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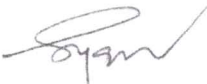
Dated: 16<sup>th</sup> Aug. 2023

**Notification**

**GRIEVANCE REDRESSAL AND INTERNAL COMPLAINT COMMITTEE  
(ACADEMIC SESSION 2023-2024)**

Hereby a Grievance Redressal and Internal Complaint Committee is constituted as under:

S. No.	Name	Designation	Contact No.
1.	Dr. Seema Nayak, HOD- ECE	Chair Person	9717856059
2.	Dr. Vandana Saxena, Assoc.Professor, ASH	Member	7838377315
3.	Ms. Tabassum Abbasi, HOD- Civil	Member	9891899208
4.	Dr. Prabhat Kumar Vishwakarma, HOD- CSE	Member	7303423345
5.	Dr. Naveen Kumar Sharma, HOD- MCA	Member	9999977316
6.	Mr. Ajay Ram Puri, Head- HR	Member	9910703995
7.	Mr. Vaibhav Raj	Member	9142325896
8.	Mr. Gaurav Yagvalya	Member	8058659197
9.	Ms. Anshika Pandey	Member	9555065718
10.	Mr. Rajesh Kumar Jha, Registrar	Member Secretary	9810340984

  
**Prof. (Dr.) S. S. Tyagi**  
Director  
IIMT College of Engineering  
Greater Noida

To: All Notice Boards

**Copy to:**

1. Hon'ble MD (For kind information)
2. Respected ED Sir (For kind information)
3. All members (Dr. Seema Nayak will inform to all members of committee)
4. All Deans & HODs
5. Head-HR
6. Registrar
7. Training & Placement Cell
8. Hostel Wardens
9. Librarian



Ref. No.: IIMT/GR&ICC/2023-24/ODD/02

Date: 18.08.2023

**GRIEVANCE REDRESSAL AND INTERNAL COMPLAINT COMMITTEE**

**MINUTES OF THE MEETING**

**Committee: Date:** August 18, 2023

**Time:** 11:00 AM - 12:00 PM

**Venue:** A 204, Conference Hall

**Agenda: Constitution of the Grievance Redressal and Internal Complaint Committee**

**Minutes Recorded by:** Mr. Rajesh Kumar Jha

**Opening of the Meeting**

The meeting commenced at 11:00 AM with Dr. Seema Nayak, the Chairperson, welcoming all attendees. She expressed her gratitude for the members' commitment to serving on the Grievance Redressal and Internal Complaint Committee.

**Purpose of the Committee**

Dr. Nayak outlined the primary purpose of the committee: to provide a confidential, impartial, and effective platform for addressing various grievances within the academic and administrative sectors of the institution.

**Constitution of the Committee**

The Chairperson confirmed the appointment of the committee members.

Sr. No.	Name	Designation	Contact No.
1	Dr. Seema Nayak, HOD-ECE	Chairperson	9717856059
2	Dr. Vandana Saxena, Assoc. Prof.-ASH	Member	7838377315
3	Dr. Tabassum Abbasi, HOD-Civil	Member	9891899208
4	Dr. Prabhat Kumar Vishwakarma, HOD-CSE	Member	7303423345
5	Dr. Naveen Kumar Sharma, HOD-MCA	Member	9999977316
6	Mr. Ajay Ram Puri, Head-HR	Member	9910703995
7	Mr. Vaibhav Raj	Student Member	9142325896
8	Mr. Gaurav Yagvalya	Student Member	8058659197
9	Ms. Anshika Pandey	Student Member	9555065718
10	Mr. Rajesh Kumar Jha, Registrar	Member Secretary	9810340984

**Rules and Regulations**

The committee discussed the draft of the rules and regulations governing the grievance procedures. Key points included confidentiality, the process for submitting grievances, and timelines for resolution.

**Communication Channels**

The members agreed on setting up a dedicated email address and an online submission form as primary channels for submitting grievances. They also emphasized the importance of anonymity for complainants.

#### Action Items

**Dr. Seema Nayak:** Finalize the committee's official charter and rules.

All Members: Review and provide feedback on the draft rules and regulations by August 30, 2023.

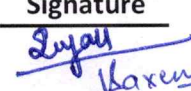
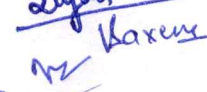








**Dr. Prabhat Kumar Vishwakarma:** Set up the complaint submission systems and circulate the contact details to all faculty, staff, and students by August 25, 2023.

