



# MANGALMAI INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

7-07-2023

## Minutes of the Meeting

A meeting of the Grievance Redressal Committee was held on 07-07-2023 at 3:30 PM in the Board Room to discuss the following agenda points:

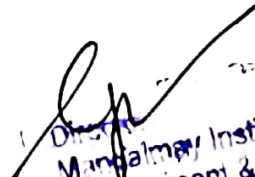
1. To approve the minutes of previous meeting dated 10.02.2023
2. To discuss Annual Report, 2022-2023.
3. GRC Action Plan of 2023-24
4. Any other issue with the consent of the Chair

The following members were present:

Name	Position
Dr. Geeti Sharma, Director	Chairperson
Dr. Jaspreet Kaur, Faculty	Member Secretary
Dr. Ashutosh Gaur, Faculty	Member
Dr. Varun Kumar, Faculty	Member
Mr. Hritik Upadhyay	Member

## Deliberations & Decisions taken

1. To approve the minutes of the previous meeting dated 10.02.2023
  - The minutes of the previous meeting dated 10.02.2023 was read & approved.
2. Annual Report -2022-23
  - The names of the committee members were displayed at the prominent places in the institute.
  - The provisions under GRC & SGRC are widely disseminated at the prominent places in the institute.
  - Faculty mentors and T&P In charge counselled the students.
  - Faculty felt comfortable in working with peers and Director
  - The reports of events organized by GRC during the Academic Session 2022-23 were put forward to the members. They showed their satisfaction.

  
Director  
Mangalmai Institute of  
Management & Technology  
Greater Noida



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Following activities have been organized in 2022-23:

S.No	Activity Name	Date
1	How to overcome Exam Fear	23-12-2022
2	Workshop on Emotional Intelligence	18-04-2023
3	Emotional well-being and Mental health talk	20-04-2023

- It was informed that Grievances related to evaluation were resolved at the level of CoE.
- No cases were reported to the committee as minor cases were resolved at the level of faculty in classes.

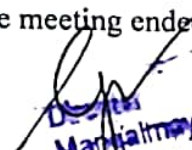
### 3. Action Plan for 2023-24

The following points were discussed and finalized-

- The names of the committee members to be displayed at the prominent places in the institute.
- The provision under GRC & SGRC should be publicly displayed with emphasis on the wide dissemination at the prominent places in the institute.
- Faculty mentors and T&P In charge should be available for counselling.
- As per the norms, a fair process should be followed and monitored by the admission in charge.
- Ensure swift and prompt redressal of the grievance, if any, with principle of natural justice. Faculty members should make sure that all related activities are student centric and transparent at all levels.
- Following activities will be organized in AS 2023-24:  
Awareness Campaign, Guest Lectures, Workshop and Briefing session in Orientation Program for Awareness on any issues related to academic or non academic.
- Faculty and Staff should be motivated to talk freely to Director and HR Personnel on any discontent/ grievance.
- Students & Staff should be encouraged to use online grievance redressal mechanism available on institute website.
- Preparation of annual status report with details of the grievance and its timely redressal.

### 4. Any other items with the Chair's approval.

- As no further matter was raised, the meeting ended with a vote of thanks to the Chair.

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida



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*Jaspreet Kaur*

Dr. Jaspreet Kaur  
Member Secretary, GRC

Cc: All members of GRC  
Director, IQAC  
Director, MIMT  
Office File

*Geeti Sharma*

Dr. Geeti Sharma  
Chairperson, GRC

Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida