

Kanpur Institute of Technology, Kanpur

Grievance Redressal Cell

Minutes of Meeting

A meeting of Grievance Redressal Cell (GRC) was held on 24.07.2025 at 1:15 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 Academics) – Coordinator
3. Ms. Nidhi G Kapoor (Dean T&P) - Member (Faculty)
4. Dr. Manoj Kumar Yadav (Controller of Examination) - 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. Welcome and Opening Remarks
2. Confirmation of Previous Minutes
3. Redressal Measures and Follow-up
4. Policy Review and Awareness
5. Any other matter with the permission of the Chair

Agenda 1: Welcome and Opening Remarks

The Chairperson welcomed all members and highlighted the significance of the Grievance Redressal Cell in providing a platform for students, faculty, and staff to voice concerns and ensure prompt resolution.

Agenda 2: Confirmation of Previous Minutes

The minutes of the previous meeting were reviewed and approved.

Agenda 3: Redressal Measures and Follow-up

The committee decided on measures to address each grievance, including:

- Forwarding issues to relevant departments
- Monitoring resolution timelines
- Ensuring confidentiality and transparency

Agenda 4: Policy Review and Awareness

The committee reviewed the existing grievance redressal policy and recommended:

- Updating procedures to make them more student-friendly
- Conducting awareness campaigns about grievance submission mechanisms

Agenda 5: Any Other agenda to discuss

Since there was no any other agenda to discuss, the meeting concluded with a vote of thanks to the Chair.


Dr. Brajesh Varshney
Chairperson

CC:

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