



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN  
COLLEGE OF ARTS & COMMERCE**  
NAAC Accredited & ISO 21001:2018 Certified



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068  
Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.trcac.org.in

### FORMATION OF GRIEVANCE REDRESSAL CELL (2024-25)

The Grievance Redressal Cell (GRC) for the A.Y. 2024-25 has been constituted as per UGC Grievance Redressal Regulations, 2018.

Sr. No.	Name	Designation	Position
1	Mr. Ravish R. Singh	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

The Cell must ensure all stakeholder grievances are reported, discussed and resolved in accordance with University and UGC policies.



  
**Principal**



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## **GRIEVANCE REDRESSAL CELL (2024-25)**

### **MINUTES OF THE MEETING**

VENUE: Conference Room

DATE: 03/07/2024

TIME: 12:30 p.m.

The GRC meeting was conducted to discuss the agenda. The minutes of the first meeting of the College Grievance Redressal Committee for the academic year was held on 25/06/2024, Tuesday at 12:00 p.m. in the conference room. The following committee members were present at the meeting.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
1	Mr. Ravish R. Singh	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

### **Discussions and Decisions:**

1. Confirmation of minutes of previous meeting.
2. Dr. Sumathi Rajkumar, Chairperson of the Exam Committee informed about the cases of grievances that have been reported from the stakeholders as of 18/06/2024.
3. 45 Applications regarding the rechecking and re-evaluation of the answer sheet are received and addressed the same with respective subject teachers and has been resolved.
4. 7 Application received for Photocopy of the answer sheet, same provided to the students in 1 week from the application.
5. The issues pertaining to the grade card correction were taken in consideration with help of the



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examination clerk and resolved.

6. Dr. Sumathi Rajkumar proposed a formal vote of thanks and the meeting was then concluded.



  
**Chairperson**



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## GRIEVANCE REDRESSAL CELL (2024-25)

### MINUTES OF THE MEETING

VENUE: Conference Room

DATE: 04/07/2024

TIME: 12:30 pm

The GRC meeting was conducted to discuss the agenda of tampering with personal data of Dr. Sreedevi VS by Mr. Viraj Panchal.

Sr. No.	Name	Designation	Position
1	Mr. Ravish R. Singh	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

#### Discussions and Decisions:

1. The Meeting commenced at the scheduled time with the Principal presiding over it.
2. The involved parties were asked to narrate their versions of the events that transpired on the previous day.
3. The committee deliberated over the incident considering the severity of the incident, any mitigating circumstances, and the university's policies on these matters.
4. It was unanimously agreed that all the involved parties had violated the code of conduct by using abusive language in the college premises.
5. The involved parties were informed of the committee's decision.
6. The meeting concluded with a reminder to all involved parties of the institute's code of conduct and maintaining decorum within and outside the campus.



*Resh L*

**Chairperson**



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## GRIEVANCE REDRESSAL CELL (2024-25)

### MINUTES OF THE MEETING

VENUE: Conference Room

DATE: 22/07/2024

TIME: 12:30 pm

The GRC meeting was conducted to discuss the agenda of a physical assault on Mr. Krish Kachhadia by Mr. Hitesh Sathaliya.

Sr. No.	Name	Designation	Position
1	Mr. Ravish R. Singh	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

#### Discussions and Decisions:

1. The Meeting commenced at the scheduled time with the Principal presiding over it.
2. The involved parties were asked to narrate their versions of the events that transpired on Saturday, 20/07/2024.
3. The committee deliberated over the incident considering the severity of the incident, any mitigating circumstances, and the university's policies on these matters.
4. It was unanimously agreed that all the involved parties had violated the code of conduct by using abusive language in the college premises.
5. The students were informed of the committee's decision.
6. They were asked to mutually apologize and issued a warning for their conduct.
7. The meeting concluded with a reminder to all involved parties of the institute's code of conduct and maintaining decorum within and outside the campus.



*R Singh*

**Chairperson**



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## GRIEVANCE REDRESSAL CELL (2024-25)

### MINUTES OF THE MEETING

VENUE: Conference Room

DATE: 01/08/2024

TIME: 12:30 pm

The GRC meeting was conducted to discuss the agenda of a verbal altercation between Mr. Varun Roy and Ms. Vruddhi Mangla, Ms. Srushti Shetty and Mr. Aryan Pathak.

Sr. No.	Name	Designation	Position
1	Ms. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

#### Discussions and Decisions:

1. The Meeting commenced at the scheduled time with the Principal presiding over it.
2. The involved parties were asked to narrate their versions of the events that transpired on the previous day, that is 31/07/2024.
3. The committee deliberated over the incident considering the severity of the incident, any mitigating circumstances, and the university's policies on these matters.
4. It was unanimously agreed that all the involved parties had violated the code of conduct by using abusive language in the college premises.
5. The students were informed of the committee's decision.
6. They were asked to mutually apologise and issued a warning for their conduct.
7. The meeting concluded with a reminder to all involved parties of the institute's code of conduct and maintaining decorum within and outside the campus.



