

Kanpur Institute of Technology, Kanpur
Student Grievance Redressal Cell (SGRC)

Minutes of Meeting

A meeting of Student Grievance Redressal Cell (SGRC) was held on 7th August, 2024 at 1:00 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:

Sr. No.	Name Of Person	Designation	Portfolio
1	Dr. Brajesh Varshney	Director	Chairperson
2	Dr. Ritu Kumari Singh	Dean Students' Welfare	Coordinator
3	Dr. Rakesh Kumar Pandey	Dean Administration	Member (Faculty)
4	Mr. Asheesh Gupta	Head Admission	Member (Faculty)
5	Mr. Devendra Singh Kushwaha	Deputy Chief Proctor	Member (Faculty)
6	Ms. Khushi Singh	Student	Member (Student)
7	Mr. Tanish Katiyar	Student	Member (Student)

Following agenda were discussed in the meeting:-

Agenda 1: Welcome Address and Introduction

The meeting commenced with a welcome note by **Dr. Ritu Kumari Singh**, Coordinator, who thanked all members for their presence. Each member introduced themselves briefly, sharing their role and expectations from the cell.

Agenda 2 : Remarks by the Chairperson

Dr. Brajesh Varshney, Chairperson, emphasized the importance of a transparent, student-friendly grievance redressal mechanism. He stressed that the cell must operate with integrity, confidentiality, and in the best interests of the student community.

Agenda 3: Review of Objectives

Dr. Ritu Kumari Singh presented the objectives of the Student Grievance Redressal Cell, including:

- To ensure prompt and impartial resolution of student grievances
- To create a platform where students can voice their concerns
- To maintain a safe and inclusive academic environment

Agenda 4: Mode of Operation

It was agreed that Grievance submission form (both online and offline) will be made available to students. A complaint box will be placed in the academic block for anonymous submissions.

Agenda 5: Any other point with permission of the Chairperson

Mr. Devendra Singh Kushwaha proposed student sensitization workshops to spread awareness about the grievance redressal mechanism. This suggestion was welcomed and will be discussed in detail in the next meeting.

The meeting concluded with a vote of thanks by the Chairperson.


Dr. Brajesh Varshney
Chairperson

CC:

1. The Management
2. The HODs
3. All Concerned members

Kanpur Institute of Technology, Kanpur
Student Grievance Redressal Cell (SGRC)

Minutes of Meeting

A meeting of Student Grievance Redressal Cell (SGRC) was held on 14th February, 2025 at 2:30 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:

Sr. No.	Name Of Person	Designation	Portfolio
1	Dr. Brajesh Varshney	Director	Chairperson
2	Dr. Ritu Kumari Singh	Dean Students' Welfare	Coordinator
3	Dr. Rakesh Kumar Pandey	Dean Administration	Member (Faculty)
4	Mr. Asheesh Gupta	Head Admission	Member (Faculty)
5	Mr. Devendra Singh Kushwaha	Deputy Chief Proctor	Member (Faculty)
6	Ms. Khushi Singh	Student	Member (Student)
7	Mr. Tanish Katiyar	Student	Member (Student)

Following agenda were discussed in the meeting:-

Agenda 1: Opening Remarks by Chairperson

The meeting began with remarks by Dr. Brajesh Varshney, Chairperson, who appreciated and encouraged members to continue working with student-centric focus and timely action.

Agenda 2 : Grievances Received and Reviewed

The Coordinator, Dr. Ritu Kumari Singh, informed the committee that some grievances were received from students concerning the following issues:

- Hostel Facilities
- Canteen Hygiene
- Mess Menu

Each grievance was individually discussed by the committee. Suitable actions were proposed to ensure timely redressal and appropriate follow-up measures. The committee emphasized the need for coordination with the respective departments to address the concerns effectively.

Agenda 3: Student Outreach and Awareness

Mr. Devendra Singh Kushwaha proposed a Student Awareness Drive to educate students about the grievance reporting mechanisms. Posters and digital notices will be circulated, and an orientation session will be planned for the students.

Conclusion:

The Chairperson thanked all members for their active participation and noted the importance of student involvement in sustaining the redressal mechanism.


Dr. Brajesh Varshney

Chairperson

CC:

1. The Management
2. The HODs
3. All Concerned members