

## **2.5.2**

**Student Grievances,  
Circulars of  
Examination  
Committee, Minutes  
of Meeting with  
Principal to address  
Grievance**

From,

Vomeshi's

II<sup>nd</sup> BBA.

R.B.A.N.M's FMC

Bangalore

Date :- 11/05/2024

To

The Principal

R.B.A.N.M's FMC

Bangalore.

Respected :- Ma'am

Subject: Requesting to Provide  
proper bench facilities  
during exam's.

As per the above subject during  
exams the benches are not proper  
and shaking so we students  
are requesting to provide proper  
bench facilities to write the  
exams without any trouble from  
the bench.

forwarded  
for  
maintenance  
Thanking you  
yours faithfully  
Vomeshi's  




Established in 1983

# **RBANM's FIRST GRADE COLLEGE**

#12 Annaswamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore-560042

Permanently Affiliated to Bengaluru City University, Reaccredited by NAAC

Recognised by Government of Karnataka and

Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956

## **Examination Committee**

### **Circular**

Date: 11/05/2024

This is to inform all members of Examination that a meeting has been scheduled with the principal to discuss matters concerning students' grievance. Your participation is essential to address the issues effectively. Agenda is discuss Repairing the desks in the examination halls.

Date: 11/05/2024

Time: 12:30 PM

Venue: Principal office

Kindly ensure your attendance and come prepared with any relevant information or updates.

Regards

Examination committee

**PRINCIPAL**  
**R.B.A.N.M'S First Grade College**  
**No. 12, Annaswamy Mudaliar Road,**  
**BANGALORE - 560 042.**  
**Mob : 8048533572**



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## **Minutes of the Meeting**

Date: 11/05/2024

Time: 12:30 PM

Venue: Principal office

Chairperson: Principal

**Participants:** 1. Examination Committee Members

2. Principal

3. Maintenance Representative

### **Agenda:**

To address students' grievances regarding the condition of desks in the examination hall and plan repairs to ensure a comfortable environment during exams.

### **Discussion Points:**

#### **1. Condition of Desks:**

Coordinators reported multiple desks in the exam hall are damaged, including broken edges, unstable legs, and uneven surfaces.

These issues were highlighted as causing discomfort to students during exams.

#### **2. Assessment by Maintenance Team:**

The maintenance team conducted an initial assessment and confirmed that repairs are feasible within the available time.

### 3. Timeline for Repairs:

Repairs are to be completed before the next examination schedule.

### 4. Assignment of Responsibility:

The maintenance team was assigned to complete the repairs.

Coordinators were tasked with supervising the process and ensuring quality.

### Action Taken Report

1. Principal informed Maintenance Representative Mr. Prashant to repair desks within next two days.

  
Prepared by

Examination committee



PRINCIPAL

R.B.A.N.M'S First Grade College  
No. 12, Annaswamy Mudalliar Road,  
BANGALORE - 560 042.  
Mob : 8048533572

From,

Date: 23/02/2024

Vaishnavi II BBA

R.B.A.N.M'S First Grade College  
Bangalore

To,

Principal

R.B.A.N.M'S First Grade College  
Bangalore

Respectfully :- Madam/Sir

Subject :- Requesting for providing clock  
facilities during for exam

As per the subjects there is no wrist  
watch allowed during exams so we the  
students manage timing for the exams  
so we request for providing wall clock  
facilities during for exams.

Thanking you

For info to for  
convenience  
R.B.A.N.M'S  
ETC

  
your faithfully  
vaishnavi



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## **Examination Committee**

### **Circular**

Date: 23/02/2024

This is to inform all members that a meeting has been scheduled today at 3 PM with the Principal in Principal's office to discuss matters concerning students' grievance redressal. Your participation is essential to address the issues effectively. Agenda of the meeting is to discuss Installing wall clocks in the examination halls.

Kindly ensure your attendance and come prepared with any relevant information or updates.

*Regards*  
*[Signature]*

Examination committee

*[Signature]*  
PRINCIPAL

R.B.A.N.M'S First Grade College  
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## **Minutes of the Meeting**

Date: 23/02/2024

Time: 3.PM

Venue: Principal office

**Chairperson:** Principal

**Participants:** 1. Exam Committee Members

2. Coordinators

3. Head of Administration

### **Agenda:**

To address students' grievances regarding the lack of wall clocks in examination halls and to discuss possible solutions.

