



31<sup>st</sup> July, 2024

### MINUTES OF THE MEETING

A meeting of the Grievance Redressal Committee was held on 31-07-2024 at 12:30 pm in the Board Room, MIMT to discuss the following agenda points:

1. To approve the previous meeting's minutes dated 13.02.2024
2. To discuss action taken report for the period 2023-24
3. Cases reported & resolved
4. Action plan for 2024-25

The following points were discussed and finalised-

- a. As per the norm, a fair process should continue, followed and monitored by the admission in charge.
  - b. Ensure swift and prompt redressal of the grievances, if any with principles of natural justice.
  - c. proposed activities, for 2024-25 awareness campaign, guest lecture on mental wellbeing, briefing session in the orientation program.
5. Any other issues with the consent of the chair.

The meeting was attended by following members-

Name	Position
Dr. Ruchika Gupta, Director	Chairperson
Dr. Ashutosh Gaur	Member Secretary
Dr. Anjali Dixit	Member
Dr. Himansu Bhusan Bagh	Member
Dr. Richa Sharma	Member
Miss. Sabeeha Kiran	Student

#### 2. Deliberation and Decision Taken

To approve the previous meeting's minutes dated 13.02.2024

- The minutes of the previous meeting were read and approved by the members of the GRC.

#### 3. The GRC's Action Taken Report for 2023-24

It was informed by Dr. Anjali Dixit that:

- The provision under GRC & SGRC were widely disseminated at the prominent places in the institute.
- During the orientation program, GRC member secretary described the various functions, provisions, roles, and responsibilities of the members.



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CAMPUS : B & B, Knowledge Park-II, Greater Noida (U.P.) Ph. 0120-2328400, 2328401  
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- Faculty mentors and the Training & Placement (T&P) In-charge provide guidance and counselling to students as needed, offering support to address academic, career, or personal concerns when required.
- Faculty are comfortable in working with peers and Director.
- It was noted that examination-related grievances have been addressed at the level of the Controller of Examinations (Coe). Additionally, any routine grievances that arise are resolved promptly by the relevant faculty members..
- Member secretary appraised the house that following activities were organized in 2023-24:
  1. World no Tabaco Day
  2. Mental well being by Dr Deepti Kumari (Phycologist)
  3. Guest lecture on mental health by MAAster G Shree Rajesh ji
- The report of event organized by GRC during the academic session 2023-24 was put forward to the members.

Members of the committee showed their satisfaction on the working GRC.

**4. Case Reported & Resolved**

- No case was reported. Minor cases were resolved at the level of faculty in the class.

**5. Action plan for 2024-25**

The following points were discussed and finalised-

- a. As per the norm, a fair process should continue, followed and monitored by the admission in charge.
  - b. Ensure swift and prompt redressal of the grievances, if any with principles of natural justice.
  - c. proposed activities, for 2024-25 awareness campaign, guest lecture on metal wellbeing, briefing session in the orientation program.
  - d. Ms. Kajal would be available for counselling and her contact number would be visible at the different places in campus
6. Any other point with the consent of the chair

*Ashutosh Gaur.*

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

*[Signature]*

Chairperson