#### Next Meeting


The next meeting was scheduled for September 20, 2023, at 01:00 PM in A 204.

The meeting ended with thanks to the Chairperson Dr. Seema Nayak at 01:10 PM

#### Attendees

Name	Designation	Signature	
Dr. Seema Nayak,	HOD-ECE	Chairperson	
Dr. Vandana Saxena,	Assoc. Prof.-ASH	Member	
Dr. Tabassum Abbasi	HOD-Civil	Member	
Dr. Prabhat Kumar Vishwakarma	HOD-CSE	Member	
Dr. Naveen Kumar Sharma	HOD-MCA	Member	
Mr. Ajay Ram Puri	Head-HR	Member	
Mr. Vaibhav Raj		Student Member	
Mr. Gaurav Yagvalya		Student Member	
Ms. Anshika Pandey		Student Member	
Mr. Rajesh Kumar Jha	Registrar	Member Secretary	

**Absent:** (None)

**Minutes Approved by:**  Dr. Seema Nayak, Chairperson

**Date of Approval:** August 14, 2023

#### Copy to:

1. Hon'ble MD Sir (for kind information)
2. Respected ED Sir (for kind information)
3. All members (Dr. Seema Nayak will inform to all members of committee)
4. All Deans & HODs
5. Head-HR
6. Registrar
7. Training & Placement Cell
8. Hostel wardens
9. Librarian



Ref. No.: IIMT/GR&ICC/2023-24/ODD/04

Date: 20.09.2023

**GRIEVANCE REDRESSAL AND INTERNAL COMPLAINT COMMITTEE**

**MINUTES OF THE MEETING**

**Date:** September 20, 2023

**Time:** 01:00 PM - 02:00 PM

**Venue:** A 204, Conference Hall

**Agenda:** Addressing Faculty Member Grievances

**Minutes Recorded by:** Mr. Rajesh Kumar Jha

**Opening of the Meeting**

The meeting began at 01:00 PM with Chairperson Dr. Seema Nayak opening the session. She thanked the members for their diligent work and commitment to the committee's objectives.

**Approval of Previous Minutes**

The minutes from the August 18, 2023, meeting was presented and unanimously approved by the committee members.

**Grievance Review**

The main agenda was the review of a grievance submitted regarding the inadequate cleaning of the chemistry laboratory. The complaint highlighted concerns over safety and hygiene due to irregular cleaning schedules.

**Discussion**

The members discussed the grievance extensively:

**Dr. Tabassum Abbasi** expressed concerns about the potential hazards to students and staff due to the unclean lab.

**Dr. Vandana Saxena** suggested a review of the current cleaning staff's schedules and responsibilities.

**Dr. Prabhat Kumar Vishwakarma** provided insights into student concerns and discomfort due to the current state of the lab.

**Dr. Naveen Kumar Sharma** recommended implementing a feedback system for the cleaning services.

**Resolution**

After thorough discussion, the committee agreed on the following resolutions:

- Increase the cleaning frequency of the chemistry lab to twice a day.
- Conduct a review of the current cleaning staff's workload and efficiency.
- Implement a monthly inspection and feedback system involving faculty and student representatives.



**Action Items:**

Facilities Manager (Action by **Dr. Tabassum Abbasi**): Oversee the implementation of the new cleaning schedule and review the cleaning staff's efficiency by October 15, 2023.

**Dr. Prabhat Kumar Vishwakarma**: Organize a team of student representatives to provide monthly feedback on the cleanliness of the lab.

**Dr. Vandana Saxena**: Coordinate with the administration to ensure the changes are adequately supported and sustained.

**Additional Issues**

The committee briefly discussed upcoming issues for the next meeting, including faculty workload and parking space allocation.

**Next Meeting**

Scheduled for October 24, 2023, at 02:00 PM in A 204, Conference Hall.

The meeting ended with thanks to the Chairperson Dr. Seema Nayak at 02:00 PM.

**Attendees**

Name	Designation	Signature
Dr. Seema Nayak	HOD-ECE	Chairperson
Dr. Vandana Saxena	Assoc. Prof.-ASH	Member
Dr. Tabassum Abbasi	HOD-Civil	Member
Dr. Prabhat Kumar Vishwakarma	HOD-CSE	Member
Dr. Naveen Kumar Sharma	HOD-MCA	Member
Mr. Ajay Ram Puri	Head-HR	Member
Mr. Vaibhav Raj		Student Member
Mr. Gaurav Yagvalya		Student Member
Ms. Anshika Pandey		Student Member
Mr. Rajesh Kumar Jha	Registrar	Member Secretary

**Absent:** (None)

**Minutes Approved by:** Dr. Seema Nayak, Chairperson

**Date of Approval:** September 20, 2023

**Copy to:**

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Ref. No.: IIMT/GR&ICC/2023-24/ODD/06

Date: 24.10.2023

**GRIEVANCE REDRESSAL AND INTERNAL COMPLAINT COMMITTEE**

**MINUTES OF THE MEETING**

**Committee:** Grievance Redressal and Internal Complaint Committee

**Date:** October 24, 2023

**Time:** 02:00 PM - 03:00 PM

**Venue:** A 204, Conference Hall

**Agenda:** Review of Actions Taken on Previous Grievances and Addressing New Faculty Member Grievances

**Minutes Recorded by:** Mr. Rajesh Kumar Jha

**Opening of the Meeting**

The meeting commenced at 02:00 PM with Chairperson Dr. Seema Nayak welcoming all members and appreciating their ongoing efforts towards addressing grievances within the institution.

**Approval of Previous Minutes**

The minutes from the September 20, 2023, meeting were presented and unanimously approved by the committee members.

**Review of Actions Taken on Previous Grievances**

The main agenda was to review the actions taken regarding the inadequate cleaning of the chemistry laboratory:

**Dr. Tabassum Abbasi** reported on the increased cleaning frequency and the review of the cleaning staff's workload and efficiency. Improvements in the lab's cleanliness were acknowledged by faculty and students.

**Dr. Prabhat Kumar Vishwakarma** shared feedback from the student representatives regarding the new cleaning schedule and reported overall positive responses.

**Dr. Vandana Saxena** confirmed that the administration had provided additional support and resources to sustain the improvements made.

**New Grievances**

- Concerns over increasing faculty workload without corresponding adjustments in compensation or support were raised.
- Complaints about insufficient parking space leading to daily inconveniences for faculty and staff were addressed.

**Discussion**

Members proposed various solutions, including the reassessment of faculty workloads and exploration of options for expanding parking facilities.

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### Resolutions

The committee decided to:

- Form a subcommittee to review faculty workload and propose adjustments.
- Conduct a feasibility study for expanding parking facilities or improving current allocation methods.

### Action Items

- **Dr. Vandana Saxena** and **Mr. Ajay Ram Puri** to lead the subcommittee on faculty workload, with a report due by November 20, 2023.
- **Dr. Naveen Kumar Sharma** to oversee the parking space feasibility study, with initial findings expected by the next meeting.

### Additional Issues

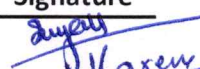









Plans were made to address other forthcoming issues, including updating laboratory equipment and enhancing library resources.

### Next Meeting


Scheduled for November 28, 2023, at 02:00 PM in A 204, Conference Hall.

The meeting ended with thanks to the Chairperson Dr. Seema Nayak at 03:00 PM.

### Attendees

Name	Designation	Signature	
Dr. Seema Nayak	HOD-ECE	Chairperson	
Dr. Vandana Saxena	Assoc. Prof.-ASH	Member	
Dr. Tabassum Abbasi	HOD-Civil	Member	
Dr. Prabhat Kumar Vishwakarma	HOD-CSE	Member	
Dr. Naveen Kumar Sharma	HOD-MCA	Member	
Mr. Ajay Ram Puri	Head-HR	Member	
Mr. Vaibhav Raj		Student Member	
Mr. Gaurav Yagvalya		Student Member	
Ms. Anshika Pandey		Student Member	
Mr. Rajesh Kumar Jha	Registrar	Member Secretary	

**Absent:** (None)

**Minutes Approved by:**  Dr. Seema Nayak, Chairperson

**Date of Approval:** October 24, 2023

### Copy to:

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3. All members (Dr. Seema Nayak will inform to all members of committee)
4. All Deans & HODs
5. Head-HR
6. Registrar
7. Training & Placement Cell
8. Hostel wardens
9. Librarian



Ref. No.: IIMT/GR&ICC/2023-24/ODD/08

Date: 28.11.2023

**GRIEVANCE REDRESSAL AND INTERNAL COMPLAINT COMMITTEE**  
**MINUTES OF THE MEETING**

**Committee:** Grievance Redressal and Internal Complaint Committee

**Date:** November 28, 2023

**Time:** 02:00 PM - 03:00 PM

**Venue:** A 204, Conference Hall

**Agenda:** Follow-up on Previous Grievances and Discussion on New Issues

**Minutes Recorded by:** Mr. Rajesh Kumar Jha

**Opening of the Meeting**

The meeting began at 02:00 PM. Chairperson Dr. Seema Nayak opened the session, thanking everyone for their dedication to solving problems at the institution.

**Approval of Previous Minutes**

The committee reviewed and approved the minutes from the October 24, 2023, meeting without any changes.

**Update on Past Issues**

- **Faculty Workload and Compensation:** Dr. Vandana Saxena and Mr. Ajay Ram Puri reported that the subcommittee on faculty workload is reviewing tasks and considering fair adjustments. They will complete their report soon.
- **Parking Space Issue:** Dr. Naveen Kumar Sharma shared that the study on parking space is underway. He mentioned looking into solutions like rearranging spaces and adding new spots.

**New Issue**

There's a concern about outdated computers and software in the computer lab. Students and faculty are having trouble with slow speed of computers on some occasions.

**Discussion**

The committee talked about the computer lab issue. Suggestions included updating the computers and software and checking more often to avoid such problems in the future.

**Decisions Made**

- To update and replace old computers and software in the computer lab.
- To set up a regular check-up plan for all lab equipment to keep everything up-to-date.

**Next Steps**

- **Dr. Naveen Kumar Sharma:** Lead the update in the computer lab, with a completion target before next semester.

*Jha*



- **Dr. Prabhat Vishwakarma:** Check other labs and report on equipment that may need updating.

### Other Topics

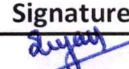
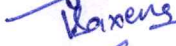





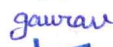


The committee plans to discuss improving the dining hall services in the next meeting.

### Next Meeting

Scheduled for December 19, 2023, at 02:00 PM in A 204, Conference Hall.

The meeting ended with thanks to the Chairperson Dr. Seema Nayak at 03:00 PM.

### Attendees

Name	Designation	Signature	
Dr. Seema Nayak	HOD-ECE	Chairperson	
Dr. Vandana Saxena	Assoc. Prof.-ASH	Member	
Dr. Tabassum Abbasi	HOD-Civil	Member	
Dr. Prabhat Kumar Vishwakarma	HOD-CSE	Member	
Dr. Naveen Kumar Sharma	HOD-MCA	Member	
Mr. Ajay Ram Puri	Head-HR	Member	
Mr. Vaibhav Raj		Student Member	
Mr. Gaurav Yagvalya		Student Member	
Ms. Anshika Pandey		Student Member	
Mr. Rajesh Kumar Jha	Registrar	Member Secretary	

**Absent:** (None)

**Minutes Approved by:**  Dr. Seema Nayak, Chairperson

**Date of Approval:** November 28, 2023

### Copy to:

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2. Respected ED Sir (for kind information)
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Ref. No.: IIMT/GR&ICC/2023-24/ODD/10

Date: 19.12.2023

**GRIEVANCE REDRESSAL AND INTERNAL COMPLAINT COMMITTEE**

**MINUTES OF THE MEETING**

**Committee:** Grievance Redressal and Internal Complaint Committee

**Date:** December 19, 2023

**Time:** 02:00 PM - 03:00 PM

**Venue:** CV Raman Hall

**Agenda:** Review of Year-End Updates and Preparations for Next Year

**Minutes Recorded by:** Mr. Rajesh Kumar Jha

**Opening of the Meeting**

The meeting began at 02:00 PM with Chairperson Dr. Seema Nayak expressing her gratitude to the committee members for their hard work throughout the year.

**Approval of Previous Minutes**

The minutes from the November 28, 2023, meeting was reviewed and approved unanimously without any amendments.

**Year-End Updates**

Dr. Nayak noted that this meeting would focus on reflecting on the year's achievements rather than discussing new issues, acknowledging the hard work and improvements made throughout the year in addressing various grievances.

- **Computer Lab Updates:** Dr. Naveen Kumar Sharma provided an update on the computer lab, noting that all old computers and software had been successfully updated.
- **Faculty Workload:** Dr. Vandana Saxena and Mr. Ajay Ram Puri reported that the faculty workload review had been completed, and adjustments were well received by the staff.
- **Parking Space Expansion:** Dr. Naveen Kumar Sharma informed that the feasibility study for parking space expansion had been completed, with implementation planned for the next year.