### **Discussed Points:**

#### **1. Student Feedback:**

Invigilators shared concerns raised by students about the absence of wall clocks in the exam halls. The issue affects time management during exams.

#### **2. Feasibility of Installing Wall Clocks:**

Members discussed the number of examination halls and the cost of installing clocks. Suggestions included sourcing cost-effective clocks and ensuring maintenance.

## Action Taken Report

1. Head of Administration escalated concern to the Management through email.
2. Management Responded to the mail and assured to implement Wall Clocks within a week.

  
Prepared by -  
Examination committee

  
Principal  
PRINCIPAL  
R.B.A.N.M'S First Grade College  
No. 12, Annaswamy Mudallur Road,  
BANGALORE - 560 042.  
Mob : 8048533572



## Requirement of wall clock

Inbox



Pushpalatha K.R Feb 24

to Sugurayya, sanjeev ✓



Respected sir,

As the final examinations are taking place from February 26, 2024, arrangements for wall clocks in all examination halls will be necessary. Kindly arrange 15 nos wall clock and provide this facility.

Thank you



sanjeev narrain Feb 24

Suguraya and Nalan, Please arrange.



Sugurayya Hiremath Feb 24

Noted sir, We will arrange the same. Thanks and Regards Sugurayya Hiremath Facility



Sugurayya Hiremath Feb 26

Dear Sir, Requesting your approval to procure wall clocks Ajanta make 15 nos. The cost per



← Reply



PRINCIPAL

R.B. J. S. First Grade College  
No. 42, Annasamy Mudaliar Road,  
CHANDIGARH - 560 042.  
MOB: 8048533572

32, Gr. Floor, Annalah Reddy Road  
New London School Of Speech  
Bangalore - 560008  
Ph: +91-80-41556767, 40937275  
E-mail: officeexpressindia@gmail.com  
Web: www.officeexpressindia.com

PAN No: BJCPG3033K12B  
PAN No: BJCPG3033K  
Karnataka Code: 29

INVOICE NO: 3688  
DATE: 26-02-2024  
P.O. No:  
P.O. Date:  
e-Sugam No:  
Page No: 1/ 1

M/s. Rbanm's Educational Charities

24, Gangadara Chetty Cross Road, Rukmani Colony, Sivanchetti Gardens, Ulsoor  
Bengaluru - 560042

Shipping to:  
RBANMS First Grade College

No 12 ,Annaswamy Modaliyar Road, Bengaluru -560042

Ph: 9008229963, 25541173, 41680579  
Contact Person: Mr. Baskar / Sugurayya H  
GSTIN: 29AAATR2876H124  
PAN No: AAATR2876H

| Sl. No | HSN      | Descriptions          | Qty | Units | Rate   | Dis % | CGST/SGST | CESS | Gross   |
|--------|----------|-----------------------|-----|-------|--------|-------|-----------|------|---------|
| 1      | 91052900 | WALL CLOCK AJANTA 397 | 15  | PC    | 398.50 |       | 18.00     |      | 5977.50 |

OK for payment  
GROSS  
25/02/2024

Received  
Principal  
R.B.A.N.M'S First Grade College  
No. 12, Annaswamy Modaliyar Road  
BANGALORE, 560042  
Phone: 25512976

Total (Rupees)

GST@5% GST@12% GST@18% GST@28% Exempted phone: CESS Gross

CGST/SGST Gross: 5977.50

GST Tax: 537.98

GST Tax: 537.98

Bank Details  
Ac Name: Office Express  
Ac No: 3014363994  
IFSC Code: KKBK0000431  
Kotak Bank/Branch: Indiranagar

Gross: 5977.50  
CGST Amount: 537.98  
SGST Amount: 537.98  
CESS:  
Discount:  
Round Off:  
Net Amount: 7053.46

Amount in Word: SEVEN THOUSAND FIFTY THREE AND PAISE FORTY SIX ONLY

#### Terms & Conditions:

Goods Once Sold will not be taken back.  
Payment By NEFT/RTGS/Cheque in favour of: Office Express  
If the Payment are not made by way of cheque as stated herewith the same will not be A/c'd for in our books of A/c's  
Interest @ 24% shall be payable per annum for amount paid after the laps of 30 days from the date of this invoice  
Goods are delivered after careful Checking  
Complaints will be entertained if the goods are received within 24 hours of delivery  
Bills will be prepared as per Yellow & Pink Copy  
It is not our duty to Identify Goods receiver's Designatory/Signature

Subject to Bangalore Jurisdiction



WHITE COPY ORIGINAL / PINK COPY DUPLICATE / YELLOW COPY TRIPLICATE

To,  
The Examination Committee  
RBANM's First Grade college  
Ulsoor lake, Bangalore - 42

Sub: Request for Rescheduling the Pre-Finals Test

Respected Sir/Madam,

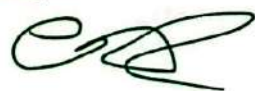
We, the NCC students of the college, would like to bring to your kind attention that we are scheduled to participate in a Drug Awareness Tatha on 20/06/2024, which coincides with the pre-finals test planned for the same day.

As this event is an important initiative and requires our active participation, we request the Examination Committee to kindly reschedule the test to a convenient date in the following week. This would allow us to manage both our academic responsibilities and our commitment to this socially significant activity.

We sincerely apologize for any inconvenience this request may cause and seek your kind understanding and support.

Thanking you in advance.

Yours sincerely,  
Cadets of NCC (Army & Navy)

Forwarded to  
Exam  
Committee  


# Student's List

# Signature

1. Abhishek. B
2. Daniel. R
3. Dhruvshith
4. John Bosco
5. Syed Naveed
6. Shaik Suhail
7. Naren Kanna
8. Kaviarasan
9. Ram Roop
10. Rohit
11. Abhishek. A
12. Abishek. R
13. Abhishek. S
14. Aridas
15. Arvind
16. Abel
17. Dhanush
18. Sanjay
19. Mugilan. V
20. Rahul. S
21. Jagan Raj
22. Karthick. V
23. Sneha
24. Mehareen
25. Kavya. S
26. Sai Sharmaya
27. Shantha Kumari

Abhishek. B  
Daniel. R  
Dhruv  
John Bosco  
Syed Naveed  
Shaik Suhail.  
Naren Kanna  
Kaviarasan. R  
Ram Roop  
Rohit  
Abhishek. A  
Abishek. R  
Abhishek. S  
Aridas  
Arvind  
Abel  
Dhanush  
Sanjay. D  
Mugilan. V  
Rahul. S  
Jagan Raj  
Karthick. V  
Sneha  
Mehareen  
Kavya. S  
Sai Sharmaya  
Shantha Kumari

Sneha  
Mehareen  
Kavya. S  
Sai Sharmaya  
Shantha Kumari

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## **Minutes of the Meeting**

Date: 24/06/2024

Time: 11:30 am

Venue: Principal's office

Chairperson: Principal

### **Participants:**

- Exam Committee Members
- Principal
- Head of Administration

### **Agenda:**

To address students' grievances regarding the pre-final examinations and to discuss the possibility of rescheduling the exams due to their interest in participating in the Drug Awareness Program.

### **Discussed Points:**

#### **1. Students' Grievances:**

NCC Students have requested rescheduling the pre-final exams to participate in the Drug Awareness Program.

The program is considered an important initiative that promotes awareness of critical issues.

## **2. Impact Assessment:**

The Exam Committee evaluated the impact of rescheduling on the academic calendar and other scheduled activities.

Members emphasized the importance of balancing academic priorities with extracurricular activities.

## **3. Alternative Schedules:**

Possible dates for rescheduling the exams were discussed.

Members proposed minimizing the gap between the rescheduled exams and subsequent academic activities.

## **4. Decision Considerations:**

The committee considered students' participation in the program as beneficial for their holistic development.

Practical feasibility of rescheduling was confirmed based on available resources and timelines.

## **Action Taken:**

1. Pre-final exams will be rescheduled to Date 02/07/2024.
2. A revised timetable will be prepared and circulated to students and faculty by 28/06/2024.
3. Members will ensure no clashes occur between rescheduled exams and other activities.

  
Prepared by  
Examination committee

  
PRINCIPAL  
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BANGALORE - 560 042.  
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## NSS & NCC Students Attending Rescheduled Exam





*[Signature]*  
**EXAMINATION  
 COMMITTEE**

*for. Principal*  
**PRINCIPAL**  
**R.B.A.N.M'S First Grade College**  
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