attend the meeting through link sent on whatsapp

  
By Order

Principal  
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**College Grievance Redressal Cell (2020-21)**

The College Grievance Redressal Cell meeting was conducted on 8<sup>th</sup> May 2021 on online mode. Members who attended the meeting are

Mrs Farzana Chawre

Mrs Arjumand Siddiqui

Mr Arshad Khan

Mr Firoz Rajput

*Farzana*  
*Arjumand*  
*Arshad*  
*Firoz*

Minutes of the meeting are as under

**1) To read the minutes of last meeting held on 21<sup>st</sup> December 2020.**

The minutes of last meeting of College Grievance Redressal Cell held on 24<sup>th</sup> August 2019 were read and approved.

**2) To discuss about the Grievances if any.**

The members expressed solidarity over the ongoing pandemic and prayed for good health of all. No case was reported due to the ongoing Pandemic

**3) Any other matter with the permission of the Chair**

As there was no issue or grievance, the meeting ended with the vote of thanks.



*Farzana*

Principal

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**College Grievance Redressal Cell (2020-21)**

**Action Taken Report of meeting conducted on 8<sup>th</sup> May 2021**

- No matter was reported during Pandemic

  
B Order

**Principal**  
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**College Grievance Redressal Cell (2019-20)**

The College Grievance Redressal Cell meeting will be conducted on 24<sup>th</sup> August 2019 in Board Room.

**Agenda**

- 1) To read the minutes of meeting conducted on 11<sup>th</sup> April 2019
- 2) To discuss on working of the Cell
- 3) To place the Grievance, if any, before the Cell.
- 4) Any other matter with the permission of the Chair.

All members are requested to be present for the meeting.

  
Principal

Principal

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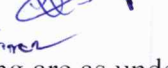
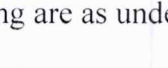
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**Minutes of College Grievance Redressal Cell (2019-20)**

The College Grievance Redressal Cell meeting was conducted on 24<sup>th</sup> August 2019 at 1.30 pm in Board Room. Following members were present for the meeting:

Mrs Farzana Chawre   
Mrs Arjumand Siddiqui   
Mrs. Nasreen Kolhar   
Mr Firoz Rajput   
Minutes of the meeting are as under

**1) To read the minutes of last meeting held on 11<sup>th</sup> April 2019.**

The minutes of last meeting of College Grievance Redressal Cell held on 11<sup>th</sup> April 2019 were read and approved.

**2) To discuss on working of the Cell**

The working of College Grievance Redressal Cell were discussed. Principal informed Discipline Committee and Students Council to be vigilant. If any grievance reported can be forwarded to the College Grievance Redressal Cell.


**3) To place the Grievance, if any, before the Cell.**

Mrs Siddiqui Arjumand informed that few girl students have complaint about the eve teasers near the backend gate of College Canteen. Next few days two Staff members took rounds in rotation near the college canteen gates. Security person was instructed to take rounds in the campus, especially near the back gates during breaktime. The matter was resolved within 3-4 days.

**4) Any other matter with the permission of the Chair**

Since no matter was placed, the meeting ended with a positive note.

  
Principal

 Principal  
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**College Grievance Redressal Cell (2019-20)**

**Action Taken Report of meeting conducted on 24<sup>th</sup> August 2019**

- **Security near Main gate and backend gate increased to resolve EveTeasers issue.**



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**College Grievance Redressal Cell (2019-20)**

The College Grievance Redressal Cell online meeting will be conducted on 30<sup>th</sup> April 2020 on online mode due to Covid-19 Pandemic

Agenda

- 1) To read the minutes of meeting conducted on 24<sup>th</sup> August 2019
- 2) To discuss about the Students Grievances if any.
- 3) Any other matter with the permission of the Chair.

All members are requested to be present for the meeting.

  
By Order

Principal  
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**College Grievance Redressal Cell (2019-20)**

The College Grievance Redressal Cell meeting was conducted on 30th April 2020 on online mode. Minutes of the meeting are as under

1) **To read the minutes of last meeting held on 15<sup>th</sup> September 2018.**

The minutes of last meeting of College Grievance Redressal Cell held on 24<sup>th</sup> August 2019 were read and approved.

2) **To discuss about the Students Grievances if any.**

Mrs Farzana Chawre discussed about the ongoing Pandemic. She requested Student Council to conduct online meetings of students and bring to notice if any problem faced by students.

3) **Any other matter with the permission of the Chair**

The members prayed for all those affected by Pandemic and since there was no issue, the meeting ended with the vote of thanks.

**Action Taken Report of meeting conducted on 30<sup>th</sup> April 2020**

- No matter was reported due to Pandemic

By Order

Principal  
DAAR-UL-REHMAT TRUST'S  
A.E. KALSEKAR DEGREE COLLEGE  
Kausa, Mumbra, Thane - 400 612.



Shaikh Sameen  
SYBcom & Group.

