

Kanpur Institute of Technology, Kanpur

Grievance Redressal Cell

Minutes of Meeting

A meeting of Grievance Redressal Cell (GRC) was held on 14.08.2024 at 12:30 p.m. in conference room at Kanpur Institute of Technology, Kanpur. The meeting was chaired by Dr. Brajesh Varshney, Chairperson. Following members were present in the meeting:

1. Dr. Brajesh Varshney (Director) – Chairperson
2. Dr. Rakesh Kumar Pandey (Dean Administration) – Coordinator
3. Ms. Nidhi G Kapoor (Dean T&P) - Member (Faculty)
4. Dr. Neeraj Mishra (Dean Academics) - Member (Faculty)
5. Mr. Rahul Singh (Head of Dept. - CS/IT/AIML) - Member (Faculty)
6. Mr. Anurag Trivedi (Registrar Office) - Member (Staff)
7. Ms. Anita Sharma (Librarian) - Member (Staff)

Following agenda were discussed in the meeting:-

Agenda:

1. Introduction of Cell Members
2. Objectives and Scope of the Grievance Redressal Cell (Employees)
3. Discussion on Mechanism for Grievance Submission and Resolution
4. Communication Strategy and Confidentiality
5. Any other matter with the permission of the Chair

Agenda 1: Opening Remarks and Introductions

The meeting began with a welcome note from the Coordinator, Dr. Rakesh Kumar Pandey, who introduced all the members and emphasized the importance of establishing a formal Grievance Redressal Cell for employees. He highlighted that such a body is essential for addressing concerns effectively and fostering a culture of open communication.

Agenda 2: Objectives of the Cell

The committee agreed on the following key objectives:

- To provide a platform for faculty and staff to voice concerns or grievances.
- To ensure timely and fair resolution of complaints.

- To promote a healthy workplace atmosphere built on trust and accountability.

Agenda 3: Grievance Submission and Resolution Mechanism

The committee decided on the following action points:

- Grievance submission form (both physical and digital) will be available.
- Complaints may be submitted anonymously or with identity, based on employee comfort.
- A timeline of 3 working days for acknowledgment for resolution was proposed.
- A record of grievances and resolutions will be maintained by the Coordinator.

Agenda 4: Confidentiality and Communication

All members agreed on maintaining strict confidentiality regarding grievances. It was decided that internal communication will be handled via official email.

Agenda 5: Any Other Matter

Since there was no other point to discuss, the meeting concluded with a vote of thanks by the Chairperson.


Dr. Brajesh Varshney
Chairperson

CC:

- 1) The Management
- 2) The Director
- 3) All HODs
- 4) All Faculty
- 5) All Staff members

Kanpur Institute of Technology, Kanpur

Grievance Redressal Cell

Minutes of Meeting

A meeting of Grievance Redressal Cell (GRC) was held on 18.02.2025 at 3:00 p.m. in conference room at Kanpur Institute of Technology, Kanpur. The meeting was chaired by Dr. Brajesh Varshney, Chairperson. Following members were present in the meeting:

1. Dr. Brajesh Varshney (Director) – Chairperson
2. Dr. Rakesh Kumar Pandey (Dean Administration) – Coordinator
3. Ms. Nidhi G Kapoor (Dean T&P) - Member (Faculty)
4. Dr. Neeraj Mishra (Dean Academics) - Member (Faculty)
5. Mr. Rahul Singh (Head of Dept. - CS/IT/AIML) - Member (Faculty)
6. Mr. Anurag Trivedi (Registrar Office) - Member (Staff)
7. Ms. Anita Sharma (Librarian) - Member (Staff)

Following agenda were discussed in the meeting:-

Agenda:

1. Review of grievances received
2. Action taken report from previous meeting
3. Planning for awareness and sensitization among staff/faculty
4. Any other matter with the permission of the Chair

Agenda 1: Review of grievances received

Dr. Rakesh Kumar Pandey, informed the committee that a few grievances had been received since the previous meeting. The issues primarily related to:

- Concerns about cleanliness and maintenance in office spaces
- Requests for clarity in duty allocation and workload management

All grievances were acknowledged and discussed confidentially. Necessary documentation was presented to support the concerns raised.

Agenda 2: Action Taken Report

The Chairperson, Dr. Brajesh Varshney, reviewed the actions taken on the concerns raised:

- Coordination with the administration office has been initiated to streamline internal processing timelines.
- The housekeeping team has been directed to ensure daily maintenance checklists are followed.
- A circular clarifying duty allocation norms has been drafted and will be reviewed by respective department heads before circulation.

Agenda 3: Awareness and Sensitization Plan

It was proposed that an internal communication campaign be initiated to:

- Educate employees on how to file grievances properly.
- Assure them of confidentiality and fairness in the process.
- Encourage proactive reporting of issues.

A brief awareness workshop was tentatively planned for next month. Ms. Anita Sharma was assigned to help coordinate logistics.

Agenda 4: Any other matter

Since there were no further points to discuss, the meeting concluded with a vote of thanks by the Chairperson. The Chairperson appreciated the proactive participation of all members and emphasized the need for continued efforts toward building a healthy and responsive work culture.


Dr. Brajesh Varshney
Chairperson

CC:

- 1) The Management
- 2) The Director
- 3) All HODs
- 4) All Faculty
- 5) All Staff members