*Rishy L*

**Chairperson**





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## GRIEVANCE REDRESSAL CELL (2024-25)

### MINUTES OF THE MEETING

VENUE: Conference Room

DATE: 22/08/2024

TIME: 12:30 pm

The GRC meeting was conducted to discuss the agenda of physical assault and bullying on Mr. Veer Rathod by Mr. Mudit Rai, Mr. Pratham Vishwakarma, Mr. Vedant Prabhudesai, Mr. Pratham Chettiyar and Mr. Meet Undhad.

Sr. No.	Name	Designation	Position
1	Mr. Ravish R. Singh	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

#### Discussions and Decisions:

1. The Meeting commenced at the scheduled time with the Principal presiding over it.
2. The involved parties were asked to narrate their versions of the events that transpired during the altercation.
3. The committee deliberated over the incident considering the severity of the incident, any mitigating circumstances, and the university's policies on these matters.
4. It was unanimously agreed that all the involved parties had violated the code of conduct by using abusive language and violence in the college premises.
5. The involved parties were informed of the committee's decision.
6. The involved students were suspended for 09 days from 23/08/2024 to 31/08/2024.
7. The meeting concluded with a reminder to all involved parties of the institute's code of conduct and maintaining decorum within and outside the campus.



*Rai L*

**Chairperson**



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## **GRIEVANCE REDRESSAL CELL (2024-25)**

### **MINUTES OF THE MEETING**

VENUE: Conference Room

DATE: 03/09/2024

TIME: 12:30 pm

The GRC meeting was conducted to discuss the agenda of physical assault on Mr. Shashank Yashwad by Mr. Deepkesh Pandey, Mr. Tushar Chaubey, Mr. Sumeet Dixit, Mr. Vikas Chaudhary, Mr. Sandip Rajbhar, Mr. Sushant Dixit, Mr. Dhruv Pandey, Mr. Ganesh Mhase.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
1	Mr. Ravish R. Singh	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

### **Discussions and Decisions:**

1. The Meeting commenced at the scheduled time with the Principal presiding over it.
2. The involved parties were asked to narrate their versions of the events that transpired on the previous day.
3. The committee deliberated over the incident considering the severity of the incident, any mitigating circumstances, and the university's policies on these matters.
4. It was unanimously agreed that all the involved parties had violated the code of conduct by using abusive language and violence in the college premises.
5. The involved parties were informed of the committee's decision.
6. The involved students were suspended for 10 days from 06/09/2024 to 15/09/2024.





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7. The meeting concluded with a reminder to all involved parties of the institute's code of conduct and maintaining decorum within and outside the campus.



*Rsingh L*

**Chairperson**



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## **GRIEVANCE REDRESSAL CELL (2024-25)**

### **MINUTES OF THE MEETING**

VENUE: Conference Room

DATE: 17/01/2025

TIME: 12:30 pm

The GRC meeting was conducted to discuss the agenda of physical assault and misbehaviour on Ms. Khan Arshiya Khurshid by Mr. Mansuri MD Arif Abdul Haq Zubeda

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
1	Dr. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

### **Discussions and Decisions:**

1. The Meeting commenced at the scheduled time with the Principal presiding over it.
2. The involved parties were asked to narrate their versions of the events that transpired during the altercation.
3. The committee deliberated over the incident considering the severity of the incident, any mitigating circumstances, and the university's policies on these matters.
4. It was unanimously agreed that all the involved parties had violated the code of conduct by using abusive language and violence in the college premises.
5. The involved parties were informed of the committee's decision.
6. Since Ms. Khan was found to have displayed signs of severe psychological distress, she has been rusticated for the duration of the academic year 2024-25.



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7. Mr. Mansuri has been suspended for one month (from 17/01/2025 to 16/02/2025) for his role in the altercation.
8. The meeting concluded with a reminder to all involved parties of the institute's code of conduct and maintaining decorum within and outside the campus.



*Smita*  
**Chairperson**



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## **GRIEVANCE REDRESSAL CELL (2024-25)**

### **MINUTES OF THE MEETING**

VENUE: Conference Room

DATE: 22/01/2025

TIME: 12:30 pm

The GRC meeting was conducted to discuss the agenda of casual approach of faculty members from the department of B.Sc. I.T. and B.Sc. C.S. raised by Mr. Sumeet Rathod.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
1	Dr. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

### **Discussions and Decisions:**

1. The Meeting commenced at the scheduled time with the Principal presiding over it.
2. Mr Rathod was asked to elaborate on the issues he has observed within the functioning of the department.
3. Mr. Rathod presented his observations regarding the lack of punctuality by the faculty members as well as their failure to compensate for missed lectures by Ms. Ashlesha Gurav and Mr Rishabh Mishra.
4. The committee deliberated over the incident considering the severity of the incidents, any mitigating circumstances, and the institute's policies on these matters.
5. It was unanimously agreed that this attitude will prove detrimental to the overall quality of education and the work environment of the institution.
6. The involved parties were informed of the committee's decision.



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7. The faculties were issued a verbal warning and reminder of college policies. They were also informed of strict consequences that they will face as a result of continued failure to adhere to said policies.
8. The meeting concluded with a reminder to all involved parties of the institute's code of conduct and maintaining decorum within and outside the campus.



*Smita*  
**Chairperson**



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## GRIEVANCE REDRESSAL CELL (2024-25)

### MINUTES OF THE MEETING

VENUE: Conference Room

DATE: 27/01/2025

TIME: 10:00 am

The GRC meeting was conducted to discuss the agenda regarding the concern of the casual approach of Faculty Members. This issue was brought to the notice of the Principal by the Assistant Professor Mr. Sumeet Rathod via e-mail on January 21, 2025. The copy for the same is attached below.

Sr. No.	Name	Designation	Position
1	Ms. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

### Discussions and Decisions:

1. The Meeting commenced at the scheduled time with the Principal presiding over it and all the above mentioned members were present.
2. First and the most critical issue that were discussed were absenteeism of the faculty members and informing it at the eleventh hour.
3. Informing in the WhatsApp group about taking half a day and coming in the first/ second half of the day.
4. Not reporting at 07:00 am/ 08:00 am. Faculty members have started coming 5 or 10 mins or even on time for their respective lectures or practicals.
5. Not following a formal attire for the academic lectures or practical.
6. Not compensating for their respective lectures and practical due to their absenteeism.



*Sumeet*  
**Principal**





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## **GRIEVANCE REDRESSAL CELL (2024-25)**

### **MINUTES OF THE MEETING**

VENUE: Conference Room

DATE: 26/04/2025

TIME: 12:30 p.m.

The GRC meeting to discuss the agenda of the College Grievance Redressal Committee for Semester III Examinations was held on 26/04/2025, Saturday at 12:30 p.m. in the conference room. The following committee members were present at the meeting.

Sr. No.	Name	Designation	Position
1	Dr. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

### **Discussions and Decisions:**

1. Confirmation of minutes of previous meeting.
2. Ms. Riddhi Pandya, Chairperson of the Exam Committee, informed about the cases of grievances that have been reported from the stakeholders as of 20/04/2025.
3. 19 Applications for re-evaluation of the answer sheet have been received and the same have been addressed with respective subject teachers and resolved.
4. 07 Applications were received for Photocopy of the answer sheet, the same have been provided to the students within 1 week of application.



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5. The issues pertaining to the grade card correction were taken in consideration with help of the examination clerk and resolved.
6. Dr. Sumathi Rajkumar proposed a formal vote of thanks and the meeting was then concluded.



*Sumathi*  
**Chairperson**



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## GRIEVANCE REDRESSAL CELL (2024-25)

### ANNUAL REPORT

VENUE: Conference Room

DATE: 28/04/2025

TIME: 10:00 am

The GRC annual meeting was conducted to review the functioning of Cell during the Academic Year 2024-25 as per UGC Grievance Redressal Regulations, 2018.

Sr. No.	Name	Designation	Position
1	Ms. Sumathi Rajkumar	Principal	Chairperson
2	Mr. Prashant Kamble	Assistant Professor	Faculty Member
3	Ms. Anitha Salian	Administrative Officer	Non-Teaching Staff Representative
4	Ms. Tine Sequerria	-	Legal Expert
5	Dr. Sushma Shukla	-	Parent Representative
6	Mr. Atharva Purav	-	Student Representative
7	Ms. Achira Banarjee	-	Student Representative
8	Mr. Aashish Shukla	-	Student Representative

### Discussions and Decisions:

1. The Meeting commenced at the scheduled time with the chairperson presiding over it and all the above mentioned members were present.
2. It was confirmed that the Grievance Redressal Form was available and functioning on the college website.
3. A total of six instances were reported to the GRC.
4. The committee verified that all instances of reported grievances were discussed and resolved in a timely manner in accordance with the University of Mumbai, UGC and other relevant regulations.
5. The Chairperson thanked the members for their time and concluded the meeting.



*Sumathi*  
**Chairperson**