05.09.2019

To,  
Discipline committee of,  
A.E.Kalsekar degree College,  
Sub: Complain Against eve-teasing,

Respected Sir/madam,

I, Shaikh Sameen (Roll.No 15 - SYBcoma) writing this letter on behalf of our group. I want to complain to our discipline committee regarding eve-teasing incidents happening around the college. We girls don't feel safe & sometimes feels so embarrassed.

This issue of Eve-teasing are increasing day-by-day, so I request to look after this matter on urgent basis. This is a deep apeal on behalf of our group.

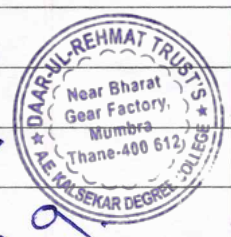
Thanking you,

Sameen

Security officer  
near gate  
back side  
9.09.19

Discipline Committee

5.09.19



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**College Grievance Redressal Cell (2018-19)**

The College Grievance Redressal Cell meeting will be conducted on 15<sup>th</sup> September 2018 in Board Room.

**Agenda**

- 1) Introduction of members
- 2) To discuss on the role of College Grievance Redressal Cell.
- 3) Any other matter with the permission of the Chair.

All members are requested to be present for the meeting.

  
**Principal**  
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**Minutes of College Grievance Redressal Cell (2018-19)**

The College Grievance Redressal Cell meeting was conducted on 15<sup>th</sup> September 2018 at 1.30 pm in Board Room. Following members were present for the meeting:

Mrs Farzana Chawre   
Mrs Arjumand Siddiqui   
Mr Arshad Khan   
Mr Firoz Rajput   
Minutes of the meeting are as under

**1) Introduction of members**

The meeting began with the Principal introducing and welcoming the members.

**2) To discuss on the role of College Grievance Redressal Cell**

The rules and regulations governing the working of College Grievance Redressal Cell were discussed. He further added that Discipline Committee and Students Council of the college will look into the routine work in the college and major grievance can be forwarded to the College Grievance Redressal Cell.

**3) Any other matter with the permission of the Chair**

Principal mentioned that the college must ensure that students should be able to ventilate their grievance, if any, on proper platform.

The meeting ended with the vote of thanks.

  
**Principal**  
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**College Grievance Redressal Cell (2018-19)**

**Action Taken Report of meeting conducted on 15<sup>th</sup> September 2018**

- **The role and functions of College Grievance Redressal Cell was displayed on notice board.**



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**College Grievance Redressal Cell (2018-19)**

The College Grievance Redressal Cell meeting will be conducted on 11<sup>th</sup> April 2019 in Board Room.

Agenda

- 1) To read the minutes of meeting conducted on 15<sup>th</sup> September 2018
- 2) To discuss about the Students Grievances if any.
- 3) Any other matter with the permission of the Chair.

All members are requested to be present for the meeting.

  
Principal  
DAAR-UL-REHMAT TRUST'S  
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**College Grievance Redressal Cell (2018-19)**

The College Grievance Redressal Cell meeting was conducted on 11<sup>th</sup> April 2019 in Board Room. Following members were present for the meeting:

Mrs Farzana Chawre *Jayens*  
Mrs Arjumand Siddiqui *Arj*  
Mr Arshad Khan *Arshad*  
Mr Firoz Rajput *Firoz*

Minutes of the meeting are as under

**1) To read the minutes of last meeting held on 15<sup>th</sup> September 2018.**

The minutes of last meeting of College Grievance Redressal Cell held on 15<sup>th</sup> September 2018 were read and approved.

**2) To discuss about the Students Grievances if any.**

Mrs Siddiqui informed all members that Discipline committee had effectively maintained discipline in the campus. Complaint given by FYBCom student losing her money bag was resolved by Discipline committee on the same day. The money bag was found in the class with no loss of money as it was a prank played by her friend, who apologized for her mistake. It was decided to accept the apologies of the student who played prank with a note of warning.

**3) Any other matter with the permission of the Chair**

Since there was no other matter to discuss, the meeting ended with the vote of thanks.



*[Signature]*  
**Principal**  
DAAR-UL-REHMAT TRUST'S  
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**College Grievance Redressal Cell (2018-19)**

**Action Taken Report of meeting conducted on 11<sup>th</sup> April 2019**

- **The apology letter of student playing prank was taken after warning n filed**



09-10-18

To  
Discipline Committee  
A.E. Kalsekar Degree College  
Sub: Complaint letter for lost of money bag

I the Student of FY Bcom (B) Khas  
Kasima Asif, Roll No 07 also, with  
due respect I would like to inform  
you that on 09 Oct 2018. I was  
sitting in the Girls common Room,  
during the Break time. I got a  
call the network was not connected  
so I went out mean while when I  
came back what did I see that  
the money bag from is not there  
and no others were there so, In  
that money bag I was carry Rs 2000  
which was for purchasing A's Notes  
So kindly I requested you  
to look into the matter and kindly  
take strict action against them and  
please get back my money.

