

Minutes of Meeting

A meeting of Grievance Redressal Committee was held on 28.07.2023 at 2:15 P.M. in Conference Hall. The Following members attended the meeting:

Sl. No.	Name of Person	Portfolio
1.	Dr. Brajesh Varshney	Chairperson
2.	Dr. Rakesh Kumar Pandey	Coordinator
3.	Ms. Nidhi G Kapoor	Member (Faculty)
4.	Dr. Ritu Kumari Singh	Member (Faculty)
5.	Mr. Rahul Singh	Member (Faculty)
6.	Mr. Asheesh Gupta	Member (Faculty)
7.	Dr. Vikas Kumar Pandey	Member (Faculty)
8.	Mr. Anurag Trivedi	Member (Staff)

The following points were discussed in the meeting:

Agenda 1: Approval of the Minutes of the previous meeting.

No suggestions were received. Minutes of first meeting were approved.

Agenda 2: To decide the role of Grievance Redressal Committee.

The role of Grievance Redressal Committee shall be:

- To attend the cases promptly on receipt of grievances.
- The Committee formally will review all cases and will prepare statistical reports about the number of cases received.
- The Committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Agenda 3: Any other point with permission of the Chairperson.

Since there was no other point to discuss, the meeting ended at 3:00 P.M.



Dr. Brajesh Varshney (Director)

Head, GRC

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