



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/GRC/2020/01

Date: 17/08/2020

GRIEVANCE REDRESSAL COMMITTEE

Objective:

The objective of the Grievance Cell for faculty and staff is to develop a responsive and accountable attitude among stakeholders namely management, faculty & staff in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the faculty & staff of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial management – faculty & Staff.
- Encouraging the faculty & staff to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising faculty & Staff of the College to respect the right and dignity of one another & students and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the faculty & staff to refrain from inciting faculty, staff & students against other colleagues or students and College administration.
- Advising all staffs to be affectionate to the colleagues and students and not behave in a vindictive manner towards any of them for any reason.

Functions of Grievance:

- The cases will be attended promptly on receipt of written grievances from the faculty & staff.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell 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.

Roles and responsibilities:

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles:

- Take grievances seriously taking on board, why the employee feels aggrieved, unhappy or dissatisfied.
- Investigate the facts and surrounding circumstances, and showing the employees that this has been done thoroughly and sensitively.
- Actively look for a solution that will satisfy the employee, where practical, without causing disproportionate difficulty for the organization or the Employee's colleagues.
- Provide feedback to the employee about what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action Committee meeting to be held on 1st Saturday of every month between 3.30 pm and 5.00 pm in the Board Room.

Composition:

The composition of the Grievance Redressal Committee as per the AICTE norms is as follow:

S.No	Name	Mobile No.	E-Mail
1.	Dr. Virendra Kumar Tiwari (Head)	9407257089	virendrat@lnct.ac.in
2.	Mr. Shishir Kharpate (Member)	9770120239	shishirk@lnct.ac.in
3.	Ms. Rashmi Agarwal (Member)	7999829418	rashmia@lnct.ac.in
4.	Ms. Prerna Jha (Member)	7974992054	prernaj@lnct.ac.in


(Dr. Sanjay Bajpai)
Director
LNCT MCA, Bhopal

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Dean of Administration and OSD
3. All Above Members
4. Registrar LNCT MCA
5. Dean Student/Student Welfare
6. Hostel Warden
7. All Notice Board of College
8. Master File Director Office

Director
Lakshmi Narain College of Technology (MCA)
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/GRC/2020/02

Date: 28/08/2020

GRIEVANCE REDRESSAL COMMITTEE

To,
The Members of GRC
LNCT MCA Bhopal,
Dear Sir/Madam,

SUBJECT: NOTICE AND AGENDRA FOR GRC MEETINGS.

1. The Grievance Redressal Committeemeeting is being conducted on 04/09/2020 (Friday) at 1:00PM in the Board Room of LNCT MCA.
2. The Agenda for the meeting is appended below:
 - Introduction of GRC members in 2020,
 - Objectives of GRC
 - Function of GRC
 - General Discussion.
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.

Looking forward to your presence in the meeting.

Yours sincerely

(Dr. Virendra Kumar Tiwari)

Head (GRC)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

GRIEVANCE REDRESSAL COMMITTEE (GRC)

LNCT (MCA)/GRC/2020/03

Date: 04/09/2020

The meeting of Grievance Redressal Committee was held on 04-09-2020 in the Board Room of LNCT-MCA. The following members were present in the meeting.

Minutes of Meeting:

1. No reported cases of student grievance were identified.
2. Continuing from the previous meeting, a notice was posted on the notice board and distributed to students, instructing them to complete the online grievance redressal from within the specified timeframe.

Action Item:

1. Seniors must ensure that no grievance is taking place anywhere in the campus.
2. If any incident of grievance occurs it is the duty of senior staff to bring it to the notice of higher officials.

Name	Designation	Signature
Dr. Virendra Kumar Tiwari (Head)	Head	
Mr. Shishir Kharpate (Member)	Member	
Ms. Rashmi Agarwal (Member)	Member	
Ms. Prerna Jha (Member)	Member	

(Dr. Virendra Kumar Tiwari)

Head (GRC)

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