*Handwritten signature*



### Acknowledgements

Dr. Seema Nayak thanked all committee members for their dedication and collaborative effort, leading to significant improvements within the institution.

### Planning for Next Year

The committee discussed general goals for the upcoming year, emphasizing continued commitment to addressing grievances and enhancing the institution's environment.

### No New Issues

It was noted that no new grievances had been submitted for this meeting, which was seen as a positive reflection of the efforts made throughout the year.

### Next Meeting

The first meeting of the New Year was scheduled for January 23, 2024, at 02:00 PM in A 204, Conference Hall.

The meeting ended with thanks to the Chairperson Dr. Seema Nayak at 03:00 PM.

### Attendees

Name	Designation	Signature	
Dr. Seema Nayak	HOD-ECE	Chairperson	
Dr. Vandana Saxena	Assoc. Prof.-ASH	Member	
Dr. Tabassum Abbasi	HOD-Civil	Member	
Dr. Prabhat Kumar Vishwakarma	HOD-CSE	Member	
Dr. Naveen Kumar Sharma	HOD-MCA	Member	
Mr. Ajay Ram Puri	Head-HR	Member	
Mr. Rajesh Kumar Jha	Registrar	Member Secretary	

**Absent:** Mr. Vaibhav Raj, Mr. Gaurav Yagvalya and Ms. Anshika Pandey

**Minutes Approved by:** Dr. Seema Nayak, Chairperson

**Date of Approval:** December 19, 2023

### Copy to:

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Ref. No.: IIMT/GR&ICC/2023-24/ODD/12

Date: 23.01.2024

**GRIEVANCE REDRESSAL AND INTERNAL COMPLAINT COMMITTEE**

**MINUTES OF THE MEETING**

**Committee:** Grievance Redressal and Internal Complaint Committee

**Date:** January 23, 2024

**Time:** 02:00 PM - 03:00 PM

**Venue:** A 204, Conference Hall

**Agenda:** New Year Updates and Plans for the Upcoming Year

**Minutes Recorded by:** Mr. Rajesh Kumar Jha

**Opening of the Meeting**

The meeting opened at 02:00 PM with Chairperson Dr. Seema Nayak welcoming the committee members to the first meeting of the new year and expressing her hope for a productive year ahead.

**Approval of Previous Minutes**

The minutes from the December 19, 2023, meeting was reviewed. All members approved them with no changes.

**Year Begin Updates**

- **Dr. Nayak** highlighted the successful closure of the previous year, with significant achievements in addressing various grievances and implementing positive changes within the institution.

**New Year Objectives**

The committee discussed objectives for the year, focusing on maintaining the high standards set in the previous year and continuing to address any issues proactively. Key areas of focus included maintaining campus facilities, enhancing student welfare, and improving academic and administrative support.

**No New Issues**

The committee noted with satisfaction that no new grievances had been reported, reflecting positively on the ongoing efforts to maintain a supportive and responsive environment within the institution.

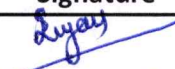



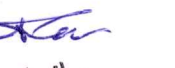
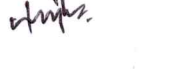

**Next Meeting**

The next meeting was scheduled for February 20, 2024, at 02:00 PM in A 204, Conference Hall.


The meeting ended with thanks to the Chairperson Dr. Seema Nayak at 03:00 PM.

*Rajesh*

**Attendees**

Name		Designation	Signature
Dr. Seema Nayak	HOD-ECE	Chairperson	
Dr. Vandana Saxena	Assoc. Prof.-ASH	Member	
Dr. Tabassum Abbasi	HOD-Civil	Member	
Dr. Prabhat Kumar Vishwakarma	HOD-CSE	Member	
Dr. Naveen Kumar Sharma	HOD-MCA	Member	
Mr. Ajay Ram Puri	Head-HR	Member	
Mr. Rajesh Kumar Jha	Registrar	Member Secretary	

**Absent:** Mr. Vaibhav Raj, Mr. Gaurav Yagvalya and Ms. Anshika Pandey

  
**Minutes Approved by:** Dr. Seema Nayak, Chairperson

**Date of Approval:** January 23, 2024

**Copy to:**

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