Case Resolved  
Money returned  
to the student

waiting for a reply

Thanking You

*(Signature)*

09/10/18

I Found My Bag  
Kasima

Yours Sincerely  
Kasima



# **DRT's A.E. KALSEKAR DEGREE COLLEGE**


**KAUSA, MUMBRA**  
**Affiliated to University of Mumbai**

## **College Grievance Redressal Cell (2017-18)**

The College Grievance Redressal Cell meeting will be conducted on 5<sup>th</sup> December 2017 in Principal Cabin. The agenda of the meeting will be as under

- 1) Introduction of members
- 2) To discuss on the working and functioning of College Grievance Redressal Cell.
- 3) Any other matter with the permission of the Chair.

All members are requested to attend the meeting on said time.

  
**Principal**  
**DAAR-UL-REHMAT TRUST'S**  
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**Kausa, Mumbra, Thane-400 612.**

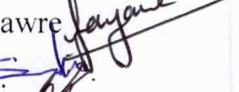
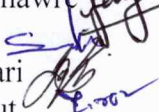
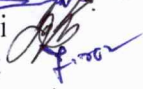
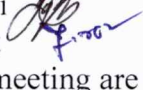


# DRT's A.E. KALSEKAR DEGREE COLLEGE

KAUSA, MUMBRA  
Affiliated to University of Mumbai

## Minutes of College Grievance Redressal Cell (2017-18)

The College Grievance Redressal Cell meeting was conducted on 5<sup>th</sup> December 2017 at 1.30 pm in Principal's cabin. Following members were present for the meeting:

Mrs Farzana Chawre   
Dr Sajid Ali   
Mr Zahid Ansari   
Mr Firoz Rajput   
Minutes of the meeting are as under

### 1) Introduction of members

The meeting began with the Principal introducing and welcoming the members.

### 2) To discuss on the working and functioning of College Grievance Redressal Cell.

The need for setting up College Grievance Redressal Cell were discussed. Principal instructed that college Discipline Committee and Students Council will look into the day to day petty issues and ensure that students grievance (if any) are resolved on time. Major grievance can be forwarded to the College Grievance Redressal Cell.

### 3) Any other matter with the permission of the Chair

Principal mentioned that the college must ensure that students should be able to ventilate their grievance, if any, on proper platform.

The meeting ended with the vote of thanks.

  
Principal  
DAAR-UL-REHMAT TRUST'S  
A.E. KALSEKAR DEGREE COLLEGE  
Kausa, Mumbra, Thane-400 612.



# **DRT's A.E. KALSEKAR DEGREE COLLEGE**

**KAUSA, MUMBRA**  
**Affiliated to University of Mumbai**


## **College Grievance Redressal Cell (2017-18)**

The College Grievance Redressal Cell meeting will be conducted on 10<sup>th</sup> April 2018 in Board Room.

Agenda

- 1) To read the minutes of meeting conducted on 5<sup>th</sup> December 2017.
- 2) To discuss about the Students Grievances if any.
- 3) Any other matter with the permission of the Chair.

All members are requested to be present for the meeting.

  
**Principal**  
**DAAR-UL-REHMAT TRUST'S**  
**A.E. KALSEKAR DEGREE COLLEGE**  
**Kausa, Mumbra, Thane - 400 612.**



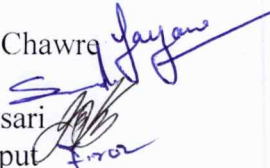
# DRT's A.E. KALSEKAR DEGREE COLLEGE

KAUSA, MUMBRA  
Affiliated to University of Mumbai

## College Grievance Redressal Cell (2017-18)

The College Grievance Redressal Cell meeting was conducted on 10<sup>th</sup> April 2018 in Board Room. Following members were present for the meeting :

Mrs Farzana Chawra  
Dr Sajid Ali  
Mr Zahid Ansari  
Mr Firoz Rajput



Minutes of the meeting are as under

**1) To read the minutes of last meeting held on 15<sup>th</sup> September 2018.**

The minutes of last meeting of College Grievance Redressal Cell held on 15<sup>th</sup> September 2018 were read and approved.

**2) To discuss about the Students Grievances if any.**

Mr. Zahid Ansari informed all members that Discipline committee had effectively maintained discipline in the campus. There was no major grievance found.

**3) Any other matter with the permission of the Chair**

Since there was no other matter to discuss, the meeting ended with the vote of thanks.



**Principal**  
DAAR-UL-REHMAT TRUST'S  
A.E. KALSEKAR DEGREE COLLEGE  
Kausa, Mumbra, Thane-400 612


# **DRT's A.E. KALSEKAR DEGREE COLLEGE**

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## **College Grievance Redressal Cell (2017-18)**

**Action Taken Report of meeting conducted on 10<sup>th</sup> April 2018**

- **No grievance reported during the year.**

  
**Principal**  
**DAAR-UL-REHMAT TRUST'S**  
**A.E. KALSEKAR DEGREE COLLEGE**  
**Kausa, Mumbra, Thane - 400 